

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 5/09/2023



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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:**   4/27/23

**To:**   Corrina Guardipee-Hall  
            Superintendent

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

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

**Description:** Request travel for Teri DeRoche, Assistant Finance Director, to attend the MASBO Summer Conference in Fairmont Hot Springs, June 11 thru June 16, 2023.

**Financial Impact:**   **\$1,652.21**

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

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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** Teri L. DeRoche  
**Building** Administration

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

**LEAVE REPORT**

<b><u>Date of Leave</u></b>	<b><u>Hours</u></b>	<b><u>Type of Leave</u></b>
<u>June 12-16, 2023</u>	<u>40</u>	<u>School Related</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 (Attach Brochure/Agenda)

Location Fairmont Hot Springs, Mt.

Departure Date June 11, 2023

Return Date June 16, 2023

Departure Time 1:00 pm

Return Time 5:00 p.m.

Transportation:  Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 502 x .655 = \$328.81

Per Diem 5 days @ \$51.00 + \$20.00 = \$275.00

Registration PO# \_\_\_\_\_ = \$450.00

Hotel PO# \_\_\_\_\_ = \$598.40

Other PO# Airfare = \$ 0.00

Other PO# Luggage = \$ 0.00

Sub Total \$1652.21

Budget 126.90.160.2510.582 (75 %) \$452.86

226.90.160.2510.582 (25 %) \$150.95

**Check Total \$603.81**

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

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

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

White-Payroll

Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site