

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 3/9/21



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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:**    3/3/21

**To:**        **Corrina Guardipee-Hall**  
                 Superintendent

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

**Subject: In State Travel: MASBO Budget Training**

**Description:** Request travel for Crystal Tailfeathers and Glenna Hall to attend the MASBO Budget Training in Missoula, MT, March 12. The day will be spent doing hands-on work with the district enrollment history, developing projections, then integrating it all into the Federal Fund tools currently available to make sure our District has resources needed to weather the pandemic.

**Financial Impact: \$361.13 ea**

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

**Attachment(s): Email from MASBO**

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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

3/5/2021

Browning Public Schools Mail - MASBO News



Crystal Tail Feathers <crystalt@bps.k12.mt.us>

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## MASBO News

1 message

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Denise Williams <DWilliams@masbo.com>  
To: Marie Roach <MRoach@masbo.com>

Thu, Mar 4, 2021 at 5:47 PM

Good Afternoon, MASBO

I've got a few things to share and remind you about:

### **MASBO Budget Workshops**

Registration is open for the MASBO Budget Workshops. Click on the link for the date and location you want to attend:

- March 12 in Missoula
- March 23 in Billings

We'll spend the day doing hands-on work with your district's enrollment history, developing projections, and then integrating it all into the General Fund tools currently available to make sure your District has resources needed to weather the pandemic.

### **Resolution and Notice of Intent to Increase Non-Voted Levies**

Must be adopted by your board and published/posted by March 31, 2021. See 20-9-116, MCA.

Need help? Check out the following resources:

- Resolution for FY2022 Budgets
- FY2022 Notice of Intent Spreadsheet
- Denise Williams 406-461-3659, dwilliams@masbo.com
- Steve Hamel 406-431-0124, shamel@masbo.com

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### **2021 MTSBA/MASBO School Budget & Finance Symposium**

See the attached flyer for the following sessions which take place on Tuesdays in March from 1:00 – 3:00 p.m.

March 9 Overview of the history of school finance in Montana and the advancements in funding Montana's public schools over several legislative sessions, and an overview of MTSBA's and MASBO's 2021 Legislative Priorities and the status of those priorities.

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March 16 Focus will be on the budgeting process, including an overview of the budgeted and non-budgeted funds, including allowable uses and restrictions. Concepts such as budget authority vs. cash, allowable reserves, General Fund budget formula and appropriate uses of federal COVID funds.

March 23 Focus on the flexibilities and efficiencies to maximize district resources and enhance personalized learning. We will focus on the policies and procedures to implement these changes in district operations.

### **INTERCAP Rate Update**

The Board of Investments INTERCAP Revolving Loan Program variable interest rate for the period February 16, 2021 through February 15, 2022 is **1.65%**.

Website address for more detail: <https://investmentmt.com/INTERCAP>

Have a wonderful evening,

Denise

Denise Williams, Executive Director

Montana Association of School Business Officials (MASBO)

P.O. Box 400

East Helena, MT 59635

406-461-3659

[dwilliams@masbo.com](mailto:dwilliams@masbo.com)



MTSBA\_MASBO\_BudgetSymposium\_Flyer.docx

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

Employee Name Sample Request  
Building Administration

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>3/11/21-3/12/21</u>	<u>12</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 Missoula, MT

Departure Date 3/11/21

Return Date 3/12/21

Departure Time 12:00 p.m.

Return Time 8:00 p.m.

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Professional Development

Mileage 204 x .56 =\$ 114.24  
Per Diem 1 Day @ \$36 + Supper \$15 =\$ 51.00

☒ Registration PO# \_\_\_\_\_ =\$ 80.00  
☐ Hotel PO# \_\_\_\_\_ =\$ 115.89  
☐ Other PO# Airfare =\$ 0.  
☐ Other PO# Luggage =\$ 0.

**Sub Total \$361.13**

Budget 126.90.160.2510.582 (75 %) \$123.93  
226.90.160.2510.582 (25 %) \$ 41.31

**Check Total \$165.24**

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

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

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