

2018 MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS - SCHEDULE AT A GLANCE

BILLINGS HOTEL & CONVENTION CENTER	Ballroom	Madison	Jefferson	Little Missouri/ Gallatin	Parlor Room 1010	Parlor Room 1009	Boulder/Stillwater/ Bighorn All-Member Meetings	Yellowstone Exhibitor Area
MONDAY, JUNE 11								
8:00 - 5:00				New Clerk Academy <i>(lunch and breaks sponsored by MTSUIP)</i>				
TUESDAY, JUNE 12								
8:30 - 5:00	Foxie Lady User Group 8:30 - 4:00	Tyler Technology User Group 8:30 - 3:00	Black Mountain Software User Group 9:00 - 5:00		Quickbooks User Group 1:00 - 3:00			
Noon - 5:00	Exhibitors Set Up (Yellowstone room)							
3:30 - 5:30	Tyler Technologies Open House (offsite at 100 Brookshire Blvd, Bldg. 1, Unit 1)							
4:00 - 6:00	REGISTRATION in Conference Center Lobby. <i>Photos for name badges and directory courtesy of Lifetouch.</i>							
4:30 - 7:00	MASBO Board of Directors Meeting in Parlor Room 1009							
6:30 - 8:30	Montana Coopertive Services Pre-Conference Mixer in the Lounge							
WEDNESDAY, JUNE 13								
8:00 - 3:00	REGISTRATION in Conference Center Lobby. <i>Photos for name badges and directory courtesy of Lifetouch.</i>							
8:00 - 10:00	Exhibitors Set Up (Yellowstone room)							
8:30 - 9:30	Certification Test Preparation - Tests 1 & 2	Tyler Technology User Group (2 hours)	A Program Fraud Awareness Briefing	New Clerks - Payroll	AFAC: Health Care Reform What's Next?	Sustainable Technology Budgeting		
9:40 - 10:40			Internal Controls over Expenditures	MCS Online Marketplace	School Nutrition Basics for New Clerks	P-card Usage and an A/P Clerk's Perspective		
10:50 - 11:50		How To Survive Teacher Retirement!	Preparing for the Audit	New Clerks PERS	Special Education Coopertive Jam Session	School Nutrition Programs Refresher		
Noon	SILENT AUCTION OPENS in Boulder/Stillwater/Bighorn rooms							
Noon - 2:30							LUNCH, OPENING GENERAL SESSION & KEY NOTE SPEAKER <i>(sponsored by MSGIA/WCRRP)</i>	
2:30 - 3:00								BREAK/VISIT EXHIBITORS
3:00 - 4:00	Certification Testing	What's in YOUR Wallet?	Prepping for Retirement	New Clerks - TRS	Infinite Campus - Campus Payments	Essential Oils		

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5:00 - 6:30 Dinner and Magic Show by Cameron Smith - meet in Boulder/Stillwater/Bighorn rooms								
7:00 - 10:00 50th Anniversary Party - music by Exit 53 Band (sponsored by MSPLIP)								
8:00 SILENT AUCTION CLOSES								
THURSDAY, JUNE 14								
7:30 - 8:30								CONTINENTAL BREAKFAST & VISIT EXHIBITORS <i>(sponsored by MUST)</i>
8:00 - 3:00 REGISTRATION in Conference Center Lobby. <i>Photos for name badges and directory courtesy of Lifetouch.</i>								
9:00 - Noon and 1:30 - 3:30 Chair massages in Parlor Room 1019 (sponsored by D.A. Davidson & Co.)								
8:30 - 9:30	Roundtable Discussions (2 hours) four 20-minute rounds	Understanding Governmental Financial Statements 2 hours	\$6.5 Million Received in FY17. What was Your Cut?	Black Mountain Software DYK	MSPLIP: Dave's Top Ten	School Nutrition Programs Refresher		
9:40 - 10:40			MSGIA: Workers Comp Basics	AFAC: Alphabet Soup FSAs, HSAs and HRAs	Infinite Campus - FRAM			
10:40 - 11:00								BREAK/VISIT EXHIBITORS <i>(sponsored by Foxie Lady)</i>
11:00 - Noon	Excel 'n' Finance Smoothie	OPI - Special Education Tuition Levy	MUST: Making Cents of Wellness	Small Schools Jam Session	MTSUIP: Unemployment 101	Essential Oils		
Noon - 1:30							LUNCH & AWARDS <i>(sponsored by MSPLIP)</i>	
1:40 - 2:40	School Facilities Financing Overview	MUST: Alternate Ways to Access Care	Mindfulness & Meditation	P-Card Organization	Infinite Campus - Campus Food Service	MSPLIP: Ready for a Dept. of Labor Inspection?		
2:40 - 3:00								BREAK/VISIT EXHIBITORS <i>(sponsored by Foxie Lady)</i>
3:00 - 4:00	MSGIA: Workplace Safety Supervisory Skills	OPI - ESSA Per-Pupil Expenditure Reporting	Mindfulness & Meditation	Foxie Lady Software Users Meeting	Infinite Campus - Messenger with Voice	Wage & Hour Laws for New Clerks		

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4:30 - 6:30	Art Classes: Watercolor String Art or Group Collage by Crooked Line Studio - meet in Madison for string art; in Ballroom for collage.							
4:30 - 7:30	Golf Scramble at Pryor Creek Golf Course - buses leave Billings Hotel at 4:30 <i>(golf organized by Black Mountain Software; transportation sponsored by Horace Mann)</i>							
7:00	Bus trip from Billings Hotel to Pryor Creek Golf Course - buses leave at 7:00							
7:30 - 9:30	Dinner at Pryor Creek Golf Course for golfers and walkers <i>(sponsored by Black Mountain Software)</i>							
8:30 - 9:30	Bus trips every half hour from Pryor Creek Golf Course to Billings Hotel							
FRIDAY, JUNE 15								
7:00 - 8:00	REGISTRATION in Conference Center Lobby. <i>Photos for name badges and directory courtesy of Lifetouch.</i>							
7:00 - 8:00								CONTINENTAL BREAKFAST <i>(sponsored by MUST)</i>
8:00 - 9:00			Family Medical Leave Act					
9:15 - 10:15			Fair Labor Standards Act					
10:15 - 10:30								BREAK
10:30 - Noon			School Law Update					
12:15 - 1:00			CLOSING SESSION & PRIZE DRAWINGS					
HAVE A SAFE TRIP HOME! SEE YOU NEXT YEAR, JUNE 10 - 14 AT BEST WESTERN HERITAGE INN in GREAT FALLS								

2018 MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS - COURSE DESCRIPTIONS

Recommended for new clerks

Recommended for all attendees

Time	Room	Topic	Description
MONDAY, JUNE 11			
8:00 - 5:00	Little Missouri/ Gallatin	New Clerk Academy	MASBO calendar, Acronyms, Clerk/Superintendent/Board responsibilities, Budgeted & Non-budgeted Funds, Coding and Claims, Getting Ready for the TFS, OPI Audit Monitoring, Unemployment 101. Presented by Jacki Young (Fairview Schools), Mike Arnold (Billings Schools), Dan Moody (Office of Public Instruction) and Theresia LeSueur (MT Unemployment Insurance Program).
TUESDAY, JUNE 12			
8:30 - 4:00	Ballroom	Foxie Lady User Group	Training for users of Foxie Lady Computer software.
8:30 - 3:00	Madison	Tyler Technologies User Group	Training for users of Tyler Technologies Infinite Visions software.
9:00 - 5:00	Jefferson & Little Missouri/ Gallatin	Black Mountain Software User Group	Training for users of Black Mountain Software.
1:00 - 3:00	Parlor Room 1010	Quickbooks User Group	Training for users of Quickbooks, Quicken, Excel or manual systems.
WEDNESDAY, JUNE 13			
8:30 - 11:50 3+ hour session	Ballroom	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 Tests 1 and 2 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 and Test 2: School Finance, Personnel Management, Student Activity Accounting, Purchasing/Supplies Management and Food Service. 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 Nicole Beyer (Sidney Schools), Kathy Preeshl (North Star Schools), Sandy Watkins (Geyser Schools), Kelly Doornek (Glasgow Schools) and Maryetta Engle (Big Sandy Schools).
8:30 - 10:40 2-hours	Madison	Tyler Technologies User Group	Continued training for users of Tyler Technologies Infinite Visions software.
8:30 - 9:30	Jefferson	A Program Fraud Awareness Briefing	An overview of what the Education Department- Office of Inspector General (ED-OIG) does, where our authority comes from, types of investigations, and contact information. Presented by Dana MacKay, Resident Agent in Charge (ED-OIG).
8:30 - 9:30	Little Missouri/ Gallatin	New Clerks - Payroll anyone can attend	Payroll training for New Clerks. Presented by Brigette Clark (Geraldine Schools), Charlene Aberg (Cut Bank Schools), Ginger Martello (Ennis Schools), Jodi Williams (Richey Schools) and Laurie Noonkester (Lockwood Schools).

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Time	Room	Topic	Description
8:30 - 9:30	Parlor Room 1010	AFAC: Health Care Reform: What's Next?	We will discuss a little history of how benefits came about and what we see going forward. This is a question on every employer's mind. Congress and our new president have pledged to repeal the Affordable Care Act (ACA), dramatically impacting the employee benefits landscape, including the ways we save for medical expenses and how our benefits are taxed. We will review recent legislative and regulatory developments, provide insight into possible changes, and most importantly, send participants home with a list of action items to consider. <i>Presented by Scott Florsheim, Special Projects Manager (American Fidelity Assurance Company).</i>
8:30 - 9:30	Parlor Room 1009	Sustainable Technology Budgeting	A great technology plan starts with an achievable and sustainable budget and ends with the end-user's experience. If we can change the way we think about our hardware then we can create sustainable long term technology plans that make sense for the students, staff and district. We can then build upon a solid infrastructure, whether it's tablets or laptops, Apple or Google, BYOD or 1:1. Come join us for a new and exciting way to look at budgeting for technology and the ramifications it could have for your district's budget. <i>Presented by Brandan Bassett, Pine Cove Consulting.</i>
9:40 - 10:40	Jefferson	Internal Controls over Expenditures	Internal controls are policies and processes necessary to ensure financial data is accurate and reliable. They help you stay organized, reduce error and prevent fraud. Come learn about internal controls over expenditures, with an emphasis on credit cards and procurement cards (p-cards). <i>Presented by Anthony Gerharz, CPA Manager (Wipfli LLP).</i>
9:40 - 10:40	Little Missouri/ Gallatin	The MCS Online Marketplace.. From Signing Up to Placing your First Order!	The MCS Marketplace provides Montana Schools with access to an online shopping environment where they can instantly compare products and pricing from various vendors. Schools can then place their orders using the p-card or other payment options. This session will provide step-by-step instructions on how to effectively use the Marketplace to place orders that can save your school thousands\$. <i>Presented by Dave Puyear, Director (Montana Cooperative Services).</i>
9:40 - 10:40	Parlor Room 1010	School Nutrition Basics for New Clerks	Learn what you need to know to successfully operate your School Nutrition Programs. Learn how to navigate the MAPS program to complete annual agreements and monthly claims. <i>Presented by Tara Jones, Emily Dunklee, Camille McGovern and Rochelle Davies, Nutrition Program Specialists (Office of Public Instruction).</i>
9:40 - 10:40	Parlor Room 1009	P-card Usage and an A/P Clerk's Perspective	Come learn one school's way of using p-cards and how their A/P clerk manages them. Bring your own ideas on the purchases you make in your own p-card program to share with others. <i>Presented by Ellen Conley and _____ (Livingston Schools).</i>
10:50 - 11:50	Madison	How To Survive Teacher Retirement!	Can't remember what you have to do when a teacher retires? Do retiring teachers hand you their retirement packet and expect you to complete it? Are you struggling to understand the TRS retirement calculator and then explain it to the teacher? We are here to help! This class will offer tips and tricks to surviving a teacher exodus. We will offer checklists and suggestions to keeping your documentation in order for a pain free retirement for you and the teacher! <i>Presented by Teresa Cornell (Harlem Schoos), Shanna Flores (Havre Schools), Jane Knudsen (Malta Schools).</i>

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10:50 - 11:50	Jefferson	Preparing for the Audit <i>anyone can attend</i>	This session will provide an overview of the audit process, including the roles and responsibilities of the auditor and auditee and the various records and documentation needed to make it as painless as possible for all involved. Presented by Anthony Gerharz, CPA Manager (Wipfli LLP).
10:50 - 11:50	Little Missouri/ Gallatin	PERS for New Clerks <i>anyone can attend</i>	Basics of PERS Reporting for New Clerks. Presented by Jenny Weigand (Montana Public Employees Retirement Administration).
10:50 - 11:50	Parlor Room 1010	Special Education Cooperative Clerks Jam Session	Gather with your fellow special education cooperative clerks to talk about issues that are much different than the public schools we serve. A co-op clerk/business manager will lead the discussion. Bring your concerns, questions and best practices. Facilitated by Shari Hurst (Plentywood Schools) and Roger Heimbigner (ITBS Solutions).
10:50 - 11:50	Parlor Room 1009	School Nutrition Programs Refresher	Topics covered include: MAPS applications and claims, program requirements and policies, maximizing your non-profit food service account (paid lunch revenue, non-program revenue, procurement), and free and reduced-price meals (applications, DCA, and verification). Presented by Tara Jones, Emily Dunklee, Camille McGoven and Rochelle Davies, Nutrition Program Specialists (Office of Public Instruction).
3:00 - 4:00	Ballroom	MASBO Certification Testing	Certification test(s) will be administered to those who havemade previous arrangements with Marie Roach.
3:00 - 4:00	Madison	What's in YOUR Wallet?	The four hottest buzz words in Montana school finance? "Increased flexibility and efficiency." Schools have worked hard to gain these abilities, but remember: every rose has its thorn. It is important to be strategic about your decisions at year end to best position yourself for success in the coming year. Presented by Mike Waterman (Bozeman Schools).
3:00 - 4:00	Jefferson	Prepping for Retirement: How Business Managers Can Help	This course will go over the PERS retirement process, what members and clerks need to know, and rules for PERS working retirees. Presented by Jenny Weigand (Montana Public Employees Retirement Administration).
3:00 - 4:00	Little Missouri/ Gallatin	TRS for New Clerks <i>anyone can attend</i>	Basics of TRS reporting for new clerks, and information on the TRS Online Wage and Contribution System. Presented by Nolan Brilz (TRS).
3:00 - 4:00	Parlor Room 1010	Infinite Campus - Campus Payments	Time... Who has time when you're busy chasing around lost checks and handling district cash? We do, with our 24/7 online payment solution. Learn how fees are assigned and paid for activities, field trips, optional fees, food service, and more through our secure processing solution. In addition, take your payments mobile! Whether it is a sporting event, play, prom, field trip, etc. your district can now process one-time credit and debit card transactions with our Mobile and Desktop Card Readers. Presented by Paula Soucheray (Infinite Campus) and Rebekah Rhoades (Lewistown).
3:00 - 4:00	Parlor Room 1009	Essential Oils - What's the Big Deal?	A closer look at essential oils, their history, getting started using them, and using them safely. Presented by Sarah Bailey (Natural Essentials).

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Time	Room	Topic	Description
THURSDAY, JUNE 14			
8:30 - 10:40 Four 20-minute rounds	Ballroom	Round Table Discussions	Ain't it Write? Let's talk about run-on sentences and grammar errors in our writing. <i>Facilitated by Cindy Cowan (Turner Schools).</i>
			Managing Grant Projects. Most clerk/business managers will agree that tracking grants is a challenge. Come learn some tips and best practices for managing grant projects and bring your own great ideas to share with your peers. <i>Facilitated by Carrie Ruff (Bonner Schools).</i>
			You're Not the Boss of Me! A clerk has specific statutory duties: election administrator, attend board meetings, keep minutes, keep records of the district, keep accounting records, prepare the annual report, final budget meeting responsibilities and so on. In addition, in most districts, the person who is the clerk is also the business manager with specific duties: payroll, accounts payable, contract management, insurance management, budget management, data entry, etc. Who supervises the various tasks carried out by the clerk/business manager? Who has the authority to direct the clerk/business manager? Who evaluates the clerk/business manager? The board? The board chairperson? The superintendent? All of them? None of them? Use MASBO's handy guide to sort it all out. <i>Facilitated by Jeff Weldon (Felt, Martin, Frazier & Weldon, PC).</i>
			OPI Open Q&A. Got questions about what's going on at OPI, where to find information on the OPI website, who does what in the School Finance Division or implementation of legislative changes? Kara is here to help. <i>Facilitated by Kara Sperle, School Finance Division Administrator (Office of Public Instruction).</i>
8:30 - 10:40 2-hour session	Madison	Understanding Governmental Financial Statements	This 2-hour class is structured as a work session that covers what to include in the Management Discussion & Analysis (MD&A), how to prepare a Schedule of Federal Awards (SEFA) and how to prep GASB 34 Financial statements and understand where the numbers come from. <i>Presented by Anthony Gerharz, CPA Manager (Wipfli LLP).</i>
8:30 - 9:30	Jefferson	\$6.5 Million Received in FY17. What was Your Cut?	Your district might be missing out on Medicaid eligible reimbursements. Learn what services qualify, gain tips about setting up and maintaining claims, and see how to maximize your Medicaid dollars. <i>Presented by Lisa Waterman, Medicaid Billing Coordinator (Southwest Montana School Services).</i>
8:30 - 9:30	Little Missouri/Gallatin	Black Mountain Software DYK Session	"Did You Know" for Black Mountain Software users.
8:30 - 9:30	Parlor Room 1010	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 include FMLA, special ed, facility use, and other topics that will provide valuable information on what not to do in the future with your schools. <i>Presented by Rody Holman (Montana Schools Property and Liability Insurance Program).</i>
8:30 - 9:30	Parlor Room 1009	School Nutrition Programs Refresher	Topics covered include: MAPS applications and claims, program requirements and policies, maximizing your non-profit food service account (paid lunch revenue, non-program revenue, procurement), and free and reduced-price meals (applications, DCA, and verification). <i>Presented by Tara Jones, Emily Dunklee, Camille McGoven and Rochelle Davies, Nutrition Program Specialists (Office of Public Instruction).</i>

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Time	Room	Topic	Description
9:40 - 10:40	Jefferson	MSGIA: Worker's Comp Basics for the Relatively New Business Manager <i>anyone can attend</i>	Come join Shawn Bubb, as he takes through the starter course with a kick of the Montana Workers' Compensation Insurance laws, practices, and general how to's. This is a soup to nuts course geared for a business manager in their first five years on the job. There is a lot to learn in your job – let me make this part of your job a whole lot easier! Looking forward to seeing you in Billings. <i>Presented by Shawn Bubb, Director of Insurance Operations (MSGIA/MTSBA).</i>
9:40 - 10:40	Little Missouri/ Gallatin	AFAC: Alphabet Soup - FSAs, HSAs and HRAs	We will discuss in detail the differences between Flex Spending Accounts, Health Savings Accounts, and Health Reimbursement Arrangements. This presentation gives employees a high-level overview of what FSAs HSAs and HRAs are, how they work, who is eligible, and how to use them. We will provide a comparison of the three and how best to implement for your districts. <i>Presented by Angie Newman, State Manager II and Scott Florsheim, Special Projects Manager (American Fidelity).</i>
9:40 - 10:40	Parlor Room 1010	Infinite Campus - FRAM	Come learn about Campus Free and Reduced Application Management. Process applications, give students a free, reduced or paid meal status, all while ensuring data confidentiality in the lunchroom. You'll be doing summersaults when you see how it provides immediate results! <i>Presented by Paula Soucheray (Infinite Campus).</i>
9:40 - 10:40	Parlor Room 1009	What the heck is MQEC?	The Montana Quality Education Coalition (MQEC) is a statewide K-12 advocacy organization that focuses on funding for our public schools. Join Executive Director Dianne Burke for a lively session explaining MQEC's role in school funding, including interesting facts about K-12 education's role in the state budget. <i>Presented by Dianne Burke, Executive Director (Montana Quality Education Coalition).</i>
11:00 - 12:00	Ballroom	Excel 'n' Finance Smoothie	Nutrients are great...but they have to be palatable, too. That's why you put those leafy greens in your breakfast smoothie each morning. And that's also why you should attend this workshop. Join Rebekah Rhoades from Lewistown and Mike Waterman from Bozeman for a school finance smoothie. Our recipe of Excel formulas and graphs will fuel your work and we'll throw some property tax concepts in for flavor. You'll need a laptop that has Excel and web access and a battery that will get you through the hour. <i>Presented by Rebekah Rhoades (Lewistown Schools) and Mike Waterman (Bozeman Schools).</i>
11:00 - 12:00	Madison	OPI: Special Education Tuition Levy	School districts are allowed to levy in the Tuition Fund for certain special education expenditures for in-district students. Learn the rules and parameters. <i>Presented by Kara Sperle (Office of Public Instruction).</i>
11:00 - 12:00	Jefferson	MUST: Making Cents of Wellness	Learn how to provide an inexpensive wellness plan, how it takes leadership buy in to make it effective and how dental and vision exams support overall wellness. <i>Presented by Molly Plumber and Andy Holmlund (Montana Unified School Trust).</i>
11:00 - 12:00	Little Missouri/ Gallatin	Small Schools Jam Session	Come jam with your small school counterparts about issues that are much different than schools that have a larger student body. A group of veteran clerk/business managers will lead the discussion. Bring your concerns, questions and best practices. <i>Facilitated by Della Van Horn (Cirice and Vida Schools) and ?.</i>

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Time	Room	Topic	Description
11:00 - 12:00	Parlor Room 1010	Unemployment 101 <i>anyone can attend</i>	You will gain a greater understanding of unemployment objectives and requirements. This includes the importance of responding for compliance with UI Integrity. The workshop will also cover types of separations and appropriate documentation, life cycle of an unemployment claim and understanding liability. The end result is to provide tips to manage your unemployment rate and claims. Presented by Theresia LeSueur (MT Schools Unemployment Insurance Program).
11:00 - 12:00	Parlor Room 1009	Essential Oils - What's the Big Deal?	A closer look at essential oils, their history, getting started using them, and using them safely. Presented by Sarah Bailey (Natural Essentials).
1:40 - 2:40	Ballroom	School Facilities Financing Overview	Are your District's facilities in need of capital improvement projects? Do you see a potential need for bond financing in your future? 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, this seminar will provide information for everyone including a bond market overview, Senate Bill 307 information and helpful insights from business officials who have recently worked through the bond issuance process. Presented by Bridget Ekstrom (D.A. Davidson & Co.), Dan Semmens (Dorsey & Whitney) and School Business Officials.
1:40 - 2:40	Madison	MUST: Alternate Ways to Access Care	Use your benefits without breaking the bank – Cost Comparison tool, Virtual Visits, Community Health Centers, State Health Clinics, show the cost differences between using ER/Urgent Care/Primary Care/Virtual Visits. Presented by Erin Huffman (Blue Cross Blue Shield of MT) and Jeaneen Campbell (Montana Unified School Trust).
1:40 - 2:40	Jefferson	Mindfulness & Meditation	We all need a little mindfulness to help us decompress from our busy lives. Come learn what mindfulness is, the benefits of meditation and try out a couple of meditation techniques. Presented by Loy Sprague (Fort Peck Community College).
1:40 - 2:40	Little Missouri/ Gallatin	P-Card Organization: Who Wants Them? Who Needs Them? Who Keeps Them?	In this session you will learn a couple of different ways to organize card flow among staff, tips on receipt collection, and reconciling your statements on either a large or small scale to insure payments are made correctly. Presented by Shanna Flores (Havre Schools).
1:40 - 2:40	Parlor Room 1010	Infinite Campus - Food Service	Lunchrooms are one of the busiest places in the school. Long lines and hungry kids can create chaos. Explore the point-of-sale options that will make those lines move quickly! Class Serve, POS-X terminals and Online FRAM Applications will be discussed. We guarantee this session will leave you hungry for a new process. Presented by Paula Soucheray (Infinite Campus).
1:40 - 2:40	Parlor Room 1009	MSPLIP: Ready for a Dept. 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	Ballroom	MSGIA: Workplace Safety Supervisory Skills	Come learn with Annette and Harry as they guide you through the Pitfalls to avoid, the best practices you want to push, and the regulatory checklists you want to follow to keep your workplace safety efforts on track. Always interactive and fun – Annette and Harry will show you simple strategies for workplace safety to keep your district humming right along. Presented by Annette Satterly and Harry Cheff (MSGIA-WCRRP).

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3:00 - 4:00	Madison	OPI: ESSA Per-Pupil Expenditure Reporting	The Every Student Succeeds Act (ESSA) requires all states to begin site-based expenditure reporting. Come find out the current status of this important project that will be implemented with FY2020 school year data. Presented by Kara Sperle, School Finance Division Administrator (Office of Public Instruction).
3:00 - 4:00	Jefferson	Mindfulness & Meditation	We all need a little mindfulness to help us decompress from our busy lives. Come learn what mindfulness is, the benefits of meditation and try out a couple of meditation techniques. Presented by Loy Sprague (Fort Peck Community College).
3:00 - 4:00	Little Missouri/ Gallatin	Foxie Lady Software Users Meeting	Meeting for users of Foxie Lady Software.
3:00 - 4:00	Parlor Room 1010	Infinite Campus - Messenger with Voice	Emergency notifications have your district a little nervous? Fear no more, Campus Messenger with Voice communicates via phone, text or email within minutes. Yes, that's right, MINUTES! No more imports/exports, use the data that's already in your SIS...simple, right? Come see for yourself. Presented by Paula Soucheray (Infinite Campus).
3:00 - 4:00	Parlor Room 1009	Wage & Hour Laws for New Clerks <i>anyone can attend</i>	This workshop is comprised of general information in a questionnaire format that helps generate feedback and dialogue regarding Wage and Hour laws and their application to school districts. Presented by Windy Knutson, Compliance Specialist (MT Department of Labor & Industry).
FRIDAY, JUNE 15			
8:00 - 9:00	Jefferson/Little Missouri/ Gallatin	Family Medical Leave Act	A school district Human Resources Director will share HR best practices regarding FMLA and share tips on processes and paperwork used in her district. Presented by Katie Nordstrom, PHR, SHRM-CP, Executive Director, Human Resources (Billings Schools).
9:15 - 10:15		Fair Labor Standards Act	An open Q&A session about the Fair Labor Standards Act and any hot topics covered by the Wage and Hour laws and rules. Led by Windy Knutson, Compliance Specialist (MT Department of Labor & Industry).
10:30 - Noon		School Law Update	An update on the latest issues in School Law. Presented by Debra Silk (Montana School Boards Association).