

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 7/9/24



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**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

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**Date:**      7/3/24

**To:**          Board of Trustees  
                    BPS

**From:**      Rebecca Rappold  
**Title:**      Superintendent

**Subject: In District Travel: School Administrators of Montana Institute 2024-2025**

**Description:** Request travel to attend the School Administrators of Montana Institute in Helena, MT July 21, 2024 - July 24, 2024 for Rebecca Rappold, Jennifer Wagner, Tonia Tatsey, William Heusbch, Sheila Hall, Raquel LittlePlume, Sicily Bird, Jessica Racine, Dennis Juneau, Angela HeavyRunner, Sandi Campbell, Kari McKay, John Salois. Training will focus on Recruitment and Retention of Quality Educations; Social, Emothional, and Behavioral Health; and Innovations in Education

**Financial Impact: \$1,390.48 ea (Est)**

**Funding Source (Budget/grant, etc.):** 126 / 226.90.161.2213.582

**Attachment(s):** Travel Request/Agenda

**Superintendent Action:**    Approved    Denied    Deferred      Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**             N/A (Info)       Approved       Denied       Tabled to: \_\_\_\_\_

**BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request**

Employee Name \_\_\_\_\_  
Building Principal/Administrator

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
July 22-24, 2024	30 Hrs	School Related
_____	_____	_____

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	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

*(Master Contract Relationship)*

**\*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 2024 SAM Administrators Institute (Attach Brochure/Agenda)

Location Helena, Mt.

Departure Date July 21, 2024

Return Date July 24, 2024

Departure Time 2:00 PM

Return Time 6:00 PM

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 344 @ .657 = \$230.48

Per Diem 3 days @ \$51 + 1D @ \$20 = \$173.00

Registration PO# \_\_\_\_\_ = \$450.00

Hotel PO# \_\_\_\_\_ = \$537.00

Other PO# \_\_\_\_\_ = \_\_\_\_\_

Other PO# \_\_\_\_\_ = \_\_\_\_\_

**Sub Total \$1,390.48**

Budget 126.90.161.2213.582 (75 %) \$302.61

226.90.161.2213.582 (25 %) \$100.87

**Check Total \$403.48**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_