

Browning Public Schools
Board Agenda Request
Meeting To Be Held: December 14, 2021



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: Friday, December 3, 2021

To: **Corrina Guardipee-Hall**
 Superintendent

From: Crystal R. Tailfeathers
 Title: Finance Director

Subject: **Training Opportunity for Clerk and/or Federal Grant Managers**

Description: Request travel to attend the Federal Grants training in Billings, MT. The session is intended to share a way clerks and/or grant managers can organize and manage all of a districts federal grants as well as be set up for success in a way that will also help a district get off or stay off of high-risk status in the future. It is a very transparent way to share these budgets with your school board and/or stakeholders on a monthly basis.

Financial Impact: \$525.76

Funding Source (Budget/grant, etc.): 126/226.90.160.2510.582

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



Crystal Tail Feathers <crystal@bps.k12.mt.us>

Training Opportunity for Clerk and/or Federal Grant Managers

3 messages

Kouba, Carrie <Carrie.Kouba@mt.gov>

Mon, Nov 29, 2021 at 10:14 AM

To: "Gavin, Julie" <Julie.Gavin@mt.gov>, "Konzen, Aimee" <Aimee.Konzen@mt.gov>, "Davis, Leo" <Leo.Davis@mt.gov>, "Field, Yvonne" <YField@mt.gov>, "McGee, Dan" <DMcGee@mt.gov>

Cc: "Murgel, Julie" <Julie.Murgel@mt.gov>

Good Morning,

The Improvement Unit will be hosting a 2 ½ hour training on December 9th for clerks and/or federal grant Managers during the week of the **All American NDN Shootout** in Billings scheduled for December 9-11th.

The session is intended to share a way clerks and/or grant managers can organize and manage all of a districts federal grants as well as be set up for success in a way that will also help a district get off or stay off of high-risk status in the future. And it is a very transparent way to share these budgets with your school board and/or stakeholders on monthly basis.

Dan McGee will be guiding us through this process and upon completion of this training, the Region Leads will set up a time to do a follow-up meeting for continued support.

Title I School Support dollars can be used for travel. Schools that received a "mini-Grant" can use those funds as well.

What: Training Opportunity for Clerk and/or Federal Grant Managers

When: December 9th, 1:00pm-3:30pm

Where: MSU Billings

This email is being sent to all superintendents and clerks and/or federal grant managers.

Below is a link to a quick registration for those who would like to attend. I realize this is a quick turn-around but the **deadline for registration will be Monday, December 6th**.

Training Registration: <https://forms.gle/yBBZE7saraAZYPmg9>

We look forward to spending an afternoon with you!

Let me know if you have any questions or concerns.



Carrie Kouba

Director of School Improvement

Department of School Innovation and Improvement

Montana Office of Public Instruction

- Phone: (406) 444-0864
- Website: <http://opi.mt.gov/>
- Email: Carrie.kouba@mt.gov

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

Employee Name Crystal Tailfeathers
Building Admin

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
12.08.21-12.10.21	24	SR

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 Training Opportunity for Clerk and/or Federal Grant Managers (Attach Brochure/Agenda)

Location: Billings, MT

Departure Date 12.08.21

Return Date 12.10.21

Departure Time 10:00 AM

Return Time 2:00 PM

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 346 x .56 ÷ 2 = \$193.76

Per Diem 2x\$9 (B) 2x\$12 (L) 2\$15 (D) = \$ 72.00

Registration PO# _____ = \$ 0.00

Hotel PO# _____ = \$260.00

Airline PO# _____ = \$ 0.00

Other PO# _____ = \$ 0.00

Sub Total=\$525.76

Budget 126.90.160.2510.582 (75 %) \$199.32

226.90.160.2510.582 (25 %) \$ 66.44

Check Total \$265.76

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____