

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 02/13/18



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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: 02/09/18

To: **Corrina Guardipee-Hall**
 Browning Public Schools

From: Stacy Edwards
Title: Director of Finance

Subject: MASBO Budget Workshop February 23rd in Great Falls.

Description: Updates on the budget process and SB307.

Financial Impact: \$373.84

Funding Source (Budget/grant, etc.): Impact Aid Budget 126/226-90-160-2510-582

Attachment(s): Leave Request/Conference Agenda

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

Comments: _____

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

2018 MASBO Budget Workshops
8:30 a.m. – 4:00 p.m.

- February 22 – Missoula** (Courtyard Marriott)
February 23 – Great Falls (Hampton Inn)
March 1 – Miles City (Sleep Inn & Suites)
March 2 – Billings (Red Lion Hotel & Convention Center)

SB307: New decisions. New notices. New forecasts. Perhaps you can relate to Dilbert?



But don't quit! Come to the MASBO Budget Workshops instead. We'll explain the requirements, talk through the decision points, and develop your forecasts with you. Our plan is to help you leave the workshop with a completed resolution that is ready for your March board meeting.

Please plan to bring:

- A calculator and a pencil or pen
- A laptop or other device with which you can work in Excel and access the Internet
- FY16, FY17 and FY18 MAEFAIRS Budget Reports (hard copies might be easiest to work with)
- A willingness to ask questions and share what works best in your district

Hope to see you there!

AGENDA

- 8:30** Kick Off and Review of SB307
9:00 Excavating the Septic Tank (aka Preliminary Budget Development)
12:00 Lunch
1:15 Budget Presentations
2:00 Preliminary Budget Development continued
3:00 Finalizing the Notice
4:00 Done!

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

Employee Name Stacy Edwards
Building Administration

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>02/23/18</u>	<u>8</u>	<u>SR</u>
<u>02/22/18</u>	<u>2</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 Workshop (Attach Brochure/Agenda)

Location Great Falls, MT

Departure Date 02/22/18

Return Date 02/23/18

Departure Time 3:00 pm

Return Time 6:00 pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 254 @ .545 ÷ 2. = \$ 138.43

Per Diem 3 meals (dinner/breakfast/lunch) = \$ 35.00

Registration PO# 25196 = \$ 80.00

Hotel PO# _____ = \$ 120.41

Other PO# _____ = \$ - 0.00

Other PO# Luggage = \$ - 0.00

Sub Total \$ 373.84

Budget 126.90.160.2510.582 (75 %) \$ 130.07

226.90.160.2510.582 (25 %) \$ 43.36

Check Total \$ 173.43

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____