

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 04/13/21



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

Date: 04/6/21

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Crystal Tailfeathers
Title: Director of Finance

Subject: In State Travel: MASBO

Description: Request travel for Crystal Tailfeathers to attend the MASBO Region 2 Spring Workshop in Great Falls, MT, April 28, 2021. The training will include the following: OPI ESSA, TRS Retirement, OPI ESSER funds, Indoor air quality in the COVID era, Empower retirement planning, Google sheets and Legislative update. Glenna Hall will attend the conference.

Financial Impact: \$301.01

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

Attachment(s): Travel Request/Agenda

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

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

MASBO Region 2 Spring Workshop
Wednesday, April 28, 2021
Heritage Inn, Great Falls

AGENDA

- | | |
|-------------|--|
| 8:00-8:30 | Registration |
| 8:30-8:45 | MASBO Regional Business Meeting |
| ♦ | Welcome & Introductions |
| ♦ | Outstanding Business Official Nominations |
| ♦ | Summer Conference: Billings Hotel & Convention Center
New Clerks Academy June 14-16 and Conference June 16-18 |
| ♦ | MASBO Mission Statement & Strategic Plan is on the website. The new website is up and running. |
| ♦ | Potential Sunshine Fund Recipient |
| ♦ | Retirees Recognition |
| ♦ | Region II Director—Nominations & Election |
| ♦ | MASBO Vice-President—Nominations & Election |
| 8:45-9:45 | OPI ESSA—Nicole Thuotte/Renee Richter |
| 9:45-10:00 | BREAK |
| 10:00-10:45 | TRS Retirement—Johnelle Sedlock |
| 10:45-11:30 | OPI ESSER Funds—Mindi Askelson |
| 11:30-12:30 | LUNCH—Provided by MASBO |
| 12:30-1:30 | Indoor Air Quality in the COVID Era—Brian Solan, Ameresco, Inc. |
| 1:30-2:15 | Empower Retirement Planning—Chris Heisel |
| 2:15-2:30 | BREAK |
| 2:30-3:30 | Google Sheets—Shanna Flores, Havre **Optional-bring your computer** |
| 3:30-4:00 | Legislative Update—Denise Williams |



BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name : Sample Request
Building Admin

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>04.28.21</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 Region 2 Spring Workshop (Attach Brochure/Agenda)

Location: Great Falls, MT

Departure Date 04.27.21

Return Date 04.28.21

Departure Time 4:00 PM

Return Time 6:30 PM

Transportation: Personal Vehicle Mileage 205.2 x .56 =\$71.12

District Vehicle Per Diem 1x\$9 (B) 2\$15 (D) =\$24.00

Professional Development

: Registration PO# _____ =\$90.00

Hotel PO# _____ =\$115.89

Airline PO# _____ =\$ 0.00

Other PO# _____ =\$ 0.00

Sub Total _____ =\$301.01

Check Total = \$95.12

Budget 126/226.90.160.2510.582

Employee Signature _____ Date _____

Superintendent Signature _____ Date _____