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# Montana Association of School Business Officials

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Present: Suzie Zentz Teresa VanBuren  
 Teresa Cornell Zella Witter  
 Pam Owens Jacki Young  
 Mike Waterman Kim Aarstad  
 Kathy Preeshl Diane Brook  
 Lora Tauck Denise Ulberg

## MASBO Board Meeting January 26 and 27, 2009

	Meeting called to order at 1 PM by Suzie Zentz.
Approval or changes to Agenda	Agenda order was changed. Focus will be on Summer Conference. Diane Brook moved and Zella seconded motion to approve. Summer Conference will be first item on agenda. Ayes; All
Approval of October 2008 minutes	Lora Tauck moved. Kathy Preeshl asked for correction of school name to North Star instead of K-G. Zella seconded approval of minutes. Ayes: All.
Financial Reports	Lynda discussed financial reports. She stated MASBO will be doing well by the end of fiscal year. She updated the QuickBooks site so every category has a corresponding category for both MASBO/IISM. MCEL income is down this year. Revenues are still coming in from MCEL. No discussion has been made with MTSBA about the remaining payment. We expect to get \$10,000 from MCEL. MASBO has received half of the amount due. Executive Director has a new computer as her computer no longer worked. \$1,430 was the expense of the computer which is in the budget. A new webpage is going to be launched within the next week or so. The cost is \$60 an hour to set-up new webpage. Then a \$50 an hour charge for any updates. Lockwood School has a premium webpage which MASBO may want to view. New Clerk Workshop is slightly down. But it is only the November 2008 payments which are in the financial report. Summer Conference – we made money. Lynda will email Board the revenue generated at Summer Conference. Profit/Loss of \$555 will be adjusted to the correct area by the accountant. That total should be \$0. MASBO pins are under budget. Each attendee will be given a pin at Regional Workshops. Mike Waterman moved, Teresa Cornell seconded approval of the financial reports.. Ayes: All
Executive Director Report – MCEL Report	MCEL will be held in Missoula at the Hilton Garden Inn in October, 2009. Board needs to work on potential workshops for MCEL. Darrel Rud proposes other hotels host each group – MCEL, SAM, MASBO. General sessions will be all together in same location. Cooperative entity between organizations to have a leadership group is being considered by MSBA. May not be a good idea to have separate locations for workshops. But no meeting has been established at this point. Meetings may take place in March 2009. MASBO will not be supportive of the idea to split locations for MCEL. Discussions were held on joint workshops along with having a joint conference. MASBO needs to find a way to address these issues to have all be cooperative. President Suzie Zentz will be meeting with MTSBA member to address these

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location sites	were renewals and good feelings abounding Having a repeat of workshops was very beneficial as well. Teresa Van Buren noted vendors throughout conference was excellent and needs to remain. Vendors really appreciated the cards where members came to their individual booths. LaDonna Gatlin was excellent and she was recharged by the conference. Where the Board has taken MASBO needs to be stressed.
Regional Reports	<p>Region 1 – Will be held March 19 at Ruby’s in Missoula (Topics include: P-Cards, FERPA, School Specialty, Elections Update, Legislative Update, HR &amp; Unemployment.)</p> <p>Region 2 &amp; 4 – Will be held in Helena Date TBA (Topics include: Montana Co-operative, Elections Update, Legislative Update). Perhaps the Colonial could be the location. Region 2 – Clerks on the Hi-line will meet monthly in cooperation with the Administrators meeting.</p> <p>Region 3 – Will be held at the Sidney Research Center on March 24. Clerks meet 2<sup>nd</sup> Wednesday of the month in Richland County. (Topics include: Elections Update, OPI Spreadsheets, Legislative Update, Pivot Tables, Montana Co-operative.)</p> <p>Region 5 – Will be held March 31 at the MSU Billings Downtown Broadway Room. (Topics include: PERS, Elections Update, Legislative Update.)</p> <p>Region 6 – Will be held March 25 at the Miles City Country Club. (Topics include: Elections Update, Legislative Update, Bob Martelle will also conduct a workshop. A luncheon will be held to honor retirees of that region.)</p> <p>Garfield County Superintendent will be putting together a ‘new clerk’s workshop’ to assist rural clerks.</p>
Ex-Officio reports a. OPI Report	OPI Report – Denise Juneau is the new State Superintendent of Public Instruction. Madelyn Quinlan has been retained in her position. Joan Anderson also kept her position. Linda McCulloch did take many of her personal staff with her to her new position. Denise Juneau is looking at what is best for all the kids. KEDS payment is forthcoming. Reimbursement for student enrollment uploaded to AIM. Fund 15 codes Revenue Source code, expenditure codes use the correct code number. All the one-time only money coding charts is needed on the OPI website.
b. MSUIP Report	MSUIP Report – No meeting since MCEL. Conference call on April 26. Legislative two clean bills have been heard and passed. SB251 – Going to be heard Thursday, January 29 unemployment for 9-monthers. Will hurt schools if it is passed. It is gaining momentum. Claims from January 1-15 have surpassed the amount claimed in June 2008. Extra value services - Law Reporter will be paid by MSUIP it is online free if you belong to MSUIP. Bob Vogel and Theresa will be testifying against this bill.
Summer Conference a. Theme	50s theme was discussed last January. We started in one direction and went into another direction. Themes: Biker Gang/Balance to live, Live to Balance/School Spirit/GI Joe & Barbie/Dumb & Dumber/Pep Rally – Final

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	<p>Theme will be chosen at the March 2009 Board Meeting.</p>
b. Format	<p>What should we bring in, what should we do. Do we keep it like we did last year?</p> <p>Opening General Session with a meal was key and a trademark. New Clerk Workshop Format - Maybe we need to change and shake it up a bit. Prizes and freebies was a good improvement w/walkers. Vendors – will be in the entrance of Billings Holiday Inn Grand.</p>
c. New Clerk Workshop – separate or in conjunction with	<p>First decision – are we going to have the New Clerk with the Conference? Can we do it in a day and a half? Keep the focus on NEW CLERKS but no old clerks. Define what is a new clerk/old clerk</p> <p>- five years and less is a New Clerk. Tailor New Clerk’s to accommodate specific time periods. Start the New Clerk Tuesday morning End at 5 PM and then go to walk/golf. Finish at Wednesday morning with New Clerk.</p>
d. Speaker Opening/Closing/Both Possible sponsor	<p>Keynote Speaker options discussed – Jeff Weldon – Attorney in Billings/678-1439 and Christine Cashen.</p> <p>Toastmaster Club we could tap into for a speaker (from Billings) Skillestad. High School groups in Billings as possible performers. – Musical groups/drama groups/etc. Game show – deal/no deal; let’s make a deal. Also have breakouts after lunch. Shorter opening session. Chair yoga is a possibility – Pam Havig.</p>
e. Silent Auction Recipient(s)	<p>Silent Auction recipient possibilities: Robin Dietz; Richie Hamel.</p>
f. Presentation and Workshop Ideas	<p>Workshops – SB165 Budget Timelines – what is in the law and Counties responsibilities. (Mary Ellen Fitzgerald of Gallatin County is a possible presenter.) County Treasurer and County Superintendent.</p> <p>Possible Workshops include:  Budget Preparation; Starting To Build A Budget (Maybe this could be more of a half day symposium.);  Different Ways of Doing a Budget by County Superintendent’s;  Line Item Detail; Gwyn Anderson – Expenditure portions of Budget Workshop; OPI Revenue Workshop;  Clerk Advocacy – How Much is a Clerk Worth?;  Class ideas – Reserves;  Fixed Assets;  Basic Fund Accounting (Maybe as a Pre-Conference);  Special Education;  Audit Prep – Noreen Anderson &amp; Olness; SAS112 &amp;SAS115; AIM &amp; MAEFAIRS; Personnel Files; HR – Billings Office (SHERM); Phone Etiquette; Fingerprinting Certification; Garnishments; Legislative Update;  Records Retention.</p>

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g. Vest – T shirt – Shirt	Shirt or vests or jackets this year? Montana Marketing was used the last two years. LLBean is a possibility for a vender. Universal is also a possibility for a vendor. Board agreed to have black vests with white lettering.
Other	<p>Follow-up of the mentoring. What happens and how are the mentors doing, etc. Mostly it is questions asked by the mentee which are answered by the mentor. Should we be concerned about the follow-up. Some follow-up by the Regional Director to the mentor would be a good thing to do.</p> <p>Executive Board met to discuss trying to develop a formal contract for Lynda and Robert. The current status is a carry forward from the MTSBA contract. Proper thing to do would be prepare a formal document. Teresa Cornell has done a draft document. Contract in place for Lynda and Robert such as Business Manager who do have a contract through their districts. Contract, job description and evaluation that ties together. By March meeting this will be accomplished for this fiscal year so by July 1 an ongoing annual contract will be put in place. With a contract, no reasons need to be given to terminate an employee. There doesn't need to be an annual contract. Contract would be written as 65% of MASBO money and benefits. IISM could also follow this lead to accomplish the other 35%. Evaluations date will also need to be put in place. Executive Board will finalize these contracts by the next meeting. "With just cause" could be added into contracts to protect the employee.</p>
Adjourn	Meeting Adjourned at 10:55.

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