

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 29, 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
 Superintendent

From: Sandi Campbell
 Title: BHS Principal

Subject: Out of State Travel: National Education Leadership Awards (NELA) 2024-2025

Justification: Request travel for Kari McKay, who was selected as the 2024-25 Montana School Assistant Principal of the Year, to attend the National Association of Secondary School Principals (NASSP) awards event in Washington, DC April 9-12, 2025.

Financial Impact: \$590.18 Per diem/Mileage (All expenses are paid through NASSP with the exception of per diem and mileage)

Funding Source (Budget/grant, etc.): 226.90.161.2213.582

Attachment(s): 1. Invitation to attend, Event Schedule, Hotel/event venue, Travel information
2. Registration confirmation

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

1. INVITATION TO ATTEND, EVENT SCHEDULE, HOTEL/VENUE, TRAVEL INFORMATION



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

Congratulations again on your selection as 2025 State Assistant Principal of the Year!
NASSP invites you to attend the National Education Leadership Awards (NELA)
April 9-12, 2025, at the Capital Hilton in Washington, D.C.

This email will outline the details and the suggested next steps to support your planning. Please complete all yellow highlighted actions according to the timelines listed. Thank you!

FIRST THINGS FIRST

Registration is now open.
Please RSVP by February 20, 2025.

Additionally, please complete this information form by February 7, 2025 as it will be used to produce your short biography on nassp.org and to tailor programming to our group for NELA.

2025 ASSISTANT PRINCIPAL of the YEAR EVENT SCHEDULE

A complete schedule will be provided the **week of March 30, and any changes will be Reflected in the NASSP Events app.**

You can see a preliminary schedule at the end of this email. Highlights:

- Wednesday, April 9 | Registration starts at 5:00 p.m.; Program begins at 6:00 p.m.
- Friday, April 11 | Gala reception at 5:30 p.m.; Gala awards and dinner at 6:30 p.m.
- Saturday, April 12 | Program ends at 12:00 p.m.



The agenda, session information, and any agenda changes will be available in the NASSP Events app **the week of the event**. You are highly encouraged to download the app to the phone or device you will be using at the event to stay up to date. This will be the primary way you will be contacted by NASSP about updates while at the event. You will also be able to take the surveys through the app.

Download: [Apple](#),
[Android/Google](#)

Please review the information below to prepare for your time with us.

RSVP

This event is by invitation only. Only YOU are invited to participate. There is no registration fee, and the event includes several meals throughout the program.

To secure your hotel accommodation and travel in a timely fashion, please [RSVP](#) as soon as possible, but no later than **February 20**.

Bringing an adult guest to either event is optional. If applicable, please inform us in the form about the **adult guest** accompanying you to the Opening Reception and/or Gala in the registration link, which occurs on **April 9 and April 11 respectively**. **NOTE:** The Gala programming and environment is not suitable for attendees under 21.

HOTEL AND EVENT VENUE

Hotel rooms will be secured for you at the Capital Hilton ([1001 16th Street, NW](#)

Washington, D.C. 20036) **arriving April 9 and departing April 12**. NASSP will book your hotel for you under your name. Approximately 2 weeks prior to the event you will receive your hotel

confirmation via email from the hotel. Upon check-in, you will be asked to provide a credit card to cover all incidentals and/or expenses not covered by NASSP.

Should you wish to extend your stay at the hotel, you may do so at your own expense.
The discounted rate at the hotel is **\$329, plus 15.95% tax.**

TRAVEL

NASSP will also cover your travel costs. **All travel arrangements MUST be made through our dedicated travel specialist, Direct Travel.** In the following week after you RSVP, Direct Travel will contact you to discuss available travel options. Please allow 5 business days for them to reach out as they are handling a large group.

If you are traveling with your gala guest, you may make their arrangements at the same time. *The cost of travel for your guest will be your responsibility.*

When arranging your travel, please:

- Plan to **arrive Wednesday, April 9, BY 3:00 pm**
- Plan to **depart Saturday, April 12, AFTER 12:00 pm**

For those traveling by air, NASSP recommends you fly into Ronald Reagan National Airport (DCA), which is the closest airport to the hotel (5 miles away). Washington Dulles International Airport (IAD) is also an option (30 miles away) but will only be offered under unique circumstances due to the distance from the Capital Hilton.

Driving/Riding: Taxi, Uber, Lyft, and Metro train are all ways to get from the airport to the Capital Hilton. Cost will vary.

For those driving in, The Capital Hilton has valet parking available for \$69 per night, plus tax.

Metro: The closest Metro stop to the hotel is the Farragut North station on the Red line. The next closest Metro stop is the McPherson Square station on the Orange, Blue, and Silver lines.

For more details, visit [Metrorail Information](#).

If you have any questions regarding hotel accommodation, travel, or any special needs, please contact nasspevents@nassp.org.

All programming questions should be sent to recognition@nassp.org.

PER DIEM

NASSP will provide a per diem to each participant to offset costs incurred not already covered by NASSP (i.e. baggage fees, ground transportation). Additional information will be provided closer to the event.

LOCAL AREA

As time permits, you may wish to visit some popular sites in Washington, D.C.

Attractions: Here is a list of [Things to Do Nearby](#)

Restaurants: For a list of restaurant options near the Capital Hilton and the surrounding area, see: [Area Restaurants](#).

WEATHER/DRESS

In D.C. in April, the weather can fluctuate from 40 degrees F to lower 70 degrees F. We recommend you dress in layers. Rain is also possible.

- Dress for the event is business casual.
- Dress for the gala on April 11th is cocktail/gala attire. See [examples](#) of what people have worn in the past.

BRING WITH YOU

For some of our networking and learning sessions, you'll want to have a laptop or phone fully charged. Please also bring a charger. Wi-Fi will be available.

APPROVAL TO ATTEND

NASSP understands attending the APOY Event requires time away from school and you may need to seek approval from your district to attend. Please use this letter template and draft agenda to help secure your attendance.

[Date]

Dear [Decision Maker's Name],

As our State's 2025 Assistant Principal of the Year (APOY), I have been invited and would like to attend an in-person celebration event, hosted by the National Association of Secondary School Principals (NASSP). The event is being held April 9-12, 2025, in Washington, D.C.

This will be a celebration, but it will also be a networking and learning event. I will have opportunities to enhance my leadership skills, share my story and that of my school, learn from my colleagues, and build a learning community.

I look forward to sharing what I have learned with you when I return from the event.

The cost of event registration, hotel for 3 nights, and air or train travel are covered by NASSP.

Sincerely,

[Name]

PRELIMINARY AGENDA

WEDNESDAY, APRIL 9

5:00 – 6:00 p.m. | Registration

6:00 – 7:15 p.m. | Welcome Activity for POYs

7:15 – 8:30 p.m. | Guests Join Welcome Reception

THURSDAY, APRIL 10

8:00 a.m. - 9:00 a.m. | Breakfast

9:00 a.m. - 12 p.m. | Welcome, Leadership Stories sessions

12:00 p.m. – 1:30 p.m. | Lunch

1:30 p.m. - 4:00 p.m. | Networking sessions

4:00 p.m. - 5:30 p.m. | Reflection

5:30 p.m. | Dinner on Own

FRIDAY, APRIL 11

8:00 a.m. - 9:00 a.m. | Breakfast

9:00 a.m. - 12:00 p.m. | Community Building and Advocacy sessions

12:00 p.m. - 1:30 p.m. | Lunch

1:30 p.m. - 3:30 p.m. | Problem of Practice session

5:30 p.m. | Gala Reception

6:30 p.m. - 9:30 p.m. | Gala (awards, dinner, and keynote message)

SATURDAY, APRIL 12

8:00 a.m. - 9:00 a.m. | Breakfast

9:00 a.m. - 10:30 a.m. | Building a Plan

10:30 a.m. - 12:00 p.m. | Concluding activities

KEY DATE REMINDERS:

- **February 20 – Deadline to RSVP**
- **March 12 – Deadline for travel arrangements**

We look forward to your presence at the event.

SPECIAL DISCOUNT FOR UNITED 2025

As a state APOY, you can receive complimentary event registration for the 2025 UNITED Conference in Seattle in July. Register for the conference here:
<https://theunitedconference.org/register/>

When registering for the conference, please use the code **APOY25**. This code only comps/discounts the event registration. All added luncheons, parties, etc. will be at your own cost.

Sincerely,

Meta Viers



Meta Viers

Program Manager, Recognition

nassp.org | (703) 860-7229

2. REGISTRATION CONFIRMATION

NELA 2025 Result #16790205

1 message

Formsite <noreply@fs23.formsite.com>
Reply-To: Formsite <noreply@fs23.formsite.com>
To: karim@bps.k12.mt.us

Thu, Jan 16, 2025 at 6:36 PM

Thank you for registering for NELA 2025! We look forward to welcoming you.

***Please Note: ALL travel for this event must be booked through NASSP**

- **Hotel:** We will reserve accommodations for 3 nights for you at the **Capital Hilton, Washington D.C. – Wed. Apr. 9, Thu. Apr. 10, and Fri. Apr. 11 (checking out on Sat. Apr. 12)** – but please let us know if you will not need accommodations for all three nights or if you would like to extend your stay at your own expense using our **preferred rate of \$329 + tax**. We will try our best to fulfill all requests in the order in which we receive them and based on hotel availability.
- **Air/Train:** For those traveling by air, we will book flights to/from Ronald Reagan National Airport (DCA), which is 6 miles from the hotel, and will do our best to accommodate you with convenient flights from your nearest airport. While Washington Dulles International Airport (IAD) is also an option – from IAD – the Capital Hilton is 30 miles away and will only be presented as a last resort alternate option. Train options will be available upon request and will be booked to/from Union Station, which is 2 miles from the hotel.
 - You will be contacted by our travel specialist, **Direct Travel**. They will be contacting you in the next few days with all available relevant flight/train options. **Please make sure you respond to them within 24 hours with your preferences as cost / availability fluctuates daily. Your flight/train is not booked until you confirm the itinerary with our Travel Agent.**
 - If you are arriving / departing outside of the event dates or want specific flights and the cost of your flight is higher, we will ask that you pay the difference.
 - Taxis and Ride Share Apps are available from DCA and from IAD. Fare can range from \$20 to \$90 one way and will be at your own expense.

Reminder: Any and all travel must be booked by NASSP/Direct Travel. Please book travel as soon as possible, but no later than March 12, 2025.

- **Driving/Valet Parking:** Valet parking is \$69 plus tax per night and will be at your own expense unless you are driving to the event.
- **Metro:** Washington Metrorail is an inexpensive way for you to get around Northern Virginia, the District, and Maryland. **Farragut North, Red Line** and **McPherson Square, Blue/Orange/Silver Lines** are the closest stops to the Capital Hilton. For more details, visit [Metrorail Information](#).

Should you have questions about hotel accommodations, travel, or any special needs, please email us at nasspevents@nassp.org.

Should you have any questions regarding the program or schedule, please reach out to us at recognition@nassp.org

First name

Kari

Your Nearest Airport / Train Station	GreatFalls, MT
Seat Preference	Window
Known Traveler Number (TSA Pre-Check)	1
Will you have a guest traveling with you?	No
Initials	KM

This email was sent as a result of a form being completed.
Report unwanted email.



**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Kari McKay
Building Browning High School

Employee #10376
Substitute Name N/A

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>4/9-12/2025</u>	<u>16</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 National Education Leadership Awards **(Attach Brochure/Agenda)**

Location Washington DC

Departure Date 4/9/25

Return Date 4/12/25

Departure Time 7:00am

Return Time 10:00pm

Transportation: Personal Vehicle
 District Vehicle **Per Diem**
 Professional Development

Mileage 254x0.67 = \$170.18
4 days x 105.00 = \$420.00

Registration PO# _____ = \$ 0
 Hotel PO# _____ = \$ 0
 Other PO# _____ Airfare = \$ 0
 Other PO# _____ Luggage = \$ 0

Parking/Taxi/Shuttle is reimbursable only with receipt **Sub Total \$590.18**

Budget 226.90.161.2213.582 (100%) \$590.18
NASSP paying registration, hotel, airfare

Check Total \$590.18

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____