

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 28, 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: 1/17/25

To: Rebecca Rappold
 Browning Public Schools

From: Sandi Campbell
Title: BHS Principal

Subject: In State Travel: School Administrators of Montana

Justification: Kari was selected as the 2024-25 Montana School Assistant Principal of the Year. She has been invited by SAM Evening of Excellence Thursday 6/12/25 Great Northern Hotel in Helena, MT to attend the event.

Financial Impact: \$230.48

Funding Source (Budget/grant, etc.): 226-90-161-2213-0582

Attachment(s): 1. Invitation /event schedule
 2. Hotel confirmation

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 Kari McKay
Building Browning High School

Employee #10376
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>6/12/25</u>	<u>5</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 SAM Evening of Excellence (Attach Brochure/Agenda)

Location: Helena, MT

Departure Date 6/12/25

Return Date 6/13/25

Departure Time 12:00pm

Return Time 11:00am

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 344x0.67 = \$230.48

Per Diem _____ = \$ 0

☐ Registration PO# _____ = \$ 0

☒ Hotel PO# _____ = \$228

☐ Other PO# _____ Airfare = \$ 0

☐ Other PO# _____ Luggage = \$ 0

Parking/Taxi/Shuttle is reimbursable only with receipt Sub Total 458.48

Budget 226-90-161-2213-0582 (100%) \$230.48

Check Total \$230.48

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____



Kari McKay <karim@bps.k12.mt.us>

Please DO NOT reply to Your Reservation at BW Premier Helena Great Northern Hotel

1 message

BWP Helena Great Northern Hotel <autoclerkresponder@gnhotelhelena.com>

Tue, May 20, 2025 at 11:01 AM

To: karim@bps.k12.mt.us

May 20, 2025

KARI MCKAY
6 LUKIN LN
BROWNING MT
59417

Dear KARI MCKAY,

Thank you for your reservation. Our goal is to make you feel welcome and comfortable. We are looking forward to your visit and appreciate the opportunity to serve you.

We are providing a summary of your reservation details below for your review.

Your confirmation number is 250C08. We look forward to welcoming you to our Hotel on June 12, 2025 departing on June 13, 2025

You have requested a 2 QUEEN at the rate of:

Jun12'25 to Jun13'25 \$190.00

Room rates quoted above are per night and do not include the current 8% occupancy tax and a tourism fee of \$2/day for each occupied room. We are a 100% non-smoking property. We require a credit card at check in for all guests.

NOTICE - Hot Tub Permanently closed beginning June 11th, 2023.

If you are traveling with a pet, please be sure to notify the hotel prior to arrival, as pet room availability is limited. There is a \$20 charge per pet per night.

We offer a hot breakfast served daily, from 6:30 AM to 9:30 AM Monday through Friday, and 7:00 AM to 10:00 AM Saturdays and Sundays.

Check-in time is after 4:00 PM. Check-out time is 11:00 AM.

You have 24 hours prior to the day of arrival to cancel your reservation without penalty. One night's charge will be charged to your credit card for a reservation cancelled within 24 hours prior to the day of your arrival.



Kari McKay <karim@bps.k12.mt.us>

You're Invited – SAM Evening of Excellence Award Recognition

2 messages

Kim Scofield <samks@sammt.org>
To: Kari McKay <karim@bps.k12.mt.us>

Tue, Apr 22, 2025 at 2:01 PM

Dear Kari,

Congratulations again on being selected as the recipient of the MASSP Assistant Principal of the Year! On behalf of the School Administrators of Montana (SAM), we are honored to invite you to this year's SAM Evening of Excellence—a special event celebrating the outstanding contributions of Montana's education leaders.

Event Details

Date: Thursday, June 13, 2024

Location: Great Northern Hotel and Convention Center in, Helena

Schedule:

- **5:30 PM** – Social
- **6:30 PM** – Dinner & Program

Your invitation includes **you and one guest**. Additional guests are welcome to attend for **\$50 per person**, which can be arranged through the RSVP form.

What We Need from You

To help us prepare for the event, please complete the following by **Friday, May 16, 2025**:

- **RSVP with short bio and photo uploaded** for the program and presentation: [2025 SAM Evening of Excellence RSVP & Honoree Information Form](#)

Even if you are unable to attend, we still encourage you to submit your **bio and photo** since we will still recognize your achievements in the event program.

Questions?

Please reach out to Kim Scofield at samks@sammt.org

We look forward to celebrating your success and contributions to education in Montana. See you in June!

Warm regards,
The SAM Team

Rob Watson, SAM Executive Director
Kim Scofield, SAM Director of Professional Learning and Member Services
Marcus Meyer, SAM Director of Operations and Membership

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Kim Scofield

Director of Professional Learning and Member Services
School Administrators of Montana
[900 N. Montana Avenue, Suite A-4](#)
