

FAIRMONT HOT SPRINGS CONVENTION CENTER	2017 MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS - SCHEDULE AT A GLANCE							
	Convention Center			Other Breakout Rooms			All-Member Meetings	Exhibitor Area
	Bitterroot	Sapphire	Ponderosa	Room 103	Room 108	Room 107	Meadowlark/Cutthroat/Grizzly	Rocky Mountain Foyer
MONDAY JUNE 12								
8:00 - 5:00			New Clerk Academy <i>(lunch and breaks sponsored by MTSUIP)</i>					
TUESDAY JUNE 13								
8:30 - 5:00	Black Mountain Software User Group 9:00 - 5:00		Tyler Technology User Group 9:30 - 3:00	E-Grants Basics 8:30 - 9:30				
1:30 - 4:30				General Fund Budget Calculations-Day 1				
Noon - 5:00	Exhibitors Set Up (Hallways and Rocky Mountain Foyer)							
4:00 - 6:00	REGISTRATION in Conference Center Lobby. <i>Name badge holders sponsored by MTSUIP. Photos for name badges and directory courtesy of Lifetouch.</i>							
4:30 - 7:30	MASBO Board of Directors' Meeting in 2nd floor boardroom.							
6:00 - 8:30	School Pride Social on the Patio <i>sponsored by MSGIA/WCRRP.</i>							
WEDNESDAY JUNE 14								
8:00 - 3:00	REGISTRATION in Conference Center Lobby. <i>Name badge holders sponsored by MTSUIP. Photos for name badges and directory courtesy of Lifetouch.</i>							
8:00 - 10:00	Exhibitors Set Up (Hallways and Rocky Mountain Foyer)							
8:30 - 9:30	Accessing MTSBA Membership Resources	Workers Comp Reporting Made Easy	DCA and Free/Reduced Price Applications				The Three Cs of Workforce Management	
9:40 - 10:40	TFS Spreadsheets and Data - OWN 'EM! (Day 1) 2 hours	Montana's Student Data System: Achievement in Montana (AIM)	Funding for Special Education Cooperatives	General Fund Budget Calculations-Day 2 3+ hours	MASBO Certification Program & Test Preparation 3+ hours		School Facilities Financing Overview	
10:50 - 11:50		Payroll for New Clerks	School Nutrition MAPS				Long Term Care Matters: Know Your Options	

FAIRMONT HOT SPRINGS CONVENTION CENTER	2017 MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS - SCHEDULE AT A GLANCE							
	Convention Center			Other Breakout Rooms			All-Member Meetings	Exhibitor Area
	Bitterroot	Sapphire	Ponderosa	Room 103	Room 108	Room 107	Meadowlark/Cutthroat/Grizzly	Rocky Mountain Foyer
12:00 - 2:30							Lunch, Opening Session & Keynote Speaker Jan McInnis <i>(sponsored by MSGIA/WCRP)</i>	
2:30 - 3:00								BREAK/VISIT EXHIBITORS <i>(sponsored by DADCo)</i>
3:00 - 4:00	MPERA: Update on ERIC System	MASBO p-Card Program Tips & Tricks	Is Your School Ready for a Dept. of Labor Inspection?	OPI Potpourri	MASBO Certification Testing	MUST Value Adds		
4:30 - 5:30	ZUMBA - Room 146							
4:30 - 6:30	German Gulch Hike/Walk - buses leave Fairmont at 4:30 - <i>(transportation sponsored by Horace Mann)</i>							
4:30 - 7:30	Golf Scramble at Fairmont Golf Course <i>(golf organized by Black Mountain Software)</i>							
7:00 - 7:30	Bus trip from German Gulch back to Fairmont <i>(transportation sponsored by Horace Mann)</i>							
7:30 - 9:30	Dinner at Fairmont Pavillion for golfers and walkers <i>(sponsored by Black Mountain Software)</i>							
THURSDAY JUNE 15								
7:00 - 8:00	ZUMBA - Room 146							
8:00 - 3:00	REGISTRATION in Conference Center Lobby. <i>Name badge holders sponsored by MTSUIP. Photos for name badges and directory courtesy of Lifetouch.</i>							
10:30	SILENT AUCTION BEGINS							
7:30 - 8:30								CONTINENTAL BREAKFAST/VISIT EXHIBITORS <i>(sponsored by MUST)</i>
8:30 - 9:30	Enhancing Staff Training to Ensure Compliance&Claim Prevention	Montana Medicaid 2 hours	Black Mountain Software DYK Session	Tuition Fund Levy for Special Education	QPR Gatekeeper Training 2 hours	Cost Management Solutions for Rising Health Care Costs		
9:40 - 10:40	BMO Spend Dynamics		School Nutrition MAPS	Infinite Campus: Using FRAM		Essential Oils Class for Beginners		

FAIRMONT HOT SPRINGS CONVENTION CENTER	2017 MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS - SCHEDULE AT A GLANCE								
	Convention Center			Other Breakout Rooms			All-Member Meetings	Exhibitor Area	
	Bitterroot	Sapphire	Ponderosa	Room 103	Room 108	Room 107	Meadowlark/ Cutthroat/Grizzly	Rocky Mountain Foyer	
10:40 - 11:00	TFS Spreadsheets and Data - OWN 'EM (Day 2) 2 hours								BREAK/VISIT EXHIBITORS
11:00 - Noon		MPERA: Update on ERIC System	Increasing Revenue Through School Meals	Infinite Campus: Fees Management	Security Awareness	The WHY Behind the Rising Cost of Health Insurance			
Noon - 1:30							Lunch, Business Meeting & Awards <i>(Sponsored by MSPLIP)</i>		
1:40 - 2:40	Excel Combo Platter 2 hours	Roundtable Discussions 4 rounds at 20 minutes/each	Is Your School Ready for a Dept. of Labor Inspection?	Infinite Campus: Ad Hoc Series I	Tuition Fund Levy for Special Education	TRS Legislative Update			
2:40 -3:00									BREAK/VISIT EXHIBITORS <i>(sponsored by IMS)</i>
3:00 - 4:00			Health Care Reform & How To Plan for the Future	Foxie Lady User Group Meeting	Dave's Top Ten	TRS Legislative Update			
6:00 - 9:30	Dinner and Pool Party w/ music by Scott Williams <i>(sponsored by MSPLIP)</i>								
8:00	SILENT AUCTION CLOSES								
FRIDAY JUNE 16									
7:00 - 8:00								CONTINENTAL BREAKFAST <i>(sponsored by MUST)</i>	
8:00 - 10:00	School Law Update		2017 Legislative Session Update						
10:00 - 10:20								BREAK	
10:20 - 12:20	School Law Update		2017 Legislative Session Update						
12:30 - 1:00			Closing Session						
HAVE A SAFE TRIP HOME! SEE YOU NEXT YEAR, JUNE 11 - 15 AT RED LION HOTEL & CONVENTION CENTER in BILLINGS for MASBO's 50-YEAR ANNIVERSARY CELEBRATION!									

MASBO 2017 Summer Conference Course Descriptions

Recommended for new clerks

Recommended for all attendees

Time	Room	Topic	Description
MONDAY, JUNE 12			
8:00 - 5:00	Ponderosa	New Clerk Academy	MASBO calendar, Acronyms, Clerk/Superintendent/Board responsibilities, Meetings and Minutes, Coding and Claims, Unemployment 101, Wage & Hour, PERS Basics, TRS Basics. Presented and facilitated by Jacki Young (Fairview Schools) and Mike Arnold (Havre Schools) and others. See separate agenda.
TUESDAY, JUNE 13			
8:30 - 9:30	Room 103	E-Grants Basics for new clerks	An introductory session to the E-Grants system for New Clerks, covering steps to create an E-Grants account, navigating the system, administrative deadlines, grant cycles, helpful fiscal resources, and more. Presented by Juli Tenneson (Office of Public Instruction).
9:30 - 3:00	Ponderosa	Tyler Technologies User Group	Training for users of Tyler Technologies Infinite Visions software.
9:00 - 5:00	Bitterroot & Sapphire	Black Mountain Software User Group	Training for users of Black Mountain Software.
1:30 - 4:30 3-hour session	Room 103	General Fund Budget Calculations Day 1	This 3-hour session will be spent learning the calculations for the general fund, including ANB, basic and per-ANB entitlements, funding components, etc. using OPI's hand calculation sheets and the General Fund Budget Excel spreadsheet. This session will continue on Wednesday. Presented by Gwyn Andersen (Kalispell Schools) and Paul Taylor and Mari Haefka (Office of Public Instruction). NOTE: This is a working, hands-on session. In order to fully participate, please bring the following items: 1) Enrollment counts for Oct. 2016 and Feb. 2017 (detailed), 2) FY2017-18 Budget Data Sheet(s), 3) FY2016-17 Budget Report, 4) Computer w/ OPI spreadsheet downloaded, and 5) a small calculator.
WEDNESDAY, JUNE 14			
8:30 - 9:30	Bitterroot	Accessing MTSBA Membership Resources anyone can attend	If our members succeed...so do you and your district! In this hands-on session, we will take you through updating member's information in our membership database (eMEMBERSHIP), and finish with a tour of the resources available on mtsba.org. We will show you how to customize settings to individual preferences and how to access policies, model job descriptions, webinars and more. Bring your electronic devices and we'll get you started. Presented by Wendy Brenden, Communications Coordinator (Montana School Boards Association).
8:30 - 9:30	Sapphire	MSGIA/WCRRP: Workers Comp Reporting Made Easy	Join Shawn Bubb and Tim Fitzpatrick as they walk you through the newest innovation to streamline WC claim reporting in the MSGIA online system. This new electronic signature function will greatly speed the process of completing a first report of injury and this E-signature tool is something your staff will love. No more waiting on chasing down signatures as our system does that for you. It's easy, just come and see. Presented by Shawn Bubb and Tim Fitzpatrick (MSGIA/WCRRP).
8:30 - 9:30	Ponderosa	DCA and Free/Reduced Price Applications	Join OPI School Nutrition Program specialists to discuss the Direct Certification for free meals, the free and reduced-price school meal application, verification of school meal applications, and the Community Eligibility Provision (CEP). Presented by Tara Ray, School Nutrition Programs Specialist (Office of Public Instruction).

MASBO 2017 Summer Conference Course Descriptions

Recommended for new clerks

Recommended for all attendees

Time	Room	Topic	Description
8:30 - 11:50 3-hour session	Room 103	General Fund Budget Calculations - Day 2 anyone can attend	This 3-hour session is a continuation of the session held on Tuesday. Focus is on using the OPI General Fund Budget Excel spreadsheet and reviewing legislative changes that have affected the general fund budget limit and funding calculations, with the goal that you will complete the calculation of your General Fund budget. Presented by Gwyn Andersen (Kalispell Schools) and Paul Taylor and Mari Haefka (Office of Public Instruction).
8:30 - 11:50 3-hour session	Room 108	MASBO Certification Program & Test Preparation	If you've considered going for your MASBO Montana Certified School Business Official (MCSBO) certification, this is an opportunity for you to participate in a skills refresher course to assist you with taking Test 1 of the MCSBO requirements. Members of the Certification Committee will provide an introduction to the certification process and then give presentations on the areas covered by Test 1: Board Minutes/Meetings; Elections; Payroll and Pupil Transportation. Please plan to join us if you have been contemplating MCSBO certification, have already applied for certification but not yet tested, or just want to find out what it's all about. Presented by Donnie McVee (Laurel Schools), Kathy Preeshl (North Star Schools), Sandy Watkins (Geyser Schools), Nicole Beyer (Sidney Schools) and Kelly Doornek (Glasgow Schools).
8:30 - 9:30	Room 107	The Three C's of Workforce Management - Compliance, Control & Costs	How do schools today stay in the green while maintaining federal and state compliance? Labor regulations, budget restrictions, and a competitive recruiting market have made growth more challenging than ever. Come learn how the right labor management tools should guide administrators with simplicity, speed, and flexibility. Automated labor controls should also help schools ensure compliance with FLSA, FMLA, and ACA, all while delivering business-critical information in real time. So whether you're looking for a revolutionary alternative to paper time cards and clunky punch clocks or disenchanted with your current software solution, come see us during this session to learn how proper workforce management will help your institution. Presented by Brianna Johnson (Time Clock Plus).
9:40 - 11:50 2-hour session	Bitterroot	TFS Spreadsheets and Data - OWN 'EM! Day 1 anyone can attend	The Trustees Financial Report (TFS) doesn't have to be intimidating. This workshop will be a hands-on classroom learning environment with time to work with other Business Managers who are 'Power Users' for your software; with a focus on helping you figure out 'where' to find TFS information. Download the spreadsheets from the MASBO website and bring your laptop for a great workshop! Day 1 will focus on TFS Payroll, Compensated Absences/liabilities and related spreadsheets/data. Come and learn some skills, tips and tricks for compiling the Spreadsheets, where to find the data and go away feeling you OWN 'EM! Presented by Noreen Anderson (Hellgate Schools), Belinda Klick (Sun River Valley Schools) and Lorie Carey (Jefferson High School).
9:40 - 10:40	Sapphire	Montana's Student Data System: Achievement in Montana (AIM)	This session will highlight navigating the OPI AIM website and available resources. We will look at the AIM Data Collection Schedule and how to prepare for each data collection. We will cover ways to produce reports and the tools to use to verify your student data inside Infinite Campus for the AIM data collections. Presented by Gail Harms and Candi Standall (Office of Public Instruction).

MASBO 2017 Summer Conference Course Descriptions

Recommended for new clerks

Recommended for all attendees

Time	Room	Topic	Description
9:40 - 10:40	Ponderosa	Funding for Special Education Cooperatives co-op clerks and clerks from districts that are co-op members are encouraged to attend	Special Education Funding for Districts who are members of a special education cooperative is a challenge for both seasoned clerks and clerks new to their position. This sectional will present a review of the major aspects of special education funding for cooperatives including: the source of funding, allowable costs, coding of revenue and expenses, transfer of funds between district and special education cooperatives, as well as practical aspects of the services districts are required to provide for children eligible for special education services. In addition, there will be discussion regarding the decisions districts and cooperatives make such as: How do you fund high cost student services? Should the cooperative collect the required “match” from member districts? Why would a Coop use all state revenue to pay for salaries rather than supplies, materials, or equipment? How does a cooperative manage Medicaid revenue? Time will be provided for questions. <i>Presented by Verne Beffert (former Park County Special Education Cooperative Director).</i>
9:40 - 10:40	Room 107	School Facilities Financing Overview	A panel of presenters will cover various topics relating to financing of school facility improvements. Whether you are considering a big or small project and wonder where to start or have bonds outstanding and are curious about a refinancing or continuing requirements, this seminar will provide information for everyone including a legislative update, bond market overview and helpful information from a school that recently passed their bonds. <i>Presented by Aaron Rudio (D.A. Davidson & Co.), Dan Semmens (Dorsey & Whitney) and Jacki Young (Fairview Schools).</i>
10:50 - 11:50	Sapphire	Payroll for New Clerks anyone can attend	Payroll training for New Clerks. <i>Presented by Brigette Clark (Geraldine Schools) and Jane Knudsen (Malta Schools).</i>
10:50 - 11:50	Ponderosa	School Nutrition MAPS	Join the OPI School Nutrition Specialists to learn about the new Montana Agreement and Payment System (MAPS) for school nutrition programs. Beginning this summer, MAPS will replace the CNPWeb system state-wide. We will walk you through how to submit your SY17-18 application, how to submit a claim for meals served, and how to navigate with ease within the system. <i>Presented by Emily Dunklee, School Nutrition Programs Specialist (Office of Public Instruction).</i>
10:50 - 11:50	Room 107	Long Term Care Matters: Know Your Options	This session will cover why Americans need long term care insurance and associated costs in Montana. Funding options discussed will include individual and group long term care insurance, individual life insurance policies with the potential to address multiple needs including dying too soon, outliving assets, serious illness (long term care) and market fluctuations. Annuities with special features that help to address the challenges of “living too long” and the need for long term care will be included. Also the use of non-traditional group life insurance with accelerated and extended benefits for long term care will be presented. <i>Presented by John Boyer, Insurance Management Services of Montana.</i>
3:00 - 4:00	Bitterroot	MPERA: Update on ERIC System anyone can attend	With almost a year in production, we’ll review the most common issues that remain with reporting in the new ERIC system. Bring your questions, too. <i>Presented by Jenny Weigand (Montana Public Employees Retirement Administration).</i>

MASBO 2017 Summer Conference Course Descriptions

Recommended for new clerks

Recommended for all attendees

Time	Room	Topic	Description
3:00 - 4:00	Sapphire	MASBO Procurement Card Program Tips & Tricks	With over 100 participants in the MASBO Procurement Card program, this session is designed to provide an opportunity for some information sharing on how you manage your cards, the types of expenditures you pay using the p-card and reconciliations to the monthly statements from BMO. Facilitated by Shanna Flores (Havre Schools) and Jen Mettler (Baker Schools) and Nicole Buerkle (Plevna Schools).
3:00 - 4:00	Ponderosa	MSPLIP: Is Your School Ready for a Department of Labor Inspection?	The State of Montana Department of Labor “DOL” has recently increased their inspections of Montana schools. The Montana Schools Property and Liability Insurance Plan has created a webpage containing tools that can be immediately implemented to help our client schools address a wide range of topics. These tools will help our clients implement and maintain a safe and compliant educational environment. The topics also serve to address many of the exceptions that have been noted in recent DOL audits. Presented by Brodie Loushin (Montana Schools Property & Liability Insurance Plan).
3:00 - 4:00	Room 103	OPI Potpourri	The first half hour will be dedicated to Indirect Cost Rates . The state calculation method and its agreement with the Federal Government is reevaluated every 5 years. The newest delegation agreement to approve indirect cost rates is now in effect for fiscal years FY2018 – FY2022. We'll cover changes in the agreement, the methods used to determine a calculated, preliminary and approved indirect cost rate, what costs are allowable for reclassification, how to code indirect costs, and answer questions. The second half hour will be dedicated to MAEFAIRS and new legislation , including a preview of new programming in MAEFAIRS and an open forum for you to discuss and ask questions and learn about how the OPI intends to implement the new laws of the 2017 legislative session. Presented by Paul Taylor and Mari Haefka (Office of Public Instruction).
3:00 - 4:00	Room 108	MASBO Certification Testing	Certification Test(s) will be administered to those who have contacted Marie Roach.
3:00 - 4:00	Room 107	MUST Value Adds	Get the most from your benefits! Presented by Trina Bertram serving MUST and Erin Huffman serving Blue Cross Blue Shield of MT.

THURSDAY, JUNE 15

8:30 - 9:30	Bitterroot	MSGIA/WCRRP: Enhancing Staff Training to Ensure Compliance & Claim Prevention	Enhancing staff training to ensure compliance with MT laws by position, complying with the MT Safety Culture Act, and linking life-long learning to claim prevention trends for your district staff. Informative and fun – Harry Cheff and Annette Satterly never disappoint as they bring you the best tools to start your next school year off on the right foot.
8:30 - 10:40 2-hour session	Sapphire	Montana Medicaid	Montana Medicaid offers two forms of reimbursement to schools and education cooperatives in Montana. The School Based Health services, also known as Direct Care services, are for Medicaid eligible children that have Individual Education Plans or IEP's. A second form of reimbursement is the Medicaid Administrative Claiming program (MAC). The MAC program reimburses schools and cooperatives for some of the costs of performing administrative activities associated with providing health services. This session will be present information from both programs. Participants can expect an overview of the Direct Care program and an overview of the MAC program with information regarding the school or coops coordinator's role and responsibilities. Presented by Rena Steyaert, Montana Medicaid Program Officer (Montana Department of Public Health & Human Services).

MASBO 2017 Summer Conference Course Descriptions

Recommended for new clerks

Recommended for all attendees

Time	Room	Topic	Description
8:30 - 9:30	Ponderosa	Black Mountain Software DYK Session	"Did You Know" for Black Mountain Software users.
8:30 - 9:30	Room 103	Tuition Fund Levy for Special Education	Senate Bill 191, passed in the 2013 legislative session, allows school districts to levy in the Tuition Fund for certain special education expenditures for in-district students. Learn the rules and parameters. <i>Presented by Nicole Thuotte (Office of Public Instruction)</i> .
8:30 - 10:40 2-hour session	Room 108	QPR Gatekeeper Training	QPR (Question - Persuade - Refer) Gatekeeper Training is the psychological equivalent of CPR. Gatekeepers are those people in a community with basic training in recognizing the signs of possible suicide behavior and how to intervene. The goal of the Suicide Prevention Network is to train as many people in our community as possible to detect at-risk behavior. Suicide happens in all age and socioeconomic groups, and is generally caused by feelings of hopelessness and helplessness. In the aftermath of a suicide death, the most commonly asked question is, "Why?" This course helps to understand the question and reduce the guilt the people feel over the death of a friend, neighbor, coworker, or family member. In 90 minutes you will learn how to ask the right questions and get help for the suicidal person. <i>Presented by Kim Seeberger.</i>
8:30 - 9:30	Room 107	Cost Management Solutions for Rising Health Care Costs	This presentation will feature examples that focus on ideas for working in today's health insurance market utilizing federal tax savings programs. Providing creative alternatives enhances the value of your benefits with little to no impact on your district's bottom line. <i>Presented by Scott Florsheim (American Fidelity Assurance Company)</i> .
9:40 - 10:40	Bitterroot	BMO Spend Dynamics	Participants in MASBO's p-Card program will learn how to use the NEW BMO Spend Dynamics system to manage their p-Card usage and billing. <i>Presented by Holly Wallace (Illinois ASBO) and Kevin Noren (BMO Harris Bank)</i> .
9:40 - 10:40	Ponderosa	School Nutrition MAPS	Join the OPI School Nutrition Specialists to learn about the new Montana Agreement and Payment System (MAPS) for school nutrition programs. Beginning this summer, MAPS will replace the CNPWeb system state-wide. We will walk you through how to submit your SY17-18 application, how to submit a claim for meals served, and how to navigate with ease within the system. <i>Presented by Emily Dunklee, School Nutrition Programs Specialist (Office of Public Instruction)</i> .
9:40 - 10:40	Room 103	Infinite Campus - Using Free & Reduced Application Management (FRAM)	You don't want to miss this session. Participants will quickly see the benefits of using Campus FRAM Household Applications, the FRAM Eligibility Import Wizard and online FRAM application...the best part? It's included in Campus SIS at no additional cost! <i>Presented by Greg Guswiler (Infinite Campus)</i> .
9:40 - 10:40	Room 107	Essential Oils Class for Beginners	Essential oils, what's the big deal? A closer look at essential oils, their history, getting started using them, and using them safely. <i>Presented by Sarah Bailey (Natural Essentials)</i> .
10:40 - 12:00	Bitterroot	TFS Spreadsheets and Data - OWN 'EM! Day 2	The Trustees Financial Report (TFS) doesn't have to be intimidating. This workshop will be a hands-on classroom learning environment with time to work with other Business Manager who are 'Power Users' for your software; with a focus on helping you figure out 'where' to find TFS information. Download the spreadsheets from the MASBO website and bring your laptop for a great workshop! Day 2 will focus on TFS Expenditures, Grants, Fixed Assets and other related spreadsheets/data. Come and learn some skills, tips and tricks for compiling the Spreadsheets, where to find the data and go away feeling you OWN 'EM. <i>Presented by Noreen Anderson (Hellgate Schools), Belinda Klick (Sun River Valley Schools) and Lorie Carey (Jefferson High School)</i> .

MASBO 2017 Summer Conference Course Descriptions

Recommended for new clerks

Recommended for all attendees

Time	Room	Topic	Description
11:00 - 12:00	Sapphire	MPERA: Update on ERIC System	With almost a year in production, we'll review the most common issues that remain with reporting in the new ERIC system. Bring your questions, too. Presented by Jenny Weigand (Montana Public Employees Retirement Administration).
11:00 - 12:00	Ponderosa	Increasing Revenue Through School Meals	Are you tired of your school meal programs operating in the red? Join OPI School Nutrition Program Specialists for a discussion on strategies to increase revenue to your Fund 12. We will discuss strategies to make school policies and federal regulations work for your budget. Presented by Camille McGoven, School Nutrition Programs Specialist (Office of Public Instruction).
11:00 - 12:00	Room 103	Infinite Campus -Fees Management	This course will introduce participants to the tools used to assign, report and record fees for a course, individual household, individual student or group of students. Participants will learn how to generate a fee statement, make a payment, record and void a fee and set a household fee maximum. Presented by Greg Guswiler (Infinite Campus).
11:00 - 12:00	Room 108	Security Awareness	Much of your school information is sensitive. Cyber attacks, including hacks as well as malware, scareware, ransomware and other types of cyber threats, are a growing risk. Sensitive information is stored and communicated through our school systems every day. Come and learn a bit about cyber threats, what you can do to reduce the likelihood of a breach, and what to do if one occurs. Presented by Jeff Patterson (Schoolhouse IT).
11:00 - 12:00	Room 107	The WHY Behind the Rising Cost of Health Insurance	The WHY behind the rising costs of health insurance and keeping your personal health information secure! Presented by Molly Plummer and Andrew Holmlund, both serving MUST.
1:40 - 4:00	Bitterroot	Excel Combo Platter	The secret to success in school business? Understanding Excel spreadsheets, using big tax-related words, and drinking plenty of coffee. Laurie Noonkester (Lockwood Schools) and Mike Waterman (Bozeman Schools) have built their careers around these very skills. If you need to build a foundation in any of these areas, join us Thursday afternoon. In two short hours, we will jumpstart your Excel skills, show you the ins-and-outs of calculating mills, and of course, drink an obscene amount of coffee. Please bring a laptop with a charged battery and 5 years of your District's MAEFAIRS budget reports. We'll supply the cups!
1:40 - 4:00 Four 20-minute rounds	Sapphire	Round Table Discussions	Wage & Hour Q&A. Theresa Sroczyk is a Wage and Hour Compliance Specialist who is ready to tackle your wage and hour questions. Facilitated by Theresa Sroczyk (Montana Department of Labor & Industry).
			MASBO P-card Program. Come with your questions about p-cards and we'll also talk about best practices and how to grow your district's program. Facilitated by Kevin Noren (BMO Harris Bank).
			Ain't it Write? Let's talk about run-on sentences and grammar errors in our writing. Facilitated by Cindy Cowan (Turner Schools).
			What's in Your CBA?: Come share new and interesting features in your district's collective bargaining agreement. Facilitated by Lora Tauck (Ekalaka Schools).

MASBO 2017 Summer Conference Course Descriptions

Recommended for new clerks

Recommended for all attendees

Time	Room	Topic	Description
1:40 - 2:40	Ponderosa	MSPLIP: Is Your School Ready for a Department of Labor Inspection?	The State of Montana Department of Labor "DOL" has recently increased their inspections of Montana schools. The Montana Schools Property and Liability Insurance Plan has created a webpage containing tools that can be immediately implemented to help our client schools address a wide range of topics. These tools will help our clients implement and maintain a safe and compliant educational environment. The topics also serve to address many of the exceptions that have been noted in recent DOL audits. Presented by Brodie Loushin (Montana Schools Property & Liability Insurance Plan).
1:40 - 2:40	Room 103	Infinite Campus - Ad Hoc Series I: Filters, Letters and Data Viewer	Learn how Ad Hoc reporting tools are used to create meaningful subsets of data. Quickly see how to create a query of course data matching user-defined criteria, create a static list of students, modify a query created by another user, and use a data subset to generate a letter from a template. That's not all, participants will also learn about the user-friendly report building tool called Data Viewer. This tool allows users to drag and drop Campus fields into a real-time view of the report as it is being built. Presented by Greg Guswiler (Infinite Campus).
1:40 - 2:40	Room 108	Tuition Fund Levy for Special Education	Senate Bill 191, passed in the 2013 legislative session, allows school districts to levy in the Tuition Fund for certain special education expenditures for in-district students. Learn the rules and parameters. Presented by Nicole Thuotte (Office of Public Instruction).
1:40 - 2:40	Room 107	TRS Legislative Update and Reporting Issues	A discussion of legislative changes that will affect TRS reporting and an open conversation about common TRS reporting issues for all clerks. Presented by Nolan Brilz (Teachers Retirement System).
3:00 - 4:00	Ponderosa	Health Care Reform & How to Plan for the Future	This session will focus on what we know under the current administration and how to prepare for the expected changes. Presented by Ed Pudlowski (American Fidelity Assurance Company).
3:00 - 4:00	Room 103	Foxie Lady Software Users Meeting	Meeting for users of Foxie Lady Software.
3:00 - 4:00	Room 108	MSPLIP: Dave's Top Ten	Rody Holman will sit in for Dave Pillatzke to share enlightening stories of interesting claims administered by their insurance program over the past 20 years. Examples will provide valuable information on what not to do in the future with your schools. Presented by Rody Holman (Montana Schools Property and Liability Insurance Program).
3:00 - 4:00	Room 107	TRS Legislative Update and Reporting Issues	A discussion of legislative changes that will affect TRS reporting and an open conversation about common TRS reporting issues for all clerks. Presented by Nolan Brilz (Teachers Retirement System).
FRIDAY, JUNE 16			
8:00 - 10:00 and 10:20 - 12:20	Bitterroot	School Law Update 2-hour session	An update on the latest issues in School Law, plus a Q&A about Student Records. Presented by Debra Silk (Montana School Boards Association).
8:00 - 10:00 and 10:20 - 12:20	Ponderosa	2017 Legislative Update 2-hour session	A review of key bills related to school finance, budgeting and accounting passed in the 2017 Legislative Session. Presented by Kara Sperle (Office of Public Instruction).