

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 5/26/21



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: 5/19/21

To: **Corrina Guardipee-Hall**
 Superintendent

From: Crystal Tailfeathers
Title: Finance Director

Subject: In State Travel: MASBO Conference 2020-2021

Description: Request travel to attend the 2021 MASBO Conference New Clerk Academy June 14 to 16, 2021 in Billings, MT.

Financial Impact: \$818.76

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

Attachment(s): Travel Request/Agenda

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

Comments: _____

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



NEW CLERK ACADEMY JUNE 14-16

SUMMER CONFERENCE JUNE 16-18

**BILLINGS HOTEL & CONVENTION CENTER
1223 MULLOWNEY LANE, BILLINGS
406-248-7151**

**SUMMER CONFERENCE WILL BE IN-PERSON ONLY
NO VIRTUAL OPTION OR RECORDINGS**

**MEALS INCLUDED FOR REGISTERED ATTENDEES.
\$30 CANCELLATION FEE IF CANCELLED AFTER JUNE 7**

NEW CLERK ACADEMY

For clerks with less than 5 years' experience in school finance

MONDAY JUNE 14

8:30am-5:00pm Training Sessions

TUESDAY JUNE 15

8:30am-4:00pm C&C School Accounting Software User Group Meeting

9:00am-2:00pm Tyler Technology User Group Meeting

(<https://attendee.gotowebinar.com/register/17855383612979469>) (Registration Required)

1:00pm-5:00pm Black Mountain Software User Group Meeting

(<https://www.blackmountainsoftware.com/event/masbo-virtual-users-meeting/>) (Registration Required)

SUMMER CONFERENCE

TUESDAY JUNE 15

8:30am-4:00pm C&C School Accounting Software User Group Meeting

9:00am-2:00pm Tyler Technology User Group Meeting

(<https://attendee.gotowebinar.com/register/17855383612979469>) (Registration Required)

1:00pm-5:00pm Black Mountain Software User Group Meeting

(<https://www.blackmountainsoftware.com/event/masbo-virtual-users-meeting/>) (Registration Required)

4:00pm-6:00pm Registration

WEDNESDAY JUNE 16

8:00am-3:00pm Registration

7:15am-8:15am Mentor/Mentee Breakfast (Invitation Only)

8:30am-11:50am Training Sessions

12:00pm-2:30pm Opening Session Luncheon & Business Meeting

2:30pm- 3:00pm Break & Visit with Exhibitors

3:00pm-4:00pm Training Session

4:30pm-7:30pm Golf or Zoo Walk

7:30pm-9:30pm BMS Dinner for all attendees

THURSDAY JUNE 17

7:30am-8:30am Continental Breakfast & Visit with Exhibitors

8:00am-3:00pm Registration

8:30am-12:00pm Training Sessions

10:40am-11:00am Break & Visit with Exhibitors

12:00pm-1:30pm Business Meeting Luncheon & Awards

1:40pm-2:40pm Training Session

2:40pm-3:00pm Break & Visit with Exhibitors

3:00pm-4:00pm Training Session

6:00pm-7:00pm Dinner

7:00pm-9:00pm Minute to Win It Games

FRIDAY JUNE 18

7:30am-8:30am Continental Breakfast

8:30am-9:45am Training Sessions

9:45am-10:00am Break

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>6/14-6/16, 2021</u>	<u>8</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 Conference New Clerk Academy (Attach Brochure/Agenda)

Location: Billings, MT

Departure Date 6/13/21

Return Date 6/16/21

Departure Time 12:00 PM

Return Time 10:00 PM

Transportation: ☒ Personal Vehicle

Mileage 346 x .56 = \$193.76

☐ District Vehicle

Per Diem 3x\$9 (B) 4x\$12 (L) 4\$15 (D) = \$135.00

☐ Professional Development

☒ Registration PO# = \$175.00

☒ Hotel PO# = \$315.00

☐ Airline PO# = \$ 0.00

☐ Other PO# = \$ 0.00

Sub Total = \$818.76

Budget 126/226.90.160.2510.582 (75%) \$246.57

126/226.90.160.2510.582 (25%) \$82.19

Check Total \$328.76

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____