

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/11/25



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: 10/29/25

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: **Superintendent**

Subject: **Out of State Travel: 42nd NIISA Annual Conference, Las Vegas, NV**

Description: Requesting approval for The Board of Trustees, Rebecca Rappold & Sandra Rivas to attend the 42nd Annual NIISA Conference in Las Vegas, NV departing 12/7/25-12/10/25

Financial Impact: **\$2,349.49 Est. per person**

Funding Source (Budget/grant, etc.): Designated to appropriate travel budget

Attachment(s): Travel request, 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 _____
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
_____	_____	_____
_____	_____	_____

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 Agenda, Name, Location TRAVEL REQUEST. (If receiving payment for EX/SR leave please fill out entire form completely) Conference/Workshop 42nd Annual NIISA Conference (Attach Brochure/Agenda)**

Location Las Vegas, NV

Departure Date 12/6/25 **Return Date** 12/10/25

Departure Time 3:00 pm

Return Time 9:00 pm

Transportation: ☒ Personal Vehicle

Mileage 254 x \$0.70 = \$177.80

☐ District Vehicle

Per Diem 3OS \$315+OSBL\$58+2ISD\$40= \$413.00

☐ Professional Development

☒ **Registration** PO# _____ = \$450.00

☒ **Hotel** PO# _____ = \$675.73

☒ **Other** PO# _____ Airfare = \$632.96

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage

Sub Total 2,349.49

Budget _____ (_____ %) \$ _____
_____ (_____ %) \$ _____

Check Total \$ 590.80

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site

NIISA

2025 ANNUAL CONFERENCE HARRAH'S HOTEL AND CASINO, LAS VEGAS DECEMBER 8TH AND 9TH, 2025

HOTEL INFORMATION

RESERVATIONS: 1-800-223-7277 (1-800-CAESARS) CODE: SHNII25
(additional processing fee for registration by phone) ROOM RATE: \$99.00 plus \$35.00 resort
fee single/double occupancy. On line registration preferred.

Web link- <https://book.passkey.com/go/SHNII25>

HOTEL RESERVATION CUT-OFF: Friday-- November 5, 2025

TENTATIVE AGENDA

Sunday	December 7th --Basics of Impact Aid (FISEF) Separate registration—NAFIS (202) 624 5455 (Note—Impact Aid application training is one day only)	
Sunday	December 7th	Registration- Foyer A- 1:00-4:30 NIISA Bd Directors meeting RM TBA
Monday	December 8th	Registration Foyer A-8:00-4:00 Breakfast buffet-7:45-8:30 Conference: NIISA-8:30-4:00 Reception: To Be Announced
Tuesday	December 9th	Beverage service-7:45-8:30 RM TBA Brunch-11:00 NIISA workshops 8:30-1:30 RM TBA NIISA Annual Mtg: 1:30-3:30

REGISTRATION

MEMBERS: \$450

NON MEMBERS: \$500

Registration received after **December 1st, 2025** will be charged an additional \$50 fee.

Checks or money orders payable to:

NIISA
Attn: Dan Hudson
384 South 3rd Street Lander,
Wyoming 82520

**Cancellation/Refund Policy: Request must be made prior to December 1st, 2025. Submit to:
Brent Gish, P.O. Box 30, Naytahwaush, MN 56566 Email: gishbd@arvig.net or FAX
218.935.2740**

OPTION 1				
Flight Number DL2201	From: Glacier Park Intl, Kalispell, MT	Leaving: Sat 06 Dec 05:00AM		
			+/- Days:	0
			Stops:	0
			Flying Time:	01.50
Class: U-Main Cabin	Destination: Salt Lake City, UT	Arriving: Sat 06 Dec 06:50AM	Aircraft Type:	Airbus A320
			Operated By:	
Flight Number DL1698	From: Salt Lake City, UT	Leaving: Sat 06 Dec 07:45AM		
			+/- Days:	0
			Stops:	0
			Flying Time:	01.40
Class: U-Main Cabin	Destination: LAS Vegas Harry Reid Intl, LAS Vegas, NV	Arriving: Sat 06 Dec 08:25AM	Aircraft Type:	Boeing 737-900
			Operated By:	
Flight Number DL1608	From: LAS Vegas Harry Reid Intl, LAS Vegas, NV	Leaving: Wed 10 Dec 10:23AM		
			+/- Days:	0
			Stops:	0
			Flying Time:	01.27
Class: K-Main Cabin	Destination: Salt Lake City, UT	Arriving: Wed 10 Dec 12:50PM	Aircraft Type:	Boeing 737-900
			Operated By:	
Flight Number DL3798	From: Salt Lake City, UT	Leaving: Wed 10 Dec 03:32PM		
			+/- Days:	0
			Stops:	0
			Flying Time:	01.53
Class: K-Main Cabin	Destination: Glacier Park Intl, Kalispell, MT	Arriving: Wed 10 Dec 05:25PM	Aircraft Type:	Embraer 175 Jet
			Operated By:	/Skywest DBA Delta Connection
Fare		USD 477.55		
Taxes		USD 85.82		
Total		USD 563.37		