

**MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

**NEW CLERK ACADEMY - MONDAY, JUNE 13  
COPPER 3 MEETING ROOM**

(Lunch and Breaks sponsored by MTSUIP)

<b>8:00 – 8:30</b>	<b>Registration</b>
<b>8:30 – 9:00</b>	<b>Welcome, Introductions, Resources</b>
<b>9:00 – 10:30</b>	<b>Coding – led by Steve Hamel (MASBO)</b>
<b>10:30 – 10:45 BREAK</b>	
<b>10:45 – 12:00</b>	<b>ACCOUNTING – led by Steve Hamel (MASBO)</b>
<b>Noon – 1:00 LUNCH</b>	
<b>1:00 – 2:00</b>	<b>Coding Game– led by MASBO Staff &amp; Board Members</b>
<b>2:00 – 3:00</b>	<b>Grants – led by Rita Huck (Huntley Project Schools)</b>
<b>3:00 – 3:15 BREAK</b>	
<b>3:15 – 5:00</b>	<b>JUNE END OF FISCAL YEAR PROCEDURES</b>

**Tuesday, June 14 - Attend your software user group meeting:**

- 9:00am C&C Accounting Software in Copper 1 Room
- 9:00am Tyler Technologies (Infinite Visions) in Copper 2 Room
- 9:00am Black Mountain Software in Copper 3 Room

**Wednesday, June 15 – Suggested Topics for New Clerks**

- 8:30am Workers Compensation 101 in Copper 2 Room
- 9:40am Montana Board of Investments-INTERCAP Loan Programs in Copper 2 Room
- 10:50am Tuition in Copper 3 Room
- 12:00pm Opening Session Luncheon & Keynote Speaker in King Ballroom
- 2:30pm Break/Visit Exhibitors
- 3:00pm Pupil Transportation Overview and Updates in Copper 3 Room

**Thursday, June 16 – Suggested Topics for New Clerks**

- 8:30am Onboarding Tips for New Full Time PERS Employees & Basic Navigation in ERIC in Copper 1 Room
- 9:40am C&C School Accounting User Meeting in Copper 1 Room
- 9:40am Black Mountain Software 'DYK' User Meeting in Copper 2 Room
- 9:40am Strike It Rich (Show Me the Money) in Copper 4 Room
- 9:40am ESSER Survival for the Long Haul in Copper 5 Room
- 9:40am Round tables in North Lobby
- 11:00am Maximizing ESSER Funds Through Design- Build in Copper 2 Room
- 11:00am School Nutrition Programs in Copper 4 Room
- 11:00am ESSA Per Pupil Expenditure Reporting in Copper 5
- 12:00pm Luncheon Business Meeting in King Ballroom
- 1:40pm TRS Training in Copper 2 Room
- 1:40pm School Nutrition Program in Copper 4 Room
- 3:00pm TRS Surviving Teacher Retirement in Copper 2 Room
- 3:00pm ESSER Survival for the Long Haul in Copper 3 Room