

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 25, 2025



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input checked="" type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
This action request pertains to	<input checked="" type="checkbox"/> Elementary (only)	<input type="checkbox"/> High School/District Wide	

Date: November 13, 2025

To: Rebecca Rappold
Superintendent of Schools

From: John Salois
Title: BMS Principal

Subject: In State Travel: Montana Principal's Conference

Description: Request approval for John Salois to attend Montana Principal's Conference
January 25-27, 2026

Financial Impact: \$1,394.36

Funding Source (Budget/Grant, etc): 126.50.100.130.2410.582

Attachment(s): Agenda-travel requests

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 John E. Salois
Building Browning Middle School

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u> <u>1/24/26-1/27/26</u>	<u>Hours</u> <u>16 hrs</u>	<u>Type of Leave</u> <u>SR</u>
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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 Principal's Conference (Attach Brochure/Agenda)

Location Bozeman, MT

Departure Date 1/24/26

Return Date 1/27/26

Departure Time 1:00 pm

Return Time 10:00 pm

Transportation: ☒ Personal Vehicle

Mileage 534 x \$0.70= \$373.80

☐ District Vehicle

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

☐ Professional Development

☒ Registration PO# _____ = \$ 375.00

☒ Hotel PO# _____ = \$ 472.56

☒ Other PO# Airfare

Sub Total: \$1,394.36

Budget 126.50.100.130.2410.582 (100%) \$1,399.36
(%) \$

Check Total \$546.80

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site

This January, the heart of Montana education beats in Bozeman. The *Montana Principals' Conference* is more than a meeting — it's a homecoming for leaders who shape the next generation of Big Sky thinkers, dreamers, and doers.

Under the banner "**Solid Country Gold: Where Montana's Educators Raise Up Tomorrow's Frontier,**" this year's conference tips its hat to the people, purpose, and promise behind every Montana school.

You'll walk away with more than just strategies — you'll carry inspiration, connection, and the renewed drive to lead with heart and vision. Expect high-caliber keynotes from state and national education leaders, hands-on breakout sessions designed for real-world impact, and the kind of collaboration that only happens when Montana's best minds gather in one room.

Why register now?

- Network with hundreds of principals and educational leaders from across the state.
- Discover innovative practices that blend Montana values with cutting-edge leadership tools.
- Recharge your purpose in a setting that celebrates both heritage and progress.

Join us **January 25–27, 2026**, in **Bozeman, Montana** — where golden sunsets meet golden opportunities to lead, learn, and lift up Montana's kids.