

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/14/2025



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ 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: 1/8/25

To: Board of Trustees
 Browning Public School

From: Rebecca Rappold
Title: Supt. of Schools

Subject: Out of State Travel: NEA Minority & Women's Leadership (*School Related Leave Only*)

Description: Dana Bremner and Lea Whitford request school related leave to participate in the 2024-2025 NEA Minority Leadership and Women's Leadership Training seminars as presenters to advance Racial and Social Justice for the west sessions in Seattle, Washington, December 13 & 15, 2024. NEA will pay for all travel expenses.

Financial Impact: *School Related Leave Only*

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): leave request / seminar information

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: We are waiting for the budget. _____

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

2024-2025 MINORITY LEADERSHIP AND WOMEN'S LEADERSHIP TRAINING SEMINARS TO ADVANCE RACIAL & SOCIAL JUSTICE-WEST



PREPARING FOR THE 2023-2024 MLT/WLT to Advance Racial & Social Justice – West

You're receiving this message because you accepted our invitation to present at the 2024-2025 Minority Leadership Training and Women's Leadership Training Seminars to Advance Racial & Social Justice – West. Please be advised that the training seminar will occur on **Friday, December 13, 2024 – Sunday, December 15, 2024**, at the **Hyatt Regency Seattle in Seattle, WA!**

To register and prepare for your trip as a presenter, please read the information below in its entirety for important travel details and action items:

1. **Register for the event.** All registrations will be electronic via our online registration platform, **Cvent**. Please proceed with the registration type: **TRAINER/PRESENTER**. All registrations must be completed by **Friday, November 15, 2024**.

❖ Access registration here - [24-25 MLT/WLT – WEST Registration Link](#)

2. **Make your travel arrangements.** NEA will pay for round-trip transportation (airfare/train) that is booked through NEA's special account at **AmTrav Travel**. Booking is simple! Just follow a few simple steps:

- Follow the link provided in your registration confirmation email.
- Arrange your preferred travel itinerary online.
- Confirm your itinerary and you're done!

IMPORTANT:

- Preferred travel dates are **Friday, December 13, 2024** and **Sunday, December 15, 2024**. These pre-approved travel dates have been pre-populated in **AmTrav**. Requests for travel arrangements made outside of these dates will be subject to approval by NEA staff and accommodated based on hotel availability.
- Travel should be secured by **Friday, November 15, 2024**.

Pending Itineraries - Waiting for Approvals

There is a 24-hr. window for itineraries requiring approval. Pending itineraries requiring approval will be reviewed and responded to as quickly as possible within the 24-hr. approval period and approved in compliance with NEA travel policies.

- Requests for travel outside of the pre-approved travel dates of 12/13 and 12/15 will be approved whenever necessary due to unavailable or unreasonable flights on those dates.
- Requests to arrive late on 12/13 or depart early on 12/15 will be approved whenever necessary due to flight limitations.
- Requests for travel outside of approved travel dates (certain exceptions excluded) will be considered with the understanding that the traveler is required to pay any difference in airfare and for additional hotel night(s) (based on hotel availability).

NEA Minority Leadership Training (MLT) and Women's Leadership Training (WLT) Seminars to Advance Racial & Social Justice

The MLT/WLT Leadership Training Seminar is an in-person convening that aims to advance racial and social justice by preparing and supporting NEA members to be powerful leaders and advocates for their students, communities, profession, and Association.

Annually, the NEA Center for Racial and Social Justice – Human and Civil Rights department hosts The Minority Leadership Training (MLT) and Women’s Leadership Training (WLT) Seminars to Advance Racial & Social Justice – EAST and WEST. The MLT/WLT Leadership Training Seminars to Advance Racial & Social Justice is an in-person convening that aims to advance racial and social justice by preparing and supporting NEA members to be powerful leaders and advocates for their students, communities, profession, and Association. The training has the following three objectives:

- To teach participants foundational leadership skills;
- To provide tools to understand the impact of racial inequities in education proactively; and
- To provide strategies for coalition building around racial, social, and economic equity issues.

Each year, NEA affiliates select emerging leaders at the state and local levels to attend the Seminar, funded by the NEA to attend. Beyond state affiliate cohorts, a limited number of self-funded participants are available to attend on a first-come, first-serve basis.

Self-funded participants are identified as participants that have not otherwise been identified to attend by an NEA entity and whose attendance is not expensed on behalf of their state or local.

Self-funded participants are responsible for funding their entire trip to the MLT/WLT Seminars including airfare, hotel accommodations, ground transportation and a \$195.00 registration fee to cover meals provided during the conference.

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Request
Building _____

Employee # _____
Substitute Name N/A

LEAVE REPORT

Date of Leave	Hours	Type of Leave
<u>1/13/2024 - 1/15/2024</u>	<u>15</u>	<u>SR</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 or 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 Minority Leadership Training and Women's Leadership Training West Seminar **Attach Brochure/Agenda**

Location Seattle, Washington

Departure Date 1/13/24

Return Date 1/15/24

Departure Time 8:00am

Return Time 9:00pm

Transportation: ☐ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage _____ = N/A
Per Diem _____ = N/A

☐ Registration PO# _____ = N/A
☐ Hotel PO# _____ = N/A
☐ Other PO# _____ Airfare = N/A
Sub Total N/A

Budget _____ (70%)
_____ (30%)

Check Total N/A

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____