

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 25, 2022



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: August 18, 2021

To: Corrina Guardipee-Hall
Superintendent

From: Crystal Tailfeathers
Title: Finance Director

Subject: MASBO Budget Workshop 2021-202

Description: Request travel to attend the MASBO New Clerk Academy in Butte, MT June 12 – 15, 2022. Training consists of coding, accounting, grants and end of year fiscal year procedures.

Financial Impact: \$857.02

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

Attachment(s): Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

**NEW CLERK ACADEMY - MONDAY, JUNE 13
COPPER 3 MEETING ROOM**

(Lunch and Breaks sponsored by MTSUIP)

8:00 – 8:30	Registration
8:30 – 9:00	Welcome, Introductions, Resources
9:00 – 10:30	Coding – led by Steve Hamel (MASBO)
10:30 – 10:45 BREAK	
10:45 – 12:00	ACCOUNTING – led by Steve Hamel (MASBO)
Noon – 1:00 LUNCH	
1:00 – 2:00	Coding Game– led by MASBO Staff & Board Members
2:00 – 3:00	Grants – led by Rita Huck (Huntley Project Schools)
3:00 – 3:15 BREAK	
3:15 – 5:00	JUNE END OF FISCAL YEAR PROCEDURES

Tuesday, June 14 - Attend your software user group meeting:

- 9:00am C&C Accounting Software in Copper 1 Room
- 9:00am Tyler Technologies (Infinite Visions) in Copper 2 Room
- 9:00am Black Mountain Software in Copper 3 Room

Wednesday, June 15 – Suggested Topics for New Clerks

- 8:30am Unemployment 101 in Copper 2 Room
- 9:40am Montana Board of Investments-INTERCAP Loan Programs in Copper 2 Room
- 10:50am Tuition in Copper 3 Room
- 12:00pm Opening Session Luncheon & Keynote Speaker in King Ballroom
- 2:30pm Break/Visit Exhibitors
- 3:00pm Pupil Transportation Overview and Updates in Copper 3 Room

Thursday, June 16 – Suggested Topics for New Clerks

- 8:30am Onboarding Tips for New Full Time PERS Employees & Basic Navigation in ERIC in Copper 1 Room
- 9:40am C&C School Accounting User Meeting in Copper 1 Room
- 9:40am Black Mountain Software 'DYK' User Meeting in Copper 2 Room
- 9:40am Strike It Rich (Show Me the Money) in Copper 4 Room
- 9:40am ESSER Survival for the Long Haul in Copper 5 Room
- 9:40am Round tables in North Lobby
- 11:00am Maximizing ESSER Funds Through Design- Build in Copper 2 Room
- 11:00am School Nutrition Programs in Copper 4 Room
- 11:00am ESSA Per Pupil Expenditure Reporting in Copper 5
- 12:00pm Luncheon Business Meeting in King Ballroom
- 1:40pm TRS Training in Copper 2 Room
- 1:40pm School Nutrition Program in Copper 4 Room
- 3:00pm TRS Surviving Teacher Retirement in Copper 2 Room
- 3:00pm Unemployment in Depth in Copper 4 Room

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

Employee Name Crystal Tailfeathers
Building Admin

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>06.13.22-06.15.22</u>	<u>24</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 New Clerk Academy (Attach Brochure/Agenda)

Location: Butte, MT

Departure Date 06.12.22 **Return Date** 06.15.22

Departure Time 12:00 PM **Return Time** 9:00 PM

Transportation: <input checked="" type="checkbox"/> Personal Vehicle	Mileage <u>236 x.585</u>	= \$ <u>138.06</u>
<input type="checkbox"/> District Vehicle	Per Diem <u>3x\$9 (B) 3x\$12 (L) 4\$15 (D)</u>	= \$ <u>123.00</u>
<input type="checkbox"/> Professional Development		
	<input type="checkbox"/> Registration <u>PO#45617</u>	= \$ <u>175.00</u>
	<input type="checkbox"/> Hotel <u>PO#45618</u>	= \$ <u>420.96</u>
	<input type="checkbox"/> Airline <u>PO#</u>	= \$ <u>0.00</u>
	<input type="checkbox"/> Other <u>PO#</u>	= \$ <u>0.00</u>
	Sub Total	= \$ <u>857.02</u>

Check Total = \$ 261.06

Budget 126/226.90.160.2510.582

Employee Signature _____ **Date** _____

Superintendent Signature _____ **Date** _____