

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/11/22



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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:**      10/4/22

**To:**          Corrina Guardipee-Hall  
                    Superintendent

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

**Subject:**   **In State Travel: MASBO Budget Workshop 2022-2022**

**Description:** Workshop includes Budgeting process, from the OPI spreadsheets and links, to the end of the budget cycle at your Board meeting, hands on information and real-world examples from experienced clerks from around the State.

**Financial Impact:**   **\$437.59**

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

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

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

**Comments:**   \_\_\_\_\_

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



### GREAT FALLS BUDGET WORKSHOP

November 8

8:00am-4:00pm

Great Falls Holiday Inn

1100 5th Street South

Meeting Room: Aronson/Mansfield

406-268-2800

#### Budgeting Takes All Year

We want to give you the tools to help you succeed through every season of the Budgeting process,

from the OPI spreadsheets and links, to the end of the budget cycle at your Board meeting.

Join us for hands on information and real-world examples from experienced clerks from around the State

\$100 per person

Lunch Included

\$30 cancellation fee, if cancelled less than 5 days before workshop

#### MAKE YOUR SLEEPING ROOM RESERVATIONS EARLY:

MASBO block available at a rate of \$96/night+tax

Call 406-268-2800 for sleeping room reservations before 10/14

Kalispell New Clerk Academy

Great Falls New Clerk Academy

Billings New Clerk Academy

Missoula Budget Workshop

Great Falls Budget Workshop

Billings Budget Workshop

Miles City Budget Workshop

MCSBO Certificate Holders

Certification

Certification Test Registration

CONTACT MASBO

**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>
<u>11.08.22</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
	<i>(Master Contract Relationship)</i>	

**\*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 11.06.22

Return Date 11.07.22

Departure Time 4:00 PM

Return Time 6:30 PM

Transportation:  Personal Vehicle

Mileage 254 x .625 = \$158.75

District Vehicle

Per Diem 1x\$14 (B) 1x\$17 (L) 2x\$20 (D) = \$ 71.00

Professional Development

Registration \_\_\_\_\_ = \$100.00

Hotel \_\_\_\_\_ = \$107.84

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

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

**Sub Total** = \$437.59

Budget 126/226.90.160.2510.582

**Check Total = \$229.75**

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

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_