

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

NEW CLERK ACADEMY ----- MONDAY, JUNE 11 – Little Missouri/Gallatin room <i>Led by Jackie Young & Mike Arnold unless otherwise noted</i>	
7:45 – 8:00	Registration
8:00 – 8:15	Welcome and Introductions
8:15 – 8:45	MASBO Calendar and other resources; Clerk, Superintendent & Board Duties
8:45 – 10:15	Budgeted and Non-Budgeted Funds
10:15 – 10:30 BREAK	
10:30 – Noon	Coding & Claims
Noon – 1:00 LUNCH (sponsored by MTSUIP)	
1:00 – 2:00	Unemployment 101 – <i>led by Theresia LeSueur, MT School Unemployment Insurance Program</i>
2:00 – 2:30	OPI Audit Monitoring Process – <i>led by Dan Moody, Office of Public Instruction</i>
2:30 – 2:45 BREAK	
2:45 – 4:15	Getting Ready for the TFS
4:15 – 5:00	Review of Upcoming Tasks and Deadlines

Tuesday, June 12 - Attend your software user group meeting:

- 9:00 – 5:00 Black Mountain Software in Jefferson & Little Missouri/Gallatin rooms, **or**
- 8:30 – 3:00 Tyler Technologies (Infinite Visions) in Madison room, **or**
- 8:30 – 4:00 Foxie Lady Software in Ballroom **or**
- 1:00 – 3:00 Quickbooks, Quicken, Excel or Manual systems in Parlor Room 1010

Wednesday, June 13 – suggested topics for New Clerks

- 8:30 – 9:30 **Payroll for New Clerks** in Little Missouri/Gallatin **or**
Tyler Technologies (Infinite Visions) user group in Madison room
- 9:40 - 10:40 **School Nutrition Basics for New Clerks** in Parlor Room 1010 **or**
Internal Controls over Expenditures **or**
MCS Online Marketplace in Little Missouri/Gallatin Room **or**
Tyler Technologies (Infinite Visions) user group in Madison room
- 10:50 - 11:50 **New Clerks PERS** in Little Missouri/Gallatin room **or**
How to Survive Teacher Retirement in Madison room **or**
Preparing for the Audit in Jefferson room
- 12:00 – 2:30 **All Member Lunch, Opening Session & Keynote Speaker Bruce Wilkinson**
- 2:30 – 3:00 Break/Visit Exhibitors
- 3:00 – 4:00 **New Clerks TRS** in Little Missouri/Gallatin room **or**
Infinite Campus – Campus Payments in Parlor Room 1010 **or**
Essential Oils in Parlor Room 1009

