

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 2/24/26



-
- 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: 2/16/26

To: Rebecca Rappold
 Browning Public Schools

From: Jennifer Wagner
Title: Asst. Superintendent

Subject: Travel In: Gear Up Spring Planning Meeting

Description: Request for in state travel for Jen Wagner to Helena for the Gear Up Spring Planning Meeting. Attendance Matters, Best Practices and Planning will be on the agenda at this meeting. She will be taking the place of high school administrator, Sandi Campbell. Upon completion of travel a district reimbursement form for a portion of costs for mileage, and meals will be submitted.

Financial Impact: \$320.80

Funding Source (Budget/grant, etc.): 226.60.150.2410.582

Attachment(s): Travel Request/Agenda/PD Form

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

Comments: _____

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

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

Employee Name Jen Wagner
Building Administration

Employee #10446
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/15/26-3/18/26</u>	<u>24hrs</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/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 GEAR UP Spring Planning Meeting(Attach Brochure/Agenda)

Location Helena, Mt

Departure Date 3/15/26

Return Date 3/18/26

Departure Time 12:00pm

Return Time 8:30pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 344 X .70=\$240.80
Per Diem 4D@ \$20 =\$80.00

Registration PO#Paid via GU=.\$ 0
 Hotel PO#Paid via GU =.\$ 0
 Other =.\$ 0
 Other PO# _____ =.\$ 0

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$320.80

Budget 226-60-150-2410-582 (100%) \$320.80

Check Total \$320.80

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

Spring Planning Meeting details and RSVP request

Inbox



Wilson, Karen

Wed, Jan 21, 10:58 AM

to Karen

Dear Administrators and Coordinators,

Montana GEAR UP is excited to announce our details regarding the 2026 Spring Planning Meeting in Helena, March 16-18, 2026. We are also including information about the room block we have reserved at the Best Western Premier Helena Great Northern Hotel.

This year we will begin the meeting on Monday, March 16th, with a professional development opportunity provided by Attendance Works with a focus on increasing attendance and reducing absenteeism. The rest of the meeting (March 17th-18th) will focus on GEAR UP best practices and planning for the 2026-2027 grant year.

Attendance Matters – Monday, March 16th

Training will be provided by two staff from Attendance Works, a national organization focusing on reducing absenteeism. This professional development opportunity is tentatively scheduled from 8:30 AM-5:00 PM with lunch provided. Please send one person from your district who is responsible for improving attendance (e.g., a family outreach staff who follows up on absences, wrap around team member, etc.) to this training in addition to your team attending the entire Spring Planning Meeting. *This person should be someone other than your district GEAR UP coordinator.*

As part of MTGU's statewide efforts, this session will be open to other stakeholders from around Montana.

Best Practices and Planning – Tuesday and Wednesday, March 17th and 18th

The rest of the Spring Planning Meeting will be a time to reflect on successes, best practices, priorities, and resources that can be used to enhance what districts are doing. Teams will have time to plan for the required services and deliverables.

Montana GEAR UP requires at least two (2) people from each district (the coordinator, an administrator) and prefers if a school counselor or core teacher could attend all three days. Larger districts may bring a 4th person, if unused reservations allow.

To Reserve Lodging:

To reserve your lodging, **please send your information by February 6, 2026**, to Jake Troyer, jtroyer@montana.edu, 406.449.9142, who is handling arrangements with the hotel. **Please do not contact the hotel directly.**

- Please provide the name of the person who will attend the professional development on Monday only and indicate if he/she will need lodging on Sunday night.
- Please provide the names of 2 or 3 people who will attend Monday through Wednesday and will need lodging for Sunday, Monday, and Tuesday nights.

Draft Agenda:

Sunday, March 15th travel to Helena

Monday, March 16th 8:30-5:00 with lunch provided

Tuesday March 17th 8:30-5:00 with lunch provided

Wednesday March 18th 8:30-2:30 with lunch provided

Breakfasts are continental and provided by the hotel, breakfast will not be provided during the meeting; Dinners are on your own.

This year, we are asking schools to provide one photo showing how GEAR UP works for their district. Please submit the attached form to be completed and returned back to Jake (JTroyer@montana.edu) by March 1st.

Thank you for reading this with care and attention.
Karen

Karen Wilson

Montana GEAR UP

School Grant Manager

Office of the Commissioner of Higher Education

Montana University System

kwilson@montana.edu | (406) 449-9144 | <https://mus.edu/gearup/>

If you need to send student information, please send it through <https://securemail.mus.edu>

**Application for
Professional Development Opportunity
Browning Public Schools
2024-2025**

The goal of staff development is to improve achievement for Browning School students. Ideally, staff development should be sustained, intensive, of high quality, and involve as many staff and ultimately children as possible. Therefore, all staff members requesting professional development assistance are required to provide the following information:

Name Jennifer LaFromboise-Wagner **Job Title** Assistant Superintendent

Describe the type of professional development you are requesting. Include subject, area concentration, dates and follow-up activities.

*Gear Up Spring Meeting – Helena, Montana – March 15-18
Attendance Matters*

Best Practices and Planning

Describe how this professional development activity will “improve (your) knowledge and skills, classroom instruction and student achievement.”

This meeting will assist our Attendance committee with new information on best practices for on increasing attendance and reducing absenteeism.

Describe how this professional development activity is tied to the goals of the District’s Consolidated Plan/Strategic Plan or your building’s School-wide Plan.

This PD is tied to strategic planning by reducing absenteeism and engaging our students in best practices for success.

If the request requires out of district training, outline your plan to share what you have learned with other staff members and include a timeline.

I will be sharing this information with the BPS GEAR UP team, BPS Attendance committee and BPS DLT. I am going to be available all year to present and support the district.

If this request involves use of funds, please attach the appropriate school district requisition and/or leave/travel request with itemized expenses. In State travel requests are due 2-weeks in advance. Out of State requests are due 30-days in advance. All travel must be approved by the Principal/Director and/or Supervisor. In State Travel must be approved by the board if 24 hours or overnight for administrators; both must be approved by the board if out of state.

Jennifer La Fromboise-Wagner
Signature

2/16/26
Date