

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/18/26



-
- 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: 6/11/26

To: Rebecca Rappold
Superintendent of Schools

From: Sandi Campbell
Title: BHS Principal

Subject: Out of State Travel: NCC Education Conference-Gear Up 2026-2027

Description: Request for out of state travel for Taylee Ridesatthedoor to attend the National Council for Community and Education Partnerships Conference in Washington, DC July 18- 23 by the state GEAR UP team. The team has already purchased registration, motel and round -trip flights. Upon completion of travel a district reimbursement form for costs of baggage, mileage to and from airport, airport parking, uber/taxi to/from airport to conference hotel, and eligible meals will be sent to GEAR UP.

Financial Impact: \$4,337.55

Funding Source (Budget/grant, etc.)115.90.160.1000.120.515

Attachment(s): Agenda/PD/Itinerary

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: Taylee Ridesatthedoor
Building: BMS/BHS _____

Employee # 14618
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>N/A</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 NCCEP/GEARUP Annual Conference... (Attach Brochure/Agenda)**

Location Washington, DC

Departure Date 7/18/26

Return Date 7/23/26

Departure Time 11:00 AM

Return Time 12:00 PM

Transportation: Personal Vehicle

Mileage 254 @ \$0.70 = \$177.80

District Vehicle

Per Diem 4DOS@ \$105+1B\$14+1D\$20 = \$454.00

Professional Development

Registration PO# _____ = \$1,325.00

Hotel PO# _____ = \$1,187.37

Other PO# Airfare = \$1,193.38

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

Sub Total \$4,337.55

Budget 115-60-1000-471-582-664 (100%)

Check Total \$631.80

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site

**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 Taylee Ridesatthedoor **Job Title** GEAR UP Specialist

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

I am requesting to attend the NCCEP/GEAR UP Annual Conference in Washington, D.C. This conference brings together GEAR UP professionals from across the country to share best practices, innovative strategies, and resources that support college and career readiness for students in grades 7–12. The conference includes workshops, networking opportunities, and collaborative sessions focused on strengthening GEAR UP programming.

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

Attending the conference will increase my knowledge of effective GEAR UP practices, student engagement strategies, and postsecondary readiness initiatives. The information and resources gained will help strengthen our local programming and enhance the support we provide to students as they prepare for high school graduation, college, and career success.

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 conference aligns with district and school goals of improving student achievement, increasing college and career readiness, and expanding postsecondary opportunities for all students. The knowledge gained will help strengthen our efforts to support students in grades 7–12 and ensure they have the resources and guidance needed to achieve their educational and career goals.

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.

While there is no required training component associated with attending the NCCEPP/GEAR UP Annual Conference, I will share key takeaways, resources, and best practices with staff following the conference. I will provide relevant information that supports our shared goals of increasing college and career readiness, student engagement, and postsecondary success for students in grades 7–12. 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.

Taylee Ridesatthedoor
Signature

6/5/2026
Date

Taylee RidesAtTheDoor

tayleer@bps.k12.mt.us

Job Category
GEAR UP Site Coordinator

Job Title
GEAR UP Specialist

Organization
Browning Public Schools

Work Mailing Address
PO Box 610
Browning, Montana 59417
USA

Work phone number
406-338-2725

Mobile phone number
406-845-5559

Additional Information

We're trying to identify GEAR UP alumni among our event attendees and community. Are you an alumni of the GEAR UP program in that you formally participated in GEAR UP as a secondary school student?

Yes

Are you a first-time attendee of the NCCEP/GEAR UP Annual Conference?

Yes

The participation of conference sponsors and exhibitors helps to support the work of NCCEP. Sponsors and exhibitors are permitted to contact conference attendees, two times only, at their given email to share special invitations, promotional offers, and product information. If you do not want us to share your information with sponsors and exhibitors, please click below.

Opt Out

GEAR UP State or Partnership Grantee

I am a State GEAR UP Grantee

Please select your State Grantee Name & Award No.

Montana University System, Board of Regents - P334S250012

Please initial that you've read and understand the above terms.

JK

Registering For

Item	Price
Registered For	
NCCEP Full Registration	\$1,325.00



Schedule At-A-Glance

SUNDAY JULY 19	MONDAY JULY 20	TUESDAY JULY 21	WEDNESDAY JULY 22
<p>Join us in Washington, D.C. for the NCCPE/GEAR UP Annual Conference from July 19-22, 2026!</p> <p>For additional information regarding the conference, visit edpartnerships.org</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>2:00 pm - 7:00 pm Conference Registration & Information Booth Open</p> <p>1:00 pm - 4:00 pm Pre-Conference Session</p> <p>5:00 pm - 6:30 pm Introduction to GEAR UP & NCCPE</p>	<p>7:00 am - 5:00 pm Conference Registration & Information Booth Open</p> <p>8:00 am - 8:45 am Networking Breakfast</p> <p>9:00 am - 10:15 am OPENING CEREMONY & ROLL CALL OF THE GEAR UP STATES</p> <p>10:15 am - 11:00 am Networking Break & Raffle in Exhibit Hall</p> <p>11:00 am - 12:00 pm Concurrent Sessions</p> <p>12:15 pm - 1:00 pm Networking Lunch</p> <p>1:00 pm - 2:00 pm LUNCHEON PLENARY</p> <p>2:30 pm - 3:30 pm Concurrent Sessions</p> <p>3:30 pm - 4:00 pm Networking Break & Raffle in Exhibit Hall</p> <p>4:00 pm - 5:00 pm Concurrent Sessions</p>	<p>7:00 am - 3:00 pm Conference Registration & Information Booth Open</p> <p>8:00 am - 8:45 am Networking Breakfast</p> <p>9:00 am - 10:15 am MORNING PLENARY</p> <p>10:15 am - 11:00 am Networking Break & Raffle in Exhibit Hall</p> <p>11:00 am - 12:00 pm Concurrent Sessions</p> <p>12:15 pm - 1:00 pm Networking Lunch</p> <p>1:00 pm - 2:00 pm LUNCHEON PLENARY</p> <p>2:30 pm - 3:30 pm Concurrent Sessions</p> <p>3:30 pm - 4:00 pm Networking Break & Raffle in Exhibit Hall</p> <p>4:00 pm - 5:00 pm Concurrent Sessions</p> <p>5:15 pm - 5:45 pm NCCPE/GEAR UP Directors' Meeting</p>	<p>8:00 am - 8:45 am Networking Breakfast</p> <p>9:00 am - 10:30 am MORNING PLENARY Youth Leadership Summit Presentation</p> <p>11:00 am - 12:00 pm Concurrent Sessions</p> <p>11:00 am - 1:00 pm NCCPE/GEAR UP Directors' Meeting</p> <p>12:15 pm - 1:00 pm Closing Lunch & Adjournment</p>

All times are Eastern Standard Time. The schedule will be updated as needed.

4/24/2026