

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 2/23/22



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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

Date: 2/15/22

To: Corrina Guardipee-Hall
 Superintendent

From: Crystal Tailfeathers
Title: Finance Director

Subject: 2022 Spring Regional Workshop

Description: Request travel to attend the 2022 Spring Regional Workshop in Great Falls, MT 3/27/22 – 3/28/22. Training will cover multiple topics including ESSER funding, budgeting, chart of accounts and GASB.

Financial Impact: \$426.44

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

Attachment(s): Travel Request/Email

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

Comments: _____

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



Region 2 Spring Workshop
March 28
8:00am-4:00pm

Great Falls Holiday Inn
1100 5th Street South
406-268-2800

Agenda Coming Soon

\$95 per attendee with lunch included

Please call 406-268-2800 by March 11

or the MASBO Room Block at \$96+tax/night;

available the night before our workshop.

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Crystal Tailfeathers
Building Administration

Employee #
Substitute Name NA

LEAVE REPORT

Table with columns: Date of Leave, Hours, Type of Leave. Row 1: 03.28.22, 8, SR

Employee Signature _____ Date _____

[X] 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 Training Workshop (Attach Brochure/Agenda)

Location: Great Falls, MT

Departure Date 03/27/22

Return Date 03/28/22

Departure Time 4:00 PM

Return Time 7:00 PM

Transportation: [X] Personal Vehicle Mileage 254 x.56 =\$142.24

[] District Vehicle Per Diem 1x\$9 (B) 1x\$12 (L) 2\$15 (D) =\$ 51.00

[] Professional Development

[] Registration PO#45617 =\$ 80.00

[] Hotel PO#45618 =\$153.20

[] Airline PO# =\$ 0.00

[] Other PO# =\$ 0.00

Sub Total =\$426.44

Budget 126.90.160.2510.582 (75%) \$144.93

226.90.160.2510.582 (25%) \$ 48.31

Check Total \$ 193.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____