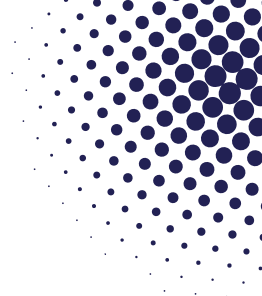




**EMPOWERED BY KNOWLEDGE. STRENGTHENED BY  
COMMUNITY**

Program Guide



Stepping into the role of a School Business Official can be overwhelming, but we are here for you! Our refreshed New SBO Academy is a two-year professional development program designed to support new SBOs with the tools, training, and community you need to thrive.

## ACADEMY DETAILS

The New SBO Academy is a two-year professional development program for School Business Officials (SBOs) that currently hold an active MASBO membership. Participating SBOs will have access to their own online community, attend quarterly training sessions, gain exposure to best practices in school finance and build a network of peers. Upon successful completion of the academy, graduates receive a New SBO Academy certificate and special recognition at our summer conference.

The New SBO Academy will help ensure Montana's newest SBOs are fully equipped to manage district finances with confidence, accuracy, and strategic insight. The program will also build a community for New SBOs and provide validation for their commitment to the field and professional development.

## PROGRAM HIGHLIGHTS


**Cohort Community:** By grouping new SBOs into cohorts, we build an immediate network of peers facing the same challenges, and foster lasting relationships that extend beyond training sessions.

**Dedicated Support System:** Quarterly New SBO Academy workshops are paired with ongoing discussion groups and an online Google Team, so participants never have to "figure it out" alone.

**Shared Resources & Best Practices:** Through training sessions and the online community, SBOs learn from each other's successes and missteps, reducing trial-by-error and accelerating confidence.

## PROGRAM PERKS

Valuable quarterly New SBO Academy training sessions (in-person, virtual or recorded), online New SBO Academy community via Google Teams and recognition for graduating from the academy for being dedicated to professional growth.





## SCHEDULE

The program will kick off in the Fall each year, with the final session being held at the second Summer Conference after starting the program.

### Year 1

Fall Training (full day)  
Winter Training (2 half day or full day)  
Spring Training (2 half day or full day)  
Summer Training (full day)  
Summer Conference Software Day

### Year 2

Fall Training (full day)  
Winter Training (2 half day or full day)  
Spring Training (2 half day or full day)  
Summer Training (full day)  
Summer Conference Software Day  
Summer Conference Graduation

Academy members are also highly encouraged to attend each year's Summer Conference. Summer Conference registration is not included in the New SBO Academy fees.

## CERTIFICATION & RECOGNITION

Each year we will have a graduating class recognized at the MASBO Summer Conference, with the first class graduating in June 2027. This recognition will include: a Certificate of Achievement, "Academy Graduate" swag and digital badge, public recognition at Summer Conference, Summer Conference Photo Ops and a MASBO drafted Press Release sent to your Supt and Board.

## PROGRAM COST

\$550.00 Each Year - Includes: 30+ hours of in-person, virtual or recorded training (limited to quarterly New SBO Training Sessions listed above), dedicated New SBO Community Google Team and New SBO Academy swag at the MASBO Summer Conference

**To join the New SBO Academy, please complete the enclosed form and finish your registration on the MASBO website (New SBO Academy Registration).**



## Academy Registration Supplemental Form

**FULL NAME:** \_\_\_\_\_

**SCHOOL DISTRICT:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**SBO YEARS OF EXPERIENCE:** \_\_\_\_\_

**SOFTWARE:** \_\_\_\_\_

**DO YOU HAVE A MENTOR?** ☐ Yes ☐ No

\*The Mentor Program is separate from the New SBO Academy, if you do not have a Mentor and are interested in the program please complete this [application](#) and return to [mroach@masbo.com](mailto:mroach@masbo.com).

By registering for the New SBO Academy, I agree to the following terms:

**1. Eligibility & Commitment**

- I confirm that I am an active MASBO member and eligible to participate in the New SBO Academy.
- I commit to attending scheduled training sessions and engaging with the cohort community throughout the two-year program.

**2. Professional Conduct**

- I agree to uphold the standards outlined in the MASBO Ethics Manual.
- I will treat fellow participants, facilitators, and MASBO staff with respect and courtesy, especially when engaging in the online community.

**3. Community Engagement**

- I understand that the Academy is designed to foster collaboration and shared learning. I will contribute positively to discussions and respect diverse perspectives.
- I will maintain confidentiality and professionalism when discussing district-specific or sensitive topics.

**4. Recognition & Certification**

- I understand that successful completion of the Academy includes active participation in training sessions and community engagement.
- I acknowledge that graduation recognition will be provided at the MASBO Summer Conference upon completion of the program.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_