

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 13, 2022



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

Date: 8/31/22

To: Corrina Guardipee-Hall
 Superintendent

From: Crystal Tailfeathers
Title: Finance Director

Subject: **MASBO New Clerk Academy 2022-2023**

Description: Governmental Accounting and School Finance includes the basic accounting equation, debits and credits, financial statements, fund accounting, budgeted and non-budgeted funds, and the OPI chart of accounts.

Financial Impact: \$435.43

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

Attachment(s): Agenda

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



MASBO NEW CLERK ACADEMY

Tuesday, September 27 (Kalispell)

Wednesday, September 28 – (Great Falls)

Thursday, September 29 – (Billings)

8:30 - 9:30

Welcome and Introductions

Online Resources

- ★ MASBO calendar and resources, OPI, MCA, ARM, MTSBA, and other resource websites.

9:30 - 10:30

Governmental Accounting and School Finance

- ★ Includes the basic accounting equation, debits and credits, financial statements, fund accounting, budgeted and non-budgeted funds, and the OPI chart of accounts

10:30 – 10:45

BREAK

10:45 - 11:45

Payroll and Employee Onboarding Basics

- ★ Hiring and contract basics, onboarding documents, classified/certified, exempt and nonexempt status, and other basic labor laws.

11:45 - 12:30

LUNCH

12:30 - 1:30

Compensated Expenditure Report, TOE/TEAMS, and Other OPI reporting requirements

- ★ Compensated expenditure reporting, SEID numbers, gathering information for the TEAMS/TOE, grant close out reports.

1:30 - 2:30

Board meeting and minute laws

- ★ A review of basic board meeting laws, public notices, and closed sessions.

2:30 - 2:45

BREAK

2:45 – 3:30

Transfers Between Funds, Recoding, and Q&A time.

- ★ Transfers between funds are allowed under certain circumstances and may be a viable option for your district. Restrictions, requirements and ideas will be explored in this session.
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**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>09.28.22</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 New Clerk Academy *(Attach Brochure/Agenda)*

Location: Great Falls, MT

Departure Date 09.27.22

Return Date 09.28.22

Departure Time 4:30 PM

Return Time 6:30 PM

Transportation: Personal Vehicle
 District Vehicle

Mileage 254 x .625 = \$158.75
Per Diem 1x\$14 (B) 1x\$17 (L) 2x\$20 (D) = \$ 71.00

Registration _____ = \$100.00
 Hotel _____ = \$105.68
 Airline PO# _____ = \$ 0.00
 Other PO# _____ = \$ 0.00

Sub Total _____ = \$435.43

Budget 126.90.160.2510.582 @ \$172.31
226.90.160.2510.582 @ \$ 57.44

Check Total = \$229.75

Employee Signature _____ Date _____

Supervisors Signature _____ Date _____

Superintendent Signature _____ Date _____