

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/26/28



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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:** 5/11/26

**To:** Rebecca Rappold  
Superintendent of Schools

**From:** Stephanie Holton  
**Title:** Assistant Principal/Director of Special Services

**Subject:** In-State Travel: Montana OPI Summer Institute, Bozeman, MT

**Description:** Requesting approval for Stephanie Holton to attend OPI Summer Institute, Bozeman, MT  
6/16/26-6/18/26

**Financial Impact:** \$803.76

**Funding Source (Budget/grant, etc.):** 115.76.280.2213.582.360

**Attachment(s):** 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** Kellen Hall  
**Building** Browning High School

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

**LEAVE REPORT**

|   |                                      |  |
|---|--------------------------------------|--|
| <b><u>Date of Leave</u></b><br><u>6/16/26-6/18/26</u> | <b><u>Hours</u></b><br><u>30 Hrs</u> | <b><u>Type of Leave</u></b><br><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 Agenda, Name, Location TRAVEL REQUEST. (If receiving payment for EX/SR leave please fill out entire form completely)**

**Conference/Workshop** Montana OPI Summer Institute **(Attach Brochure/Agenda)**

**Location** Bozeman, MT

**Departure Date** 6/16/26

**Return Date** 6/18/26

**Departure Time** 6:00 am

**Return Time** 9:00 pm

- Transportation:**  Personal Vehicle  
 District Vehicle  
 Professional Development

**Mileage** \_\_\_\_\_ **RT @ \$0.70=** \$0.00  
**PerDiem** 3 Days @ \$51 = \$153.00

- Registration** PO# \_\_\_\_\_ = \$  
 **Hotel** PO# \_\_\_\_\_ = \$650.76  
 **Other** PO# Airfare = \$

**Submit Receipts on return for Taxi/Shuttle/Parking/Luggage      Sub Total \$803.76**

**Check Total \$153.00**

**Budget** 115.76.280.2213.582.360 (100%)  
\_\_\_\_\_ ( %) \$

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

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

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

**Application for  
Professional Development Opportunity  
Browning Public Schools  
2025-2026**

**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** Stephanie Holton

**Job Title** Special Service Director

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

I am requesting approval to attend the OPI Montana Reads Summit/ Special Education trainings provided through OPI and other approved professional development. These trainings focus on literacy instruction, evidence-based interventions, special education compliance, instructional supports, student services, and improving outcomes for students with disabilities.

The Special Education trainings will focus on IDEA compliance, IEP development, evaluation procedures, inclusive practices, behavior supports, and effective service delivery models.

Follow-up activities will include sharing resources, strategies, and updated guidance with administrators, teachers, special education staff, related service providers, and paraprofessionals through meetings, trainings, coaching, and ongoing collaboration throughout the school year.

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

These professional development opportunities will strengthen my knowledge of current best practices in literacy, special education, and student support services. The trainings will improve my ability to support teachers and staff in implementing effective instructional strategies, interventions, and legally compliant special education practices.

Improved knowledge and collaboration will help increase staff capacity to meet the academic, behavioral, and social-emotional needs of students. This will ultimately support improved classroom instruction, stronger intervention systems, increased student engagement, and higher student achievement, particularly for struggling learners and students with disabilities.

**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 professional development aligns with the District’s goals of improving student achievement, strengthening literacy outcomes, supporting inclusive educational practices, and ensuring high-quality instruction for all students. The trainings support the District’s commitment to providing equitable educational opportunities and improving outcomes for students receiving special education and intervention services.

The Montana Reads Summit directly supports district literacy initiatives and reading achievement goals, while the Special Education trainings support compliance, effective service delivery, staff development, and implementation of evidence-based instructional and behavioral practices across all schools.

**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.**

Following the trainings, I will share information and resources with staff through administrative meetings, special education department meetings, professional development sessions, and ongoing coaching opportunities throughout the school year. Resources and updated guidance will also be distributed electronically to staff as appropriate.

**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.**

\_\_\_\_\_  
**Signature**

7/5/23  
**Date**