

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 12/16/25



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ Hiring ☐ Contract Service Agreements
 ☒ Travel Out-of-State ☐ Travel In State ☐ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 12/10/25

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: Out of State Travel: NAFIS January 2026 Board Meeting

Description: Requesting approval for flight and per diem only for Brian Gallup to attend the NAFIS January 2026 Board Meeting in Miami, FL departing on 1/14/25 and returning 1/18/25.

Financial Impact: \$1,441.96

Funding Source (Budget/grant, etc.): 126/226.90.160.2310.582.84

Attachment(s): Flight quote, agenda

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Brian Gallup

Employee # _____

Building Administrattion

Substitute Name _____

LEAVE REPORT

Date of Leave

Hours

Type of Leave

Employee Signature _____

Date _____

☒ Approved; Condition upon the specific leave being available for the specific employee ☐ Not Approved

Principal/Supervisor _____

Date _____

TYPE OF LEAVE

AN Annual

SL Sick Leave

***EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral _____

(Master Contract) Relationship)

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop NAFIS January 2026 Board Meeting

Attach Brochure/Agenda

Location Miami, Florida

Departure Date 1/14/25

Return Date 1/18/25

Departure Time 4:00 AM

Return Time 4:00 PM

Transportation: ☒ Personal Vehicle

Mileage 198@.70=\$138.60

☐ District Vehicle

Per Diem 4OS\$105+OSB\$23+ISL\$17=\$460.00

☐ Professional Development

☐ Registration PO# _____=\$

☒ Hotel PO# _____=\$

☐ Other PO# Airline (estimate) = \$843.36

☐ Other PO# Baggage _____=\$

Sub Total \$1,441.96

Budget 126.90.160.2310.582.84 (70%)

226.90.160.2310.582.84 (30%)

Check Total \$598.60

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

Hi All,

This is a reminder to complete the Rooming Request Survey for the 2026 NAFIS January Board Meeting by December 1.

As a reminder, the hotel will not send confirmations until after the rooming list is submitted on December 1. If you need to update your reservation before then, please contact me directly (not the hotel).

[Rooming Request Survey](#)

If you plan to arrive early or depart late, please include those dates in the survey. NAFIS will cover 4 nights; any additional nights and incidentals will be your responsibility upon checkout. The hotel will honor the group rate for early arrival on Tuesday, January 13, and late departure on Monday, January 19, based on availability.

Nightly Rates:

- Jan 13–15: \$319/night
- Jan 16–18: \$339/night

Hotel Check-In/Out:

Check-in: 4:00 PM

Check-out: 11:00 AM

Board Meeting Schedule:

- Tue, Jan 13 – Early arrival
- Wed, Jan 14 – Standard arrival
- Thu, Jan 15 – Strategic Planning w/ Brian Riggs (9:00 AM–5:00 PM)
- Fri, Jan 16 – NAFIS/FISEF Board Meeting (9:00 AM–5:00 PM)
- Sat, Jan 17 – On your own
- Sun, Jan 18 – Standard departure
- Mon, Jan 19 – Late departure

Please reach out with any questions.

With gratitude,

Joel

Joel Arthur

Manager of Membership Experience

National Association of Federally Impacted Schools

202-624-5455 | 202-624-3613 (direct)

jarthur@nafisdc.org | nafisdc.org

OPTION 1				
United Airlines Flight Number UA2381	From: Glacier Park Intl, Kalispell, MT	Leaving: Wed 14 Jan 06:00AM		
			+/- Days:	0
			Stops:	0
			Flying Time:	02.30
Class: W- Economy	Destination: Denver Intl, Denver, CO	Arriving: Wed 14 Jan 08:30AM		
United Airlines Flight Number UA1418	From: Denver Intl, Denver, CO	Leaving: Wed 14 Jan 09:46AM		
			+/- Days:	0
			Stops:	0
			Flying Time:	04.02
Class: W- Economy	Destination: Miami, FL	Arriving: Wed 14 Jan 03:48PM		
United Airlines Flight Number UA586	From: Miami, FL	Leaving: Sun 18 Jan 07:15AM		
			+/- Days:	0
			Stops:	0
			Flying Time:	04.42
Class: V-Economy	Destination: Denver Intl, Denver, CO	Arriving: Sun 18 Jan 09:57AM		
United Airlines Flight Number UA1547	From: Denver Intl, Denver, CO	Leaving: Sun 18 Jan 11:15AM		
			+/- Days:	0
			Stops:	0
			Flying Time:	02.21
Class: V-Economy	Destination: Glacier Park Intl, Kalispell, MT	Arriving: Sun 18 Jan 01:36PM		
Fare		USD 691.50		
Taxes		USD 101.86		
TC FEE		USD 50.00		
Total		USD 843.36		