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



Recognit	ion: Students	Staff	Parents			
Informat		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:	3/3/21					
To:	Corrina Guardipee-Hall Superintendent	·	rystal Tailfeathers nance Director			
Subject:	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:						
	ction: N/A (Info)		-			



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

MASBO News

1 message

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

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.

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 COVD 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

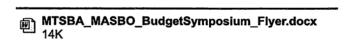
Montana Association of School Business Officials (MASBO)

P.O. Box 400

East Helena, MT 59635

406-461-3659

dwilliams@masbo.com



BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Employee Name Sample Request	Employee #		
Building Administration	Substitute Name NA		
LEAVE REPORT			
Date of Leave	<u>Hours</u>	Type of Leave	<u>e</u>
<u>3/11/21-3/12/21</u>	<u>12</u>	SR.	
	_		
Employee Signature	1	Date	
☐ Approved; Condition upon the speci	fic leave being available for the speci	fic employee	Not Approved
Principal/Supervisor		Date	
TYPE OF LEAVE			
AN Annual	PL Personal Leave		ved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)		oved Leave w/o Pay
*EX/SR Extra-Curricular/School Related		SWP Suspen	
	FN Funeral (Master Contract Relationship)	SWOP Suspen	ded w/o Pay
*If taking School Related/Extra-Curricular	Leave only, <u>In</u> or <u>Out</u> of District, you	ı <u>MUST</u> list Conferen	ce Name/Location
TRAVEL REQUEST (If receiving pa	yment for EX/SR leave please f	ill out entire form	completely)
Conference/Workshop MASBO Budge	t Workshop (Attach Brochure/Ag	genda)	
Location Missoula, MT			
Departure Date 3/11/21	Return Date <u>3/12/2</u>	21	
Departure Time 12:00 p.m.	Return Time 8:00 p		
Transportation: Personal Ve	-		.56 =\$ 114.24
District Veh		_	upper $$15 = 51.00
<u>=</u>	Development	1 Day (a, \$50 + Bt	<u>іррег ф15 — 51.00</u>
	<u> </u>	tration PO#	=\$ 80.00
	☐ Hotel	•	=\$ 115.89
	<u>=</u>		
	<u> </u>	PO# Airfare	
	☐ Other		
			Sub Total \$361.13
Budget 126.90.160.2510.582 (75 %) \$1		<u>Ch</u>	eck Total \$165.24
226.90.160.2510.582 (25 %) \$	41.31		
Employee Signature		Date	
Principal/Supervisor		Date	
Superintendent Signature			

White-Payroll Yellow Acc.-Payable Pink-Employee Goldenrod-School Site