

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 2/26/20



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**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

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**Date:**        2/18/20

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**        Stacy Edwards  
**Title:**        Director of Finance

**Subject: In state Travel: Montana Association of School Business Officials (MASBO)**

**Description:** Request travel to attend the MASBO Workshop in Great Falls, MT on March 6, 2020.

**Financial Impact:** \$380.05

**Funding Source:** Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

**Attachment(s):** Travel Request/Agenda

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)    Approved    Denied    Tabled to: \_\_\_\_\_



Hi Stacy!

(<http://www.facebook.com/332816734027008>)

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[Professional Development \(/i4a/pages/index.cfm?pageid=3297\)](#)

## GREAT FALLS BUDGET WORKSHOP

March 6

8:30-4:00

Heritage Inn

1700 Fox Farm Rd

406-761-1900

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[About MASBO \(/i4a/pages/index.cfm?pageid=3278\)](#)

[Recognition \(/i4a/pages/index.cfm?pageid=3304\)](#)

[Membership \(/i4a/pages/index.cfm?pageid=3289\)](#)

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### 我们学校有足够的钱

Did you catch that? If not, you now know how your Trustees, colleagues, taxpayers, and—I'm sorry to say—even your spouse often feel when you talk about your District's budget. At this year's MASBO Budget Workshop, we'll bridge that communication gap. Our goal is to take your budget numbers and translate them into something all of your stakeholders will actually understand.

### Agenda

8:30 a.m. Kickoff

9:00 a.m. Communicating the *Who & Why*: District Organization

11:45 a.m. Lunch

1:15 p.m. Communicating the *What*: District Information

2:00 p.m. Communicating the *How*: District Financial Information

4:00 p.m. Done!

These workshops are hands-on, so plan to get some work done and walk out with a finished product (or something close to finished).

We're developing a list of items and information you need to bring with you, and we'll provide that information soon.

It's gonna be loads of fun – superintendent/clerk teams are encouraged to attend. Hope you can join us!

Here's a list of items you should plan to bring with you:

- **Hard copies of the following - cuz you'll be inputting data from these reports:**
  - **4 years' DISTRICT enrollment reports (Oct 2016, 2017, 2018, and 2019) – these are available in MAEFAIRS**
  - **3 years' Budget reports (FY18, FY19, and FY20) – also available in MAEFAIRS or on the OPI website ([click here \(http://opi.mt.gov/Leadership/Finance-Grants/School-Finance/School-Finance-Budgets\)](http://opi.mt.gov/Leadership/Finance-Grants/School-Finance/School-Finance-Budgets))**
- **A laptop or other device with which you can work in Excel and Word and access the Internet**
- **A calculator and a pencil or pen**
- **A willingness to ask questions and share what works best in your district**

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

Employee Name Stacy Edwards  
Building Administration

Employee # 13354  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>03/06/20</u>	<u>8 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**  
**TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)**

Conference/Workshop MASBO Budget Workshop   *(Attach Brochure/Agenda)*

Location Great Falls, MT

Departure Date 03/05/20                      Return Date 03/06/20

Departure Time 5:00 pm                      Return Time 6:00 pm

Transportation:    Personal Vehicle                      Mileage 254 @ .575                      = \$ 146.05  
                           District Vehicle                                      Per Diem meals (din/brkft/lun/din) = \$ 51.00  
                           Professional Development

Registration PO#                                      = \$ 80.00

Hotel PO#    = \$ 103.00

Other PO#    = \$ 0.00

Other PO#    Luggage = \$ 0.00

**Sub Total \$ 380.05**

Budget 126.90.160.2510.582 (75 %) \$147.78  
226.90.160.2510.582 (25 %) \$ 49.27

**Check Total \$ 197.05**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_