

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 05/28/25



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: 05/22/25

To: Rebecca Rappold
 Superintendent

From: Sandra Rivas
Title: Finance Director/District Clerk

Subject: In State Travel: MASBO Summer Conference 2024-2025

Description: New SBO Academy – Summer 2025, New Business Official allows for meeting with other peers and the latest updates on school accounting, Black Mountain User Groups additional training on what the system will provide to the district as a user, Summer Conference varies workshop to understand and to be able to provide the service to the Trustees as well as all staff.

Financial Impact: \$1,525.00

Funding Source (Budget/grant, etc.): 126 / 226-90-160-2510-582 (70%/30%)

Attachment(s): Travel Request/Agenda

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

2025 MASBO SUMMER CONFERENCE & NEW SBO ACADEMY - SCHEDULE AT A GLANCE

Great Falls Heritage Inn - Breakout Rooms									All-Member Meetings and Exhibitors	
	Canadian	Britain	American	Montana & Alberta	Lewis & Clark	Missouri	Room 201	Room 200	Convention Area and Sun Terrace & Balcony	
MONDAY JUNE 9										
8:00 - 5:00	New School Business Official (SBO) Academy- Shay Baize & Melissa Bartelt, MASBO		AIM Workshop- Get the Low Down on State Reporting 2025- Mary Anne Skinner, SSOM & Nicole Thuotte, OPI AIM						Lunch for Pre-Conference & New SBO	
TUESDAY JUNE 10										
8:30 - 5:00	Black Mountain Software User Group Meeting 9-5		Tyler Technologies Users- School ERP Pro User Group Meeting 9 - 2		C&C School Accounting Software User Group 9-4		AIM- Drop in as needed for assistance			
1:00 - 5:00							CRISS Fingerprint Capturing Certification 1-5			
4:00 - 6:00	REGISTRATION in Convention Area									
4:00 - 7:00	MASBO Board Meeting in room 200									
7:00 - 9:00	Pre-Conference Welcome Mixer sponsored by Montana Cooperative Services (MCS) in Convention Area									
WEDNESDAY JUNE 11										
8:00 - 3:00	REGISTRATION in Convention Area									
8:00 - 4:00	MUST WELLNESS in Russell Meeting Room									
8:00 - 2:00	Exhibitors Set Up in Convention Area & Sun Terrace									
8:30 - 9:30	Requests & Rosters: Schedule Your Students Effectively, Saving Your District Money & Agony- Mary Anne Skinner, SSOM & Nicole Thuotte, OPI AIM	Tuition Laws, Concepts & Budget Impact- Andrea Mohammadi, OPI Tuition	General Law Overview & Employment Standards Division Support- Karla Ivie, Dept of Labor Wage & Hour	2024 Takeaways & 2025 Predictions: Benefit Trends that Drive Recruitment & Retention- Scott Florsheim & Brandon Sharon, American Fidelity	Strategic Planning from a Finance Perspective- Tony Gerharz, Wipfi	Winning Strategies for E-Grants: Access, Roles & Common Errors- Dan McNurlin, OPI	Board Meetings, Notices & Minutes- Elizabeth Kaleva, Kaleva Law	MT Co-Op Meeting & Training- Karmen Tesarek, Central MT Learning Resource Center		
9:40 - 10:40	OPI School Finance STARS- Autumn Warren, Laci Novark, Alivia Skeslien-Jenkins & Cori Opie, OPI School Finance	Personnel Reporting in AIM- Nicole Thuotte, OPI- AIM	Ready, Set.....Audit- Susan Nicosia CPA, LLC	Preparing for a Dept. of Labor Inspection? - Brodie Loushin, MSPLIP	Using AI Driven Tech to Navigate Towards the Safety Culture of the Future- Shawn Bubb, MSGIA	Planning, Budgeting, Constructing, and Maintaining School Facilities- Matt Thompson & Karen Heglin, McKinstry	AI in Public Sector Procurement- Nancy Burns, Equalis			
10:50 - 11:50	Student Activity Fund Currents of Change- Carrie Fisher, TJ Marmon, Dustin Zuffelato & Stacy Montgomery, MASBO Student Activities Committee	Pupil Transportation- Donell Rosenthal, OPI- Pupil Transportation	E-Grants Requests, Pesky Pop-Ups, Coding & Consistency- Catlin Clifford, OPI	How AI can Improve our Facilities Departments?- Pat Buchanan, Operations Hero	Stopping Fraud Before It Starts: Defending District Resources- Nyles Greer, Felt Martin PC	TRS for SBOs- Nolan Briz & Darla Fitzpatrick, TRS	Risk Assessment & Cybersecurity ROI- James Krippes, Schoolhouse IT & Dawn Van Zandt, Big Sky Cybersecurity			
12:00 - 2:30										LUNCH, OPENING SESSION & KEYNOTE SPEAKER
2:30 - 3:00										BREAK / VISIT EXHIBITORS

2025 MASBO SUMMER CONFERENCE & NEW SBO ACADEMY - SCHEDULE AT A GLANCE

Great Falls Heritage Inn - Breakout Rooms									All-Member Meetings and Exhibitors
	Canadian	Britain	American	Montana & Alberta	Lewis & Clark	Missouri	Room 201	Room 200	Convention Area and Sun Terrace & Balcony
2:40 - 3:00									BREAK / VISIT EXHIBITORS
3:00 - 4:00	Maintenance Of Effort- Karmen Tesarek, Central MT Learning Resource Center	KEY aspects for involving parents and community members in school advocacy- Brian Patrick, GPS, Jamie Marshall & Sheila Kelly, KEY Group	Navigating the Jungles of ESEA- Zach Hawkins; OPI Title I/Federal Programs Director	Employee Wellness Programs- Lacy Clark, Bozeman School District	Maximize your Medicaid Reimbursement for School-Based Services- Lisa Waterman, SSOM & Kelley Cole, RELAY	Chair Yoga- Keri Sansaver, M. Ed	Spend Dynamics Best Practices & P-Card Q&A- Holly Wallace, IASBO	Traffic Education Data and Reporting System (TEDRS)- Mike Houghton & LeAnn Haas, OPI Traffic Education	
3:00 - 4:00	Certification Testing in Meeting Room 108								
6:00 - 9:00									DINNER & BINGO
FRIDAY JUNE 13									
8:00 - 11:00									69th Montana State Legislature School Finance Review 2025- Paul Taylor, OPI & Debra Silk, MTSBA
11:00-11:30									CLOSING SESSION & PRIZE DRAWINGS
HAVE A SAFE TRIP HOME! SEE YOU NEXT YEAR, JUNE 15-19 AT THE BILLINGS HOTEL & CONVENTION CENTER									

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sandra Rivas
Building Administration

Employee #11996
Substitute Name None

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>06/08/25 - 06/13/25</u>	<u>40 hrs</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 Agenda, Name, Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop MASBO Summer Conference (Attach Brochure/Agenda)

Location Great Falls, MT

Departure Date 06/08/25

Return Date 06/13/25

Departure Time 4:00PM

Return Time 07:00PM

Transportation: ☐ Personal Vehicle
☒ District Vehicle
☐ Professional Development

Mileage _____ = \$ 0
Per Diem 4 days @ \$51 = \$255.00

☒ Registration PO# _____ = \$ 450.00
☒ Hotel PO# _____ = \$ 820.00
☐ Other PO# Airfare = \$ 0

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage

Sub Total \$ 1,525.00

Budget 126-90-160-2510-582 (70 %) \$178.50
226-90-160-2510-582 (30 %) \$ 76.50

Check Total \$255.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____