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# Montana Association of School Business Officials

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## Board of Directors Meeting October 15, 2008 Holiday Inn Grand, Billings

Present:

Suzie Zentz

Pam Owen

Mike Waterman

Teresa Cornell

Teresa VanBuren

Zella Witter

Jacki Young

Diane Brook

Lora Tauck

Kathy Preeshl

Denise Ulberg

Lynda Brannon

Excused:

Kim Aarstad

Call to order	9:15 President Suzie Zentz called the meeting to order and welcomed Lora Tauck to the board.
Agenda changes approval	Executive Director Lynda Brannon requested that we add "Ex-officio reports" after regional reports as it was omitted.. Jacki Young moved the amended agenda and Zella Witter seconded. Ayes: all.
Minutes approval	Mike Waterman moved the approval of the June 2008 minutes. Teresa Cornell seconded. Discussion: none. Ayes: all
Finance reports	Zella Witter moved and Teresa VanBuren seconded approval of the finance reports. Ayes: all.
Amended budget	The budget approved in June had the workshops added in twice. The corrected budget approved is actually \$170,975. Teresa Cornell moved approval of the amended budget, Zella Witter seconded. Ayes: all.
Western States Insurance Work Compensation program	Western States has started a workman compensation program and is seeking MASBO Endorsement. Discussion ensued about the WCRRP – and that MASBO members have not been unhappy with that program. Jacki Young moved to table the issue until next October and let the program up and running. Mike Waterman seconded. Ayes: all  The board discussed their idea of what a MASBO Endorsement means and feels that it is a "good housekeeping seal" not an "exclusive use" idea.
Executive Director Report	

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<p>Procurement Card</p>	<p>The Board reviewed the August P-card statement. Zella Witter talked about how the p-Card program is working for her. The board felt we need to get some targeted information to the AA schools.</p>
<p>PaySchools Program</p>	<p>Exec. Director Lynda Brannon stated that the PaySchools program is not working as well as we cannot do the training. Executive Director has spoke to Pat Ricci and will hopefully come up with a better process.</p>
<p>PMCS Rx Card</p>	<p>The card has been utilized by some members. The Vice President of Account Management, Derek Caliendo stated that we only have had a few prescriptions filled using the card.</p>
<p>PMCS Medical Discount Program</p>	<p>The board was presented with materials regarding a new Medical Discount Program that would be offered to MASBO for \$9.99 per month per household. The program provides only discounts to health and wellness items. At this point there were not too many providers available from Montana but each subscriber could get their provider in so they could get the discount. In the meantime there are national providers already set up and ready to go like the Jenny Craig Diet, various online drug stores to name a few. The program would help district cafeteria plans go further. The system was set up with teachers in mind. Teresa Cornell moved and Mike Waterman seconded that MASBO endorse the program and offer it. Ayes: all.</p>
<p>Internal Controls &amp; Ethics Committee</p>	<p>Internal controls committee members are Sarah Sanburg, Livingston, Tammy Tulberg, Target Range, Cathy Binando, Hamilton, Betty Brumwell, Dutton/Brady, Denise Ulberg, OPI.</p>
<p>Payroll Committee</p>	<p>Diane Brook stated that Cindy Foley from West Valley school district is the new member on the payroll committee. She expressed the need of resources for the committee and would go to the chair of the committee. Some suggestions were the AM Guide to Payroll which she thought was around \$250. That has payroll newsletters and suggested membership in the payroll association for the chair. The membership would get</p>

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<p>Certification Approvals</p>	<p>ongoing updates and a manual every other year. The board suggested that Cindy and Diane get with the Executive Director and make a decision on what would be best. The board will authorize the Executive Director to make the final decision.</p> <p>Teresa Cornell moved, Diane Brook seconded approval of the following new certificates:  Mike Waterman, Lewistown  Kathy Preeshl, K-G  Edith Barnard, Saco  Sheri Hesel, Wolf Point  And the following renewals:  Noreen Anderson, Mary Davis, Steve Johnson, Donnie McVee, Robert Odermann, Zella Witter, Judi Ward and Sandy Watkins for MRSBO Certificates. Ruth Boysun, Karen Carlson and Jeanette Nelson, Standard Certificates.  Ayes: all.</p>
<p>501(c)(3) Status</p>	<p>The Foundation Group had several people out over the summer and the person working on the MASBO information had left. Chris Johnson, attorney for the Foundation Group will be working on it herself.</p>
<p>Revision of Outstanding Business Official forms</p>	<p>Executive Director presented possible changes in the brochure and in the scoring sheets. The board revised some of the proposals in the scoring. Besides phraseology, the brochure was changed to specifically state that past winners could not be considered again, and took out the promise that all information was confidential and that the materials may be sent to the nominee.</p> <p>On the data sheet sent to the nominee the board removed ASBO membership, added audit finding submissions and allows nominee to add own comments regarding the audit and allows nominee to send in anything else that they feel could help the scoring. Jacki Young moved approval of the changes, Teresa VanBuren seconded.  Ayes: all.</p>
<p>\$5.00 Late fees</p>	<p>Complaints from the membership and the subsequent vote by e-mail by the board to suspend further late fees until the board could discuss it resulted in the following</p>

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Other	<p>process: Late fees assessed after Sept. 1 and member dropped from membership rolls as of Sept. 30.</p> <p>The board during discussions of all the programs decided that the President needs to write a letter to Montana Unified School Trust (MUST) asking for consideration of MASBO representation on the MUST board.</p>
<p>President Report</p> <p>Web Page</p> <p>New Clerk Workshop Suggestion</p> <p>Transportation Steering Committee</p>	<p>We have lost the person doing the MASBO Web Page. In the interim of finding someone else, the Executive Director was hoping to learn FrontPage 2003 but has found out that there are better programs out there. Executive Director expressed that we are hoping to find an interested intern from the Helena College of Technology or from Carroll College. The board instructed the Exec. Director to do whatever it takes to get a website up and running again.</p> <p>Betty Brumwell had suggested that the board consider having an “East” and a “West” set of presenters for the New Clerk Workshop. The board approved this idea so it would not be so taxing to a few people plus we should save money on travel costs. Pam Owen offered to help on the west side. It was suggested that the West team attend the New Clerk Workshop at Summer Conference.</p> <p>Zella Witter expressed interest in being the MASBO representative on the Transportation Steering Committee Board. She suggested though that it be brought up at the membership meeting to see if there was anyone else interested. If no one comes forward, she would be willing to do it.</p>
Regional reports	None of the directors had anything they needed to report.
<p>Ex-officio</p> <p>OPI</p> <p>MSUIP</p>	<p>Denise Ulberg would like to go over some possible date change legislation that the County Superintendents are proposing. There will be some meetings between October and January and she requested that MASBO send a representative. The board decided that Kim Aarstad could be the representative since she was the closest.</p> <p>Kathy Preeshl reported that the MSUIP will be auditing</p>

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	all the member districts within the next 3 years. There may be a proposed by-law change to define a quorum as 10% of the membership.
Other Adjourn	None Mike Waterman moved adjournment.

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