



**MONTANA ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
VETERAN CLERK WORKSHOP**

September 14, 2016

Great Falls School District Office - Aspen Room
1100 4th Street South, Great Falls

AGENDA

- 8:15** **Coffee, tea and breakfast snacks**
Greeting and Opening Remarks
- 8:30** **FLSA Overtime Rules Update**
Jean Faure (Faure Holden Attorneys at Law, P.C.)
- 9:30** **Security Awareness**
Jeff Patterson (Schoolhouse IT)
- 10:30** **BREAK**
- 10:45** **Office Ergonomics and Stress Reduction Techniques**
Shawn Bubb (Workers Comp Risk Retention Program)
- 11:45** **LUNCH** provided by MASBO
- 1:00** **Group Discussion - IRS Payroll Audits**
- 1:30** **Gearing Up for the 2017 Legislative Session**
Denise Williams (MASBO)
- **School Funding Interim Commission**
 - **SAVA Committee - Elections**
- 2:45** **BREAK**
- 3:00** **Errors & Omissions Insurance**
Dave Pillatzke (Montana Schools Property & Liability Insurance Program)
- 4:00** **How to Use the LAWS Database**
Denise Williams (MASBO)
- 4:30** **DONE!**

TELL US WHAT YOU THINK!

Watch for an email from Marie Roach providing a link to an online evaluation form. We appreciate your feedback.