

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 2/23/22



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- 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

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**Date:**   2/15/22

**To:**   Corrina Guardipee-Hall  
          Superintendent

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

**Subject:** **MASBO Budget Workshop 2021-2022**

**Description:** Request travel to attend the MASBO Budget Workshop in Great Falls, MT on March 4, 2022. Training will be on the budget process.

**Financial Impact:** \$426.44

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

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

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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



GREAT FALLS BUDGET WORKSHOP

March 4, 2022

8:30a-4:00p

Great Falls Holiday Inn

1100 5th Street South

Meeting Room: Aronson/Mansfield

406-268-2800

\$80 per person

Lunch on your own

\$20 cancellation fee, if cancelled less than 5 days before workshop

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

Employee Name Crystal Tailfeathers  
Building Administration

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>03/28/22</u>	<u>8</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 Training Workshop (Attach Brochure/Agenda)

Location: Great Falls, MT

Departure Date 03/3/22

Return Date 03/4/22

Departure Time 4:00 PM

Return Time 7:00 PM

Transportation:  Personal Vehicle

Mileage 254 x .56 = \$142.24

District Vehicle

Per Diem 1x\$9 (B) 1x\$12 (L) 2\$15 (D) = \$ 51.00

Professional Development

Registration PO#45617 = \$ 80.00

Hotel PO#45618 = \$153.20

Airline PO# = \$ 0.00

Other PO# = \$ 0.00

Sub Total = \$426.44

Budget 126.90.160.2510.582 (75%) \$144.93

226.90.160.2510.582 (25%) \$ 48.31

**Check Total \$ 193.24**

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

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

**Superintendent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_