

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

**NEW SBO ACADEMY - MONDAY, JUNE 10
MISSOURI MEETING ROOM**

(Lunch and Breaks sponsored by MTSUIP)

8:00 – 8:30	Registration
8:30 – 9:00	Welcome and Introductions
9:00 – 10:00	Records Retention – led by Donnie McVee (MASBO)
10:00 – 10:15 BREAK	
10:15 – 11:15	Fixed Assets & Depreciation – led by Shay Baize (MASBO)
11:15 – 12:00	Fish Bowl – Q&A time led by Shelley Turner and Donnie McVee (MASBO)
Noon – 1:00 LUNCH	
1:00 – 2:00	Mock Board Meeting – led by MASBO Board and Staff
2:00 – 3:00	Preparation for the TFS – led by Shay Baize, Lorie Carey, Melissa Bartelt and Julie Copeman
3:00 – 3:15 BREAK	
3:15 – 4:30	Preparation for the TFS cont.– led by Shay Baize, Lorie Carey, Melissa Bartelt and Julie Copeman

Tuesday, June 11 - Attend your software user group meeting:

- 9:00am C&C Accounting Software in Parlor 1010
- 9:00am Tyler Technologies (Infinite Visions) in Ballroom
- 9:00am Black Mountain Software in Missouri

Wednesday, June 12 – Suggested Topics for New SBOs

The New SBO track of conference sessions will be held in the **Missouri Room**. This is to assist New SBOs with identifying the sessions that might be most helpful to you in your new role. If course, you may attend any session that looks of interest to you.

Thursday, June 13 – Suggested Topics for New SBOs

The New SBO track of conference sessions will be held in the **Missouri Room**. This is to assist New SBOs with identifying the sessions that might be most helpful to you in your new role. If course, you may attend any session that looks of interest to you.