

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/6/2023



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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:**    6/2/23

**To:**        Corrina Guardipee-Hall  
                  Superintendent

**From:**    Crystal Tailfeathers  
**Title:**     Finance Director

**Subject:** **MASBO Summer Conference 2022-2023**

**Description:** Request travel to attend the MASBO Summer Conference in Fairmont Hot Springs, June 13 thru June 15, 2023. MASBO Summer Conference entails various training sessions covering topics such as Black Mountain Software, OPI Title and Federal Programs, Payroll, Infinite Campus, retirement (PERS), Reserves and much more.

**Financial Impact:** **\$1,100.81**

**Financial Impact:** Salaries, benefits, and payroll costs to be charged against budgets 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: \_\_\_\_\_

12-



FAIRMONT HOT SPRINGS RESORT  
NEW SCHOOL BUSINESS OFFICIAL ACADEMY JUNE  
14  
SUMMER CONFERENCE JUNE 14-16

## AGENDA & CONFERENCE SCHEDULE COMING SOON

### NEW SCHOOL BUSINESS OFFICIAL ACADEMY

MONDAY JUNE 12

8:30am-5:00pm Training Sessions (for Clerks with <5yrs in School Finance)

TUESDAY JUNE 13

9:00am-4:00pm C&C School Accounting Software User Group Meeting (No registration required)

9:00am-2:00pm Tyler Technology User Group Meeting (Please contact Tyler to register)

9:00am-5:00pm Black Mountain Software User Group Meeting (Please register: [BMS Meeting Registration](#))

4:00pm-6:00pm Summer Conference Registration

WEDNESDAY JUNE 14

8:00am-3:00pm Summer Conference Registration

7:15am-8:15am Mentor/Mentee Breakfast (Invitation Only)

8:30am-4:00pm Training Sessions

### SUMMER CONFERENCE

TUESDAY JUNE 13

9:00am-4:00pm C&C School Accounting Software User Group Meeting  
(No registration required)

9:00am-2:00pm Tyler Technology User Group Meeting (Please contact Tyler to register)

9:00am-5:00pm Black Mountain Software User Group Meeting ([BMS Meeting Registration](#))

4:00pm-6:00pm Summer Conference Registration

WEDNESDAY JUNE 14

8:00am-3:00pm Registration

7:15am-8:15am Mentor/Mentee Breakfast (Invitation Only)

8:30am-11:50am Training Sessions

12:00pm-2:30pm Opening Session Luncheon & Keynote Speaker

2:30pm- 3:00pm Break & Visit with Exhibitors

3:00pm-4:00pm Training Session

4:30pm-7:00pm Golf or Paint & Party

7:00pm-9:00pm Dinner for all attendees in Pavilion

THURSDAY JUNE 15

7:30am-8:30am	Continental Breakfast & Visit with Exhibitors
8:00am-12:00pm	Registration
8:30am-12:00pm	Training Sessions
10:40am-11:00am	Break & Visit with Exhibitors
12:00pm-1:30pm	Business Meeting Luncheon & Awards
1:40pm-2:40pm	Training Sessions
2:40pm-3:00pm	Break & Visit with Exhibitors
3:00pm-4:00pm	Training Sessions
5:00pm-7:00pm	Dinner in Pavilion
7:00pm-9:00pm	Pool and/or Outdoor Games

FRIDAY JUNE 16

7:30am-8:30am	Continental Breakfast
8:30am-11:00am	Training Session(s)
11:15am-12:00pm	Closing Session & Prize Giveaway

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

Employee Name Crystal Tailfeathers  
Building Administration

Employee #**10891**  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
June 14-15, 2023	40	School Related
_____	_____	_____

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 **(Attach Brochure/Agenda)**

Location: Fairmont Hot Springs, MT

Departure Date 06.13.23      Return Date 06.15.23

Departure Time 12:00 pm      Return Time 9:00 pm

Transportation:  Personal Vehicle      Mileage 502 x .655      = \$328.81

District Vehicle      Per Diem 2 x \$14 (B) 2 x \$17 (L) 3 \$20 (D)      = \$122.00

Professional Development

Registration \_\_\_\_\_ = \$400.00

Hotel \_\_\_\_\_ = \$250.00

Airline PO# \_\_\_\_\_ = \$ 0.00

Other PO# \_\_\_\_\_ = \$ 0.00

**Sub Total** = \$1,100.81

Budget 126.90.160.2510.582 (75 %) \$338.11

**Check Total** = \$450.81

226.90.160.2510.582 (25 %) \$112.70

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

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

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