

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



-
- 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: 7/1/24

To: Board of Trustees
 BPS

From: Rebecca Rappold
Title: Superintendent

Subject: **Travel: Rigorous Action Institute 2024-2025**

Description: Request travel for Rebecca Rappold, Sicily Bird, Sheila Hall, Sandi Campbell to attend the Rigorous Action Institute in Helena, MT July 28 & July 30, 2024. The training will cover expectations and requirements for SY24-25, participate in assigned targeted professional learning to support school improvement, evaluate, discuss, plan for systematic coaching for operational, instructional, and leadership components as needed.

Financial Impact: \$829.52 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: _____

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

Elsie Arntzen, Superintendent

PO Box 202501
Helena, MT 59620-2501
406-444-3680
www.opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First **A+**



Rigorous Action Institute

July 29-30, 2024
8:30 – 4:30 (each day)
in Helena, MT at the Delta Hotel

School leaders and teacher leaders (or instructional coaches)
from each of these schools are requested to attend:

Schools identified for Rigorous Action within Browning Public School District:

- Babb
- BES
- Napi
- BHS

Over these two days, together we will:

- Discuss expectations and requirements for SY24-25
- Participate in assigned targeted professional learning to support school improvement
- Evaluate, discuss, plan for systematic coaching for operational, instructional, and leadership components, as needed

For more information, please contact:

Carrie Kouba
Improvement and Engagement Senior Manager
at Carrie.Kouba@mt.gov
(406) 444-0864

or

Lindsay Mahoney
Director of School Improvement
at Lindsay.Mahoney@mt.gov
(406) 444-4438

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

Employee Name Sample
Building Administrator

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
July 28, 2024	4 Hrs	School Related
July 29-30, 2024	20 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 Rigorous Action Institute 2024-2025 **(Attach Brochure/Agenda)**

Location Helena, Mt.

Departure Date July 29, 2024

Return Date July 30, 2024

Departure Time 2:00 PM

Return Time 6:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344@.67 = \$230.48
Per Diem 2Dys @ \$51+1D @ \$20 = \$122.00

Registration PO# _____ = _____
 Hotel PO# _____ = \$477.04
 Other PO# _____ = _____
 Other PO# _____ = _____

Sub Total \$ 829.52

Budget 126.90.161.2213.582 (75%) \$264.36
126.90.161.2213.582 (25%) \$ 88.12

Check Total \$352.48

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____