

## **MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

### **NEW CLERK ACADEMY ----- MONDAY, JUNE 10 – CANADIAN ROOM**

<b>8:00 – 8:30</b>	Registration
<b>8:30 – 9:00</b>	Welcome, Introductions, Resources
<b>9:00 – 9:30</b>	Using IC Reports for MAPS Reimbursement Claims – <i>led by Shanna Flores (Havre Schools)</i>
<b>9:30 – 10:30</b>	TOE/Compensation Expenditure Reporting – <i>led by Shanna Flores (Havre Schools)</i>
<b>10:30 – 10:45 BREAK</b>	
<b>10:45 – 11:30</b>	Learning MTSBA’s Member Database – <i>led by Wendy Brenden and Emily Dean (MTSBA)</i>
<b>11:30 – Noon</b>	OPI Audit Monitoring Process – <i>led by Dan Moody (Office of Public Instruction)</i>
<b>Noon – 1:00 LUNCH (sponsored by MTSUIP)</b>	
<b>1:00 – 2:00</b>	Payroll – <i>led by Jane Knudsen (Malta Schools, Ginger Martello (Ennis) and Laurie Noonkester (Lockwood Schools)</i>
<b>2:00 – 3:00</b>	Grants – <i>led by Dennis Clague (Butte Schools)</i>
<b>3:00 – 3:15 BREAK</b>	
<b>3:15 – 4:45</b>	Getting Ready for the TFS - <i>led by Noreen Anderson (Hellgate Schools) and Lorie Carey (Jefferson County High School)</i>
<b>4:45 – 5:00</b>	Review of Upcoming Tasks and Deadlines

**Tuesday, June 11** - Attend your software user group meeting:

- 9:00 – 5:00 Black Mountain Software in Britain & American rooms, **or**
- 9:00 – 4:00 Tyler Technologies (Infinite Visions) in Canadian room, **or**
- 8:30 – 4:30 C&C Accounting Software in Montana/Alberta room **or**
- 9:00 – Noon Quickbooks, Quicken, Excel or Manual systems in Lewis/Clark room
- 1:30 – 4:00 MAEFAIRS Preview and Update in Missouri room
- 6:30 – 8:30 MT Cooperative Services (MCS) Mixer

**Wednesday, June 12** – suggested topics for New Clerks

- 8:30 – 9:30 **Unemployment 101** in Lewis/Clark room **or**  
Tyler Technologies (Infinite Visions) user group in Canadian room  
Retirement Super Group in Montana/Alberta room
- 9:40 - 10:40 **Changes to Montana’s Food Distribution System** in American room **or**  
Procurement Card Basics in Canadian room **or**  
Yoga for Stress Relief in Missouri room
- 10:50 - 11:50 **TRS for New Clerks** in Canadian room **or**  
Learning MTSBA’s New Database in American 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 **PERS for New Clerks** in Canadian room **or**  
Spend Dynamics Q&A in Lewis/Clark room