

A GUIDE TO MASBO BENEFITS



A MESSAGE FROM OUR EXECUTIVE DIRECTOR



On behalf of the entire association, I would like to extend a warm welcome to you as a new member of the MASBO organization. As the Executive Director of the Montana Association of School Business Officials, I am thrilled to have you join our community of dedicated professionals.

For those of you who have recently joined, congratulations on becoming part of a dynamic and influential network of school business officials in Montana. And to those who are still considering this career, this association strives to support and empower our members in their crucial roles of managing the financial and operational aspects of our state's educational system, safeguarding our surrounding communities and taxpayer resources, and enhancing the lives of students and staff within our districts.

Our association is built upon the principles of collaboration, knowledge sharing, and continuous professional development. We believe that by working together, we can enhance the efficiency and effectiveness of the schools across our state. As a member, you will have the opportunity to connect with experienced professionals, access valuable resources, and contribute to the advancement of our field.

Throughout the year, we organize a wide range workshops and conferences tailored to the needs and interests of our members. These gatherings provide an excellent platform for networking, exchanging ideas, and staying up-to-date with the latest trends and best practices in school business management. We encourage you to participate in these events and take advantage of the numerous learning opportunities they offer.

Our association is committed to advocating for the needs and interests of our members at a state level. We work closely with legislators, policymakers, and other educational stakeholders to ensure our profession is well-represented and our concerns are heard. Your membership gives you a voice in sharing the future of school business management in Montana.

I encourage you to explore our website, where you will find an abundance of resources and tools that can assist you in your daily work. We also have a vibrant online community where you can engage with other members and share your insights and experiences.

Please reach out to me or any members of our association's team if you have any questions. We are here to support you in every step of your professional journey.

Best Wishes,
Shelley Turner, Executive Director

MEMBER BENEFITS



Mentorship and Peer-to-Peer Networking

MASBO Mentors bridge the gap between a mentee's training and his or her on-the-job experience. This flexible partnership is based on the mentee's specific needs. Additionally, our membership is provided ample opportunities to interact with fellow members, other educational stakeholders and vendors who can assist in your needs.

Certification Program

Advance in your career and add expertise for your district by obtaining your Montana Certified School Business Official (MCSBO) certification.

P-Card Program

ASBO Affiliates across the U.S. and Canada benefit from a procurement card program that gives districts full control. No cost, no fees, and your district can receive a rebate.

Interim & Onsite Training Services

Ensure basic duties are covered during a vacancy or get onsite training for newer school business officials (SBOs). These are fee based services. Please contact Donnie McVee at 406-461-8667 for more information.

Monthly Newsletter

A monthly resource filled with tips, deadlines, training opportunities and tools to make your job easier.

MASBO Community Forum and Monthly Zoom Check-Ins

Get advice from other members in our member-only community forum. Zoom in with fellow members to learn about pressing events and deadlines that will assist you in your daily activities.

Legislative Guidance

We advocate for you and influence state and federal policy makers in school business and finance.

MASBO TRAINING AND ONLINE PUBLICATIONS



Training

MASBO provides training throughout the year for our membership and educational partners via live, online, and hybrid platforms. These educational opportunities address various areas of school business including:

- Budgeting and Fund Management
- Payroll and Human Resources
- Governmental Accounting and Auditing
- Grant Management and Facilitation
- Student Activities
- Resource Management
- Career Development

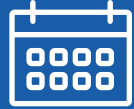
MASBO works both independently and in conjunction with our educational partners including the Montana School Board Association, School Administrators of Montana, Montana Quality Education Coalition, and Montana Rural Education Association. MASBO also collaborates with our corporate Premier Partners who support our membership with resources and training.

Publications

The MASBO website has several manuals, resources and tools for our membership that are developed by MASBO committee members and experts in the field.

- Payroll Manual
- Student Activities Manual
- Annual Salary Survey
- Clerk & Superintendent Duties
- Numerous Task Oriented Tools for Specific Position Duties
- Online monthly calendar with links & attachments

THE MASBO WEBSITE



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INTERIM AND ONSITE TRAINING SERVICES



Fee Based Services

MASBO employs experienced former school business officials to assist districts in keeping their business office running during a vacancy. They are also available when a new business official needs training or special project assistance.

Interim Services

Services include ensuring basic duties are performed, such as payroll and claims, while the district recruits to fill a business official position or when a member is away from the office for an extended absence. Other services include balancing cash to the county treasurer or bank, preparing information for the Trustees Financial Summary and Budgets, data submission into MAEFAIRS, setting up for the new school year and compensation expenditure reporting. Interim services also includes special projects that require extra work to address audit findings or to bring financial records into compliance with state and federal regulations and deadlines. This is a great resource for districts to consider when onboarding a new business official to provide them a stable platform to begin their career.

Training Services

Available for new business officials to help learn the variety of duties their position requires. Assistance in processes, such as claims and payroll, coding, balancing cash to the county treasurer, submitting reports to state agencies, elections, audits and audit findings or special projects.

Because every situation is different, it is best to consult with our MASBO services team to develop a plan and a per hour cost:

Donnie McVee: dmcvee@masbo.com or 406-461-8667

FORUM, JOB BOARD & WHO CAN HELP



Community Discussion Forum

Post your question or job announcement:

- » Log in to masbo.com (top right corner)
- » Click “Discussion Forum”
- » Select & click forum topic (‘General Discussion’)
- » Click “+New Thread”
- » Type your subject & message
- » Click “Post”
- » Forum Members receive email notifications when a reply is made to their post

Job Board:

Email Marie (mroach@masbo.com) your school finance job announcement in pdf format

Who to contact at MASBO:

Marie (mroach@masbo.com):
membership, registration, invoicing, website, certification, mentor and p-card program

Donnie (dmcvee@masbo.com):
on-the-job policy/procedure questions, training services, training topics

Shelley (sturner@masbo.com):
on-the-job policy/procedure questions, legislative, training content ideas



MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

masbo.com

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