



Montana Certified School Business Official Certification Exam Training

TEST #1



MCSBO

Test 1 Topics

- Board Meetings & Minutes
- Elections
- Payroll
- Pupil Transportation



Board Meetings & Minutes



Board Meetings

- Public Notices
- Agendas
- Special Meetings
- Executive Sessions

Reference Materials: MELR 1000 Board Meetings

Minutes

- Know what should be included in Minutes
- Finished Minutes
- Closed Session Minutes

Reference Materials: MCA 20-3-XXX, MELR 1000 Board Meetings

Questions

1. **True or False** The trustees of a district must be paid at least minimum wage.
2. **True or False** The Public Comment section may be placed anywhere on the agenda.
3. **True or False** Business may be transacted by trustees of a district at any time or place as long as there is a quorum.
4. **True or False** Notice of school board meetings must be posted in the staff lounge.

Answers

1. **True or False** The trustees of a district must be paid at least minimum wage. *May not receive compensation, except mileage reimbursement.*
2. **True or False** The Public Comment section may be placed anywhere on the agenda. *Law does not require it be placed in any certain order.*
3. **True or False** Business may be transacted by trustees of a district at any time or place as long as there is a quorum. *Meeting must be properly noticed and conducted in a school building or publicly accessible building located in the district.*
4. **True or False** Notice of school board meetings must be posted in the staff lounge. *The law does not specify, as long as reasonable notice is given.*



Elections



Trustee Candidates

- Qualifications for School Trustee
- Open Positions & Terms
- Filing for Candidacy
- Withdrawing from Candidacy
- Write-In Candidates

References Materials: OPI Election Handbook, MCA, 20-3-XXX Elected Officials, MCA 20-20-XXX School Elections

Ballots

- Types of issues to appear on Ballots
- Types of Ballots
 - Mail, Poll, Absentee, Provisional, Replacement, Sample, Electronic, etc.
- Ballot Layout & Requirements

References Materials: OPI Election Handbook, MCA 13-12-XXX Election Supplies & Ballots

Electors

- Elector Requirements
- Regular & Late Registration
- Absentee Elector Registration
- Inactive Electors
- Challenging Electors

References Materials: OPI Election Handbook, MCA 13-2-XXX Registration of Electors

Procedures

- Calling for an Election & Notice of Election
- Election Judges
- Election Day
- Ballot Counting
- Post Election

References Materials: OPI Election Handbook, MCA 20-20-XXX School Elections

Deadlines

- Filing for & Withdrawing from Candidacy
- Voter Registration (Regular & Late)
- Poll Election Time Frame
- Posting of Notices
- Election Day

References Materials: OPI Election Handbook, OPI Election Calendar

Questions

1. **True or False:** Electors are required to show ID before voting in a school election conducted by school election administrators.
2. **True or False:** A relative of an employee of the district is not eligible to run for school board trustee.
3. **True or False:** Notification of Appointment must be made to Election Judges no later than 30 days before the Election.
4. **True or False:** An official ballot is mailed to every active, qualified and provisionally registered voter within the District boundaries in a mail ballot election.
5. **True or False:** All votes are counted for individuals being written-in on the ballot, regardless of whether they have filed as a write-in candidate.

Answers

1. **True or False:** Electors are required to show ID before voting in a school election conducted by school election administrators.
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4. **True or False:** An official ballot is mailed to every active, qualified and provisionally registered voter within the District boundaries in a mail ballot election.
5. **True or False:** All votes are counted for individuals being written-in on the ballot, regardless of whether they have filed as a write-in candidate. *Candidates must file as a write-in with the district clerk in order for votes to be counted.*

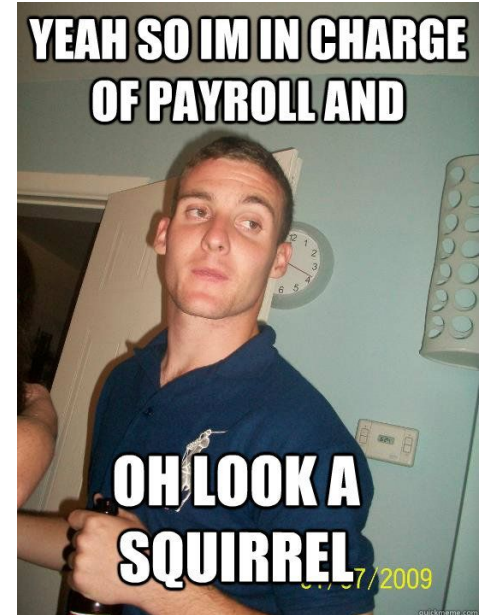


Payroll



Costs of Payroll

- Education is labor intensive & sometimes overwhelming
- The greatest portion of the cost of education is personnel
- Personnel costs make up 80-90% of school budgets
- The most important part of payroll is to know your resources & references!



Payroll Rules & Mandates

- Federal
- State
- Local

Federal

- Fair Labor Standards Act
 - Hours Worked - what is a work week?
 - Weighted Overtime - how is OT figured for multiple wage rates?
 - Travel Time - what is paid and how much?
 - Minimum Wage

References: <https://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa>

State

- Montana Department of Labor (DOL)
- Montana Code Annotated (MCA)
 - Title 2 (Gov. Structure & Administration)
 - Title 19 (Public Retirement System)
 - Title 20 (Education)
 - Title 39 (Labor)
- Administrative Rules of MT (ARM)
 - Title 10
 - Title 24

References: MCA, Administrative Rules of Montana

Local

- MASBO Payroll Manual - helps to describe & setup key payroll processes
 - Types of Employees
 - Contract Renewal & Non-Renewals
 - Payroll Packet - required forms & procedures
 - Payroll Setup - deductions & benefits

References: Payroll Manual

Questions:

1. **True or False:** A tenured teacher serving in an administrative position may be assigned to a teaching position only at the same rate of pay.
2. **True or False:** A substitute classified employee is required to enroll with PERS after working 960 hours in a fiscal year.
3. **True or False:** An employee is eligible to use vacation after their 6-month probationary period.
4. **True or False:** Overtime must be paid on hours worked over 8 hours/day.
5. **True or False:** A work week is considered Monday through Friday.

Answers:

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Pupil Transportation



Transportation Fund Definition

The Transportation Fund is authorized by MCA 20-10-143 for the purpose of financing the maintenance and operation of district owned school buses, contracts with private carriers for school bus service, individual transportation contracts, and any amount necessary for the purchase, rental, or insurance of yellow school buses or operation of the transportation program. The fund may be used only to support costs of home-to-school transportation.



Types of Transportation

- School Provided Transportation
- Parent/Guardian Transportation
- Contracted Transportation

The duties you as a clerk are responsible for, depends on the type of transportation you provide at your school.

Staff Transportation Roles & Responsibilities

- Business Managers/Clerk
- Transportation Supervisor
- Drivers
- Board of Trustees
- County Transportation Committee & County Superintendent
- OPI
 - Each of these has a unique role to play

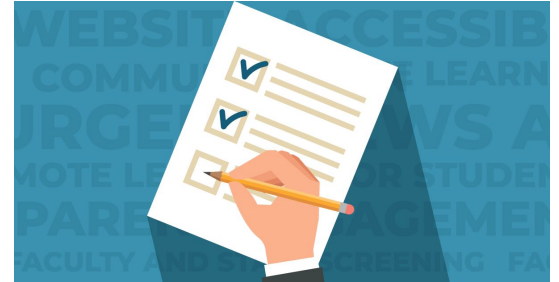
Bus Drivers

School Bus Driver Requirements:

- Age
- Driving experience
- Licenses/endorsements
- Certifications

These must be checked, documented and retained.

References: MCA 20-10-103



Not Just Any Old Bus

- Wide variety of bus types
- With each type comes certain documentation regulations & reimbursements

References: 2018 Montana School Bus Standards (link OPI website), MCA 61-9-502 & MCA 20-10-102, ARM 10.7.101



Transportation Funding

Dedicated funds for certain situations:

- Budgets
 - Many parts play into the reimbursement
 - Many parts play into replacement
- Documentation
 - There's a form for that
- Approvals
 - It takes a village to get reimbursed
 - Deadlines, Deadlines and Deadlines

References: MCA 20-10-121 through 148

Resources

- MCA - 20.10.101-148
- Pupil Transportation Presentation - New Clerks 2020
- OPI - School Finance - Pupil Transportation
- 2018 Montana Bus Standards
- Budget spreadsheet - OPI website

Questions

1. **True or False:** Anyone can drive any bus route any time and for as long as they want.
2. **True or False:** The County Superintendent approves all bus routes.
3. Which bus type can be driven by someone without a CDL?
4. **True or False:** The bus depreciation fund can be use to buy additional MCI/activity buses.
5. **True or False:** All Pupil Transportation reports are loaded into TEAMS.

Answers

1. **True or False:** Anyone can drive any bus route any time and for as long as they want. *Reimbursable bus routes and drivers must be established, documented and approved.*
2. **True or False:** The County Superintendent approves all bus routes. *The County Superintendent is included in the process of approval.*
3. Which bus type can be driven by someone without a CDL? *Class E buses can be used for route buses, but don't require all the same qualifications for the bus driver.*
4. **True or False:** The bus depreciation fund can be use to buy additional MCI/activity buses. *Bus depreciation funds can be used to REPLACE an existing district owned activity bus.*
5. **True or False:** All Pupil Transportation reports are loaded into TEAMS. *All information for Pupil Transportation is located in the School Finance/Pupil Transportation system on OPI*



Questions?



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