

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/14/26



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: 6/29/26

To: Board of Trustees
Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: In District Travel: School Administrators of Montana Institute 2026-2027

Description: Request travel to attend the School Administrators of Montana Institute in Helena, MT July 27, 2026 - July 29, 2026 for Rebecca Rappold, Jennifer Wagner, Racquel LittlePlume, Syuna Hawkins, Jessica Racine, Heidi Dubray, Sicily Bird, Angela HeavyRunner, John Salois, Sheila Hall, Sandi Campbell, Kari McKay, Cheryl Poitra, Brandy Bremner, Travis Miller, & Stephanie Holten. Training will focus on effective communication for leaders, proficiency-based learning, and building relationships to improve student outcomes.

Financial Impact: \$1,390.48 each (est.)

Funding Source (Budget/grant, etc.): 126 or 226.XX.XXX.2213.582

Attachment(s): Travel Request/Agenda

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 SAMPLE_____
Building _____

Employee # _____
Substitute Name _____

LEAVE REPORT

Date of Leave
July 27-29, 2026

Hours
30 Hrs

Type of Leave
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 2026 SAM Administrators Institute (Attach Brochure/Agenda)

Location Helena, Mt.

Departure Date July 26, 2026

Return Date July 29, 2026

Departure Time 2:00 PM

Return Time 6:00 PM

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 344@.725=\$249.40

Per Diem 3 days @ \$51 + 1D @ \$20 = \$173.00

☒ **Registration** PO# = \$400.00

☒ **Hotel** PO# = \$600.00

☐ **Other** PO# =

☐ **Other** PO# =

Sub Total \$1,422.40

Budget 126.XX.XXX.2213.582 (75 %) \$302.61
226.XX.XXX.2213.582 (25 %) \$100.87

Check Total \$422.40

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

**Application for
Certified Professional Development Opportunity
Browning Public Schools
2026-2027**

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: SAMPLE

Job Title: PRINCIPAL/DIRECTOR

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

Elevate MT: Summer Leadership Summit. Leaders and educators play a critical role and serve as a catalyst for change when shaping the future for their schools and communities. To this end, educators are implementing innovative, inclusive, and inspirational practices in their environments. They use a proactive approach to address pressing challenges, leverage groundbreaking solutions, and motivate others to take action. By focusing on these important themes, innovation, inclusion and inspiration, the SAM ElevateMT summer conference will provide leaders with knowledge to create impactful and lasting contributions for their schools.

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

This professional development activity will improve my school leadership knowledge and skills for the 26-27 SY. Breakout sessions include; proficiency-based learning, value of instruction, technology, opportunity leadership, and speaking with purpose.

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.

This PD activity supports the district’s goals for graduation matters by implementing the proficiency-based learning standards, building relationships with staff and students as a means to improve data, purposeful speaking & listening, as well as opportunity leadership.

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.

Learning from this conference will be shared with the DLT during the BPS 2026-2027 SBE Week & during Extended Wednesday PD.

If this request involves use of funds, please attach the appropriate school district requisition and/or leave/travel request with itemized expenses. Out of District 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 Supervisor. Both must be approved by the Board.

Signature_____

Date_____