

Browning Public Schools
Board Agenda Request
Meeting To Be Held: December 16, 2025



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: 11/19/2025

To: Rebecca Rappold
 Superintendent

From:

Title:

Subject: Travel for Kari McKay to attend the SAM Principal Conference in Bozeman, MT

Description: The School Administrator of Montana Principal conference will be held at the Grantree Best Western in Bozeman January 25-27, 2025

Financial Impact: \$814.00

Funding Source (Budget/grant, etc.):

Attachment(s): Quote

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 Kari McKay
Building Browning High School

Employee #**10376**
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>1/25 to 1/27/26</u>	<u>16 hrs</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**

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TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop SAM Principal Conference (Attach Brochure/Agenda)

Location Bozeman Montana

Departure Date 1/25/26

Return Date 1/27/26

Departure Time 11:00am

Return Time 6:00pm

Transportation: ☐ Personal Vehicle

Mileage _____ = \$

☒ District Vehicle

Per Diem 2D@\$51+1L@\$17+1D@\$20=\$139.00

☐ Professional Development

☒ Registration PO# _____ = \$375.00

☒ Hotel PO# _____ = \$140 x2 nights + tax = \$300

☐ Other PO# _____ =

☐ Other PO# _____ =

To be reimbursed: shuttle/taxi/parking upon return of receipts

Sub Total: \$814.00

Budget 226-60-150-240-582 (100 %)

Check Total \$ 373.60

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

School Administrators of Montana
900 N. Montana Ave. Suite A-4
Helena, MT 59601
4064422510

Registration Invoice

November 19, 2025
Invoice #E2031 (pg 1/1)

Sold To: Kari McKay
Browning Public Schools
P.O. Box 610
Browning, MT 59417

Event Name: 2026 Montana Principals Conference
Dates: 01/25/26 - 01/27/26
Location: Best Western Plus Grantree Inn

Purchase Description	Amounts
McKay, Kari Package: 2026 Principals Conference Registration - MASSP Member (\$375.00 USD)	\$375.00 USD
Purchase Total, Invoice #E2031:	\$375.00 USD
Payment Received:	\$0.00 USD
Amount Due:	\$375.00 USD

• **Montana Principals Conference January 25 - 27, 2026**



Lodging:

Hotel room blocks are filling fast—reserve yours now to lock in the discounted group rate.

- **SOLD OUT!** (Conference Host Hotel) **Best Western Grantree Inn** Reservations - \$139 per night + tax/fees - https://www.bestwestern.com/en_US/book/hotel-rooms.27064.html?groupId=3S2MRoL7
- **Field & Stream Hotel** (next door to Grantree) - \$139 per night + tax/fees - Use Group code: **SAM2026** <https://www.fieldandstreamlodgeco.com/bozeman>
- **Comfort Inn** Reservations (across 7th Avenue from Grantree) - \$99 per night + tax/fees - <https://www.choicehotels.com/reservations/groups/AY3oD7>
(Reservation deadline: December 1)
- **Homewood Suites** (a few blocks away)
- **Hampton Inn** (a few blocks away)

We look forward to seeing you in Bozeman in January!

Event Information:

Organization: School Administrators of Montana
Event Name: 2026 Montana Principals Conference

Description:

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.

Date(s): 1/25/2026 - 1/27/2026

Location: Best Western Plus Grantree Inn, 1325 North 7th Ave , Bozeman, MT 59715