



A Guide to MASBO Member Benefits

A Message From Our Executive Director



On behalf of the entire association, I would like to extend a warm welcome to you as a new member of the MASBO organization. As the Executive Director of the Montana Association of School Business Officials, I am thrilled to have you join our community of dedicated professionals.

For those of you who have recently joined, congratulations on becoming part of a dynamic and influential network of school business officials in Montana. And to those who are still considering this career, this association strives to support and empower our members *in their crucial roles of managing the financial and operational aspects of our state's educational system, safeguarding our surrounding communities and taxpayer resources, and enhancing the lives of students and staff within our districts.*

Our association is built upon the principles of collaboration, knowledge sharing, and continuous professional development. We believe that by working together, we can enhance the efficiency and effectiveness of the schools across our state. As a member, you will have the opportunity to connect with experienced professionals, access valuable resources, and contribute to the advancement of our field.

Throughout the year, we organize a wide range workshops and conferences tailored to the needs and interests of our members. These gatherings provide an excellent platform for networking, exchanging ideas, and staying up-to-date with the latest trends and best practices in school business management. We encourage you to participate in these events and take advantage of the numerous learning opportunities they offer.

Our association is committed to advocating for the needs and interests of our members at a state level. We work closely with legislators, policymakers, and other educational stakeholders to ensure our profession is wellrepresented and our concerns are heard. Your membership gives you a voice in sharing the future of school business management in Montana.

I encourage you to explore our website, where you will find an abundance of resources and tools that can assist you in your daily work. We also have a vibrant online community where you can engage with other members and share your insights and experiences.

Please reach out to me or any members of our association's team if you have any questions. We are here to support you in every step of your professional journey.

Best Wishes

Shelley Turner



Key Member Benefits

The MASBO Mentor Program

Where relationships sprout & MASBO roots grow deep!

The MASBO Mentor Program helps bridge the gap between a mentee's training and his or her on-the-job experience. This flexible partnership is based on the mentee's specific needs.



Peer-to-Peer Networking

MASBO Membership also provides ample opportunities to interact with fellow members, other educational stakeholders and vendors who can assist in your needs through training, workshops, discussion forums and conferences.

The New SBO Academy

Empowered by Knowledge. Strengthened by Community

The New SBO Academy is a 2 year professional development program designed to support new SBOs with the tools, training and community they need to thrive.



Procurement Card Program

ASBO Affiliates across the U.S. and Canada benefit from a procurement card program that gives districts full control. No cost, no fees, and your district can receive a rebate.

Certification Program

Advance in your career and add expertise for your district by obtaining your Montana Certified School Business Official (MCSBO) certification.



Interim & Onsite Training Services

Ensure basic duties are covered during a vacancy or get onsite training for newer school business officials (SBOs). These are fee based services. Please contact Shay Baize at (406) 431-0124 or Melissa Bartelt at 406-461-8667 for more information.

MASBO Community Forum and Monthly Zoom Check-Ins

Get advice from other members in our member-only community forum. Zoom in with fellow members to learn about pressing events and deadlines that will assist you in your daily activities.



Additional Key Member Benefits

Monthly Newsletter

A monthly resource filled with tips, deadlines, training opportunities and tools to make your job easier.

Legislative Guidance

We advocate for you and influence state and federal policy makers in school business and finance.

The MASBO Website- Publications, Resources & More

Here is a quick guide to navigating the MASBO website to find information, resources, publications and more!

Location	Information/ Resource
Home Page	Training Registration Links & Job Announcements
Membership Page	Member Application & Member Search
Professional Development Page	Registration Links & Certification Program
Services Page	Fee Based Services (Interim/Onsite/Remote) , Mentor Program & P-Card Program
Publications Page	MASBO Publications & Monthly Newsletters
Resources Page	Presentations, Calendar, Elections Info, Legislative Info, Important Links, MASBO Region Map & Software Users

Interim & Onsite Training Services

Fee Based Services

MASBO employs experienced former school business officials to assist districts in keeping their business office running during a vacancy. They are also available when a new business official needs training or special project assistance.

Interim Services

Services include ensuring basic duties are performed, such as payroll and claims, while the district recruits to fill a business official position or when a member is away from the office for an extended absence. Other services include balancing cash to the county treasurer or bank, preparing information for the Trustees Financial Summary and Budgets, data submission into MAEFAIRS, setting up for the new school year and compensation expenditure reporting. Interim services also includes special projects that require extra work to address audit findings or to bring financial records into compliance with state and federal regulations and deadlines. This is a great resource for districts to consider when onboarding a new business official to provide them a stable platform to begin their career.

Training Services

Available for new business officials to help learn the variety of duties their position requires. Assistance in processes, such as claims and payroll, coding, balancing cash to the county treasurer, submitting reports to state agencies, elections, audits and audit findings or special projects.

Because every situation is different, it is best to consult with our MASBO services team to develop a plan. For more information please reach out to Shay Baize at (406) 431-0124 or Melissa Bartelt at 406-461-8667

Peer-to-Peer Connections, Information & More

Community Discussion Forum

The MASBO Member Forum is the perfect place to ask a question or post a job announcement. To do so, just follow these simple steps:

- » Log in to masbo.com (top right corner) » Click "Discussion Forum"
- » Select & click forum topic ('General Discussion') » Click "+New Thread"
- » Type your subject & message » Click "Post" » Forum Members receive email notifications when a reply is made to their post



Job Announcements from Across the State

Job Board

If your district is looking to fill a position or you are interested in other School Business Office opportunities across the state, this is the best place to look! If you would like to announce an opening, please email the information to Marie at mroach@masbo.com.

MASBO Contacts



If you've got on the job, policy, procedure, legislative questions or training content suggestions, please reach out to:

Shelley Turner
Executive Director
(406) 461-3659
sturner@masbo.com



If you've got membership, registration, invoicing, website, certification, Mentor Program or P-Card questions, please reach out to:

Marie Roach
Association Services Coordinator
(406) 461-8804
mroach@masbo.com



If you've got on the job, policy, procedure, contracted services questions or training content suggestions, please reach out to:

Shay Baize
Contracted Services & Training
(406) 431-0124
sbaize@masbo.com



If you've got on the job, policy, procedure, contracted services questions or training content suggestions, please reach out to:

Melissa Bartelt
Contracted Services & Training
mbartelt@masbo.com
(406) 461-8667



MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

MASBO is dedicated to training and supporting the people responsible for business operations in Montana schools. Our goal is to enable members to manage the business in order to support education for Montana children.



www.masbo.com



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