



Montana Association of School Business Officials

Lynda Brannon, Exec. Dir.
208 N. Montana Ave. Ste. 102
Helena, MT 59601
www.masbo.com

Phone: (406) 442-5599
Fax: (406) 442-1356
masbo@in-tch.com

January 2006

Membership News



Greetings: With a New Year beginning I hope everyone is well and off to a great New Year. The New Year started off up in Gildford with a slip and a slide, ¼ quarter inch of rain New Years night, combining with freezing temperatures made for a nice sheet of ice, even the gravel roads were a sheet of ice. This past year has been a very

interesting one to say the least. For me consolidation has taken up so much of my time. Along with all the regular business you are also trying to consolidate everything into one new school district. I do have to say with ½ of the school year completed we are making progress and hopefully by next year everything will be completed.

This New Year, as a Business Official, we all will be facing many changes. A new school funding formula, wellness policy (has to be implemented by 2006-07 school year), new GASB rules (GASB 45), changes to the election laws (permanent absentee voter

lists) and changes to 403(B) plans are just a few of the changes that will keep us busy. I strongly encourage you to attend the many workshops that will be offered during the course of the year, to learn and help you as a business official become more knowledgeable. A great way to attend these workshops is to carpool, you not only get to know your area business officials but it sure makes the drive go a lot faster.
(Continued on Page 2)

Table of Contents

Membership News	1
Black Mountain Software Scholarship	2
Calendar of Events	3
The Public Entity Risk Institute Will Be Offering Free Online Training Courses Via PERI Web Site	4
NBA's NOT THE ONLY BUSINESS TIGHTENING ITS DRESS CODE.....	4
Payroll Information	6
2006 Board of Directors.....	7
Vendors.....	7

"MASBO IS DEDICATED TO TRAINING AND SUPPORTING THE PEOPLE RESPONSIBLE FOR BUSINESS OPERATIONS OF MONTANA SCHOOLS. THE GOAL IS TO ENABLE MEMBERS TO MANAGE THE BUSINESS IN ORDER TO SUPPORT EDUCATION FOR MONTANA CHILDREN"

The Board of Directors will be meeting in Helena on January 30 & 31, 2006. The board at this time will be working on developing their goals for the year, updating the MASBO Policies is a goal that I would like to see completed this year. Regional Directors will be putting the finishing touches on the regional workshops planned for this winter/spring so that registrations can be put out to the organization in a timely manner. I plan on attending as many of the regional workshops as possible (weather permitting) to meet with the membership and to find out what concerns you may have and to find out what direction you would like to see MASBO take in the coming years. Without members like you MASBO would not be what it is today and I feel everyone's opinion is important. Summer conference will be put into the planning stages with the finalization of the summer conference coming at the February 27 & 28, 2006 Board meeting in Great Falls. If any of you have a Theme that you would like to submit for the 2006 Summer Conference, please mail or e-mail your suggestions to the MASBO office. The summer conference will be held this June 13-17, 2006 at the Heritage Inn located in Great Falls. A block of rooms has been set aside so if you do not have your reservations, you may want to make them before the block is full. If you as a member of the organization have an idea or suggestion for the summer conference please contact the MASBO office, myself or any Board Member with your suggestions or ideas, the board is always looking for new workshops that the membership feels is needed. A new pin design will also be discussed at the January/February board meeting, so if any of you have a design you would like to have the Board consider please mail or e-mail it to the MASBO Office by the January 27, 2006 Board meeting.

Last but not least I would like to thank the MASBO Office, Lynda, Jane and Theresia for

all that they do, I never realized all that they do until I served on the board. I am looking forward to seeing everyone at the regional workshops and until then have a safe and Happy New Year.

Kathy Preeshl

Black Mountain Software Scholarship

Black Mountain Software is offering a scholarship to Montana students and we are asking your assistance in distributing the 2006 Black Mountain Software Scholarship Application. All 2006 graduating high school seniors who will be attending an accredited institution of higher education (trade school, technical school, college, or university) after graduation are eligible.

One scholarship will be awarded annually in the amount of \$500.00 and will be presented to the winning applicant at the annual MASBO Summer Conference. This year the conference will be held on June 14-16, 2006 in Great Falls, Montana. Payment will be made payable to both the winning applicant and to the institution of higher education. If the applicant is unable to attend, the announcement will be made at the conference and payment will be mailed to the winner at the address on the scholarship application form. Travel expenses will also be provided to the winning applicant to attend the conference and receive the scholarship award. Expenses will be limited to one night of lodging at the conference, two days of meal per-diem at \$30.00 per day, and

"MASBO IS DEDICATED TO TRAINING AND SUPPORTING THE PEOPLE RESPONSIBLE FOR BUSINESS OPERATIONS OF MONTANA SCHOOLS. THE GOAL IS TO ENABLE MEMBERS TO MANAGE THE BUSINESS IN ORDER TO SUPPORT EDUCATION FOR MONTANA CHILDREN"

round trip mileage reimbursement at the federal standard rate (\$0.445 per mile for 2006) from the applicant's home.

All completed applications must be mailed to:

Black Mountain Software
ATTN: Scholarship Application Committee
830 Shoreline Drive
Polson, MT, 59860

Applications must be postmarked on or before **April 15, 2006**. To be considered as a viable applicant, all spaces on the application form must be completed and signatures obtained, a written essay of 500 words or less included in the proper format, and if available at the time of entry, a proof of enrollment from the institution of higher education. If proof of enrollment is not available at time of application, then it must be provided to Black Mountain Software prior to the presentation of the scholarship payment to the winning applicant. Instructions for completing the form and essay requirements are printed on the application form. Additional forms may be printed from our website at www.blackmountainsoftware.com/scholarship.htm.

Thank you for helping us by handing out these forms. Black Mountain Software looks forward to honoring a Montana graduate by helping to defray some of the costs of continuing their education.

Shawn Duthie
shawnd@blackmountainsoftware.com

[Black Mountain Software](http://www.blackmountainsoftware.com)

Phone: (800) 353-8829

Fax: (406) 883-1029

Calendar of Events

February 7 – Human Resource Training (Fort Benton - Ag Museum & Center of Mt)

February 8 – Human Resource Training (Butte- Butte High School Commons)

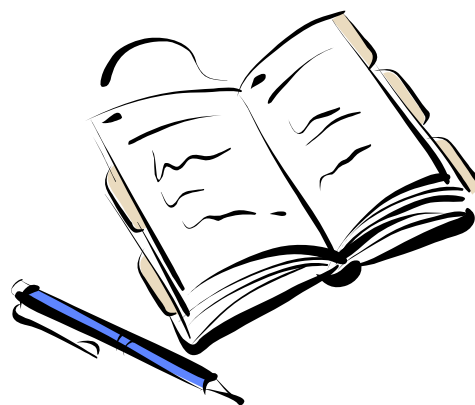
February 9 – Human Resource Training (Polson -Kwataqnuq Hotel)

April 3-5 – New Clerks Workshop (Helena – Jorgenson's)

June 14-16 – Annual Summer Conference (Great Falls – Herritage Inn)

October 13-16 – ASBO's 92nd Annual Meeting and Exhibits in Pittsburgh, Pennsylvania

October 18-20 - MCEL Conference in Billings



"MASBO IS DEDICATED TO TRAINING AND SUPPORTING THE PEOPLE RESPONSIBLE FOR BUSINESS OPERATIONS OF MONTANA SCHOOLS. THE GOAL IS TO ENABLE MEMBERS TO MANAGE THE BUSINESS IN ORDER TO SUPPORT EDUCATION FOR MONTANA CHILDREN"

The Public Entity Risk Institute Will Be Offering Free Online Training Courses Via PERI Web Site

PERI is poised to roll out the first of its new collection of E-Training courses featuring a range of risk management topics. Beginning in late 2005, PERI will unveil 16 risk management courses that can be accessed easily from the PERI web site. Recognizing the need to expand opportunities for critical training to a broader audience, PERI developed this online initiative to afford greater access to organizations with limited resources. These vital risk management courses will initially be offered at no charge. PERI plans to offer both free and reasonably-priced online courses in the future.

For More Information

Go to the PERI website:
<http://www.riskinstitute.org>

Or Contact Claire Reiss at (703) 352-1846 or
creiss@riskinstitute.org

PERIScope.Vol. 8, No.4, November 2005.



NBA's NOT THE ONLY BUSINESS TIGHTENING ITS DRESS CODE

Some of you saw the article in the Cleveland Plain Dealer two weeks ago titled, *Clothes Call*, where Dawn Waldrop of Best Impressions® LLC was interviewed regarding the new NBA dress code. The National Basketball Association's adoption of a more formal dress code is not the only organization requiring more professional dress.

In a recent study The Society for Human Resource Management found 55 percent of companies allow casual attire only once a week, this is down 60 percent from 2001. The trend is moving towards a professional presence versus a casual look. According to a BizRate Research study, the majority of people who work full time in an office setting have a dress code that requires **business** attire.

Organizations are implementing dress codes that ban form-fitting pants, sheer clothing, low-cut blouses, tank or halter tops, short skirts, backless dresses, no areas of the body with body piercing jewelry can be visible at work. Some dress codes are going so far to state that any employee who does not follow the dress code will be sent home and not paid for the time away from work.

A peer advisory for female business owners are required to dress up when they meet a client. That means wearing a suit or skirt with a jacket. Here are the reasons why so many businesses are moving toward a professional presence.

- It's about building confidence in the profession.
- It refines our public image.
- It reduces client complaints.

"MASBO IS DEDICATED TO TRAINING AND SUPPORTING THE PEOPLE RESPONSIBLE FOR BUSINESS OPERATIONS OF MONTANA SCHOOLS. THE GOAL IS TO ENABLE MEMBERS TO MANAGE THE BUSINESS IN ORDER TO SUPPORT EDUCATION FOR MONTANA CHILDREN"

- People call us for our expertise now because we look like experts.
- A dress code is important in order to project a more professional image.
- Our image goes along with our branding and it is how we set ourselves forth in the community.

According to a recent ESPN poll, 60.8 percent of respondent support the new NBA dress code and 67 percent thought the NBA had an image problem. Dawn did share in the interview that the league could have sold the dress code better had it prepared the players beforehand. This also applies to the corporate world. It is important to prepare the employees before hand. Organizations are bringing in Dawn to do just that.

Dawn teaches it is not about taking away a favorite outfit or putting someone in something they are uncomfortable in or making them something they are not. It is about keying into each individual and teaching them how to present them self professionally.

With a client list that includes American Greetings, Deloitte & Touche, Key Bank, Ritz Carlton, Progressive Insurance, The Cleveland Clinic Foundation, Dawn has covered a range of employees in the past seventeen years. There are common denominators among all her clients.

- There is a power in being more professionally dressed.
- We act different, we feel different, and we are more productive.
- We get energies from our clothes and we automatically respond to those energies whether we are more dressed or more casual.
- It most definitely makes a difference in company profitability and employee rate of success.

It is good for professional basketball players to set themselves apart from the crowd attending the games. Those players will feel different and carry themselves differently if they are wearing weekend clothes. In weekend attire you can not tell the difference between the fan and the player. People do not want that, in sports or in the business world. If you walk into a hospital you want to know who the doctor is. If you walk into a school you want to know who the teacher is. If you walk into a business you want to know who the professional is.

Dawn Waldrop is a national speaker, author and President of Best Impressions® LLC.

The information contained herein is offered on an informational basis; always seek competent professional advice/council regarding specific questions. Mention of a product or service is not an endorsement.

Payroll Information

	<u>2005</u>	<u>2006</u>
Maximum Social Security Wages	\$90,000	\$94,200
Maximum Medicare Wages	No Maximum	No Maximum
Social Security Tax Rate for Employees and Employer	6.20%	6.20%
Medicare Tax Rate for Employees and Employers	1.45%	1.45%
Total FICA Tax Rate	7.65%	7.65%
Federal Unemployment Compensation- <i>Schools Exempt</i>	(A)	(A)
MT Unemployment Compensation or MSUIP		
Wage Base - Unemployment applies to all wages paid	No Maximum	No Maximum
Tax Rate (MT Unemployment & MSUIP)	(B)	(B)
MT Unemployment Administrative Fee	0.05%	0.05%
(These fees are included within MSUIP Rate)		
Montana Income Withholding Tax		
(From Montana Withholding Tables)	Jan.2005 MT Tax Guide	Jan.2005 MT Tax
Guide		
Minimum Wage Hourly Rate	\$5.15	\$5.15
Maximum Amount of Earned Income that a Social Security Beneficiary May Earn without Affecting Benefits		
Under Full Retirement Age (65 yrs. 8 mos. for 2006)	\$12,000	\$12,480
Full Retirement Age or Older (65 yrs. 8 mos. for 2006)	No Limit	No Limit
403(b) Limit		
(Does not include Catch-ups)	\$14,000	\$15,000
Standard Mileage Rates (IRS) – (Cents per mile)	40.5 cents	
	48.5 cents	44.5 cents

(A) – Local Governments (*Schools*) are Exempt from Federal Unemployment Tax.

(B) – Rates are determined per entity and vary based on claims history.

Provided by: Diane Brook

"MASBO IS DEDICATED TO TRAINING AND SUPPORTING THE PEOPLE RESPONSIBLE FOR BUSINESS OPERATIONS OF MONTANA SCHOOLS. THE GOAL IS TO ENABLE MEMBERS TO MANAGE THE BUSINESS IN ORDER TO SUPPORT EDUCATION FOR MONTANA CHILDREN"

2006 MASBO Board

President	Kathy Preeshl	355-4481	kpreeshl@ttc-cmc.net
President-Elect	Evelyn Mull	683-2361	emull@bchsmt.com
Vice President	Teresa Cornell	353-2289	Teresac@harlem-hs.k12.mt.us
Past President	Donnie McVee	268-6062	donnie_mcvee@mail.gfps.k12.mt.us
Region 1 Director	Pam Owen	883-6355	powen@polson.k12.mt.us
Region 2 Director	Zella Witter	265-4356 x348	witterz@havre.k12.mt.us
Region 3 Director	Jacki Young	742-5265	jackiyoung@fairview.k12.mt.us
Region 4 Director	Sandra Lane	682-4258	slane@ennisschools.org
Region 5 Director	Diane Brook	252-6022 x4	brookd@lockwood.k12.mt.us
Region 6 Director	Elaine Stanhope	778-2577	elaines@baker.k12.mt.us
Liaison - OPI	Denise Ulberg	444-1960	DUlberg@mt.gov
Liaison - Co Supt	Vacant		
Liaison - Co Treas	Jess Anderson	454-6776	schools@co.cascade.mt.us

Rick D'Hooge

PO Box 1143
Helena, MT 59624
(P) 442-9372
(F) 442-9372
rrdhooge@aol.com

Associated Business Systems

Mike & Tom Agamenoni
PO Box 1166
1100 7th St. South
Great Falls, MT 59403
(P) 454-2981
(F) 727-7616
mike@scripteasepaper.com

Black Mountain Software

Shawn Duthie
830 Shoreline Drive
Polson, MT 59860
(P) 883-4819
(F) 883-1029
shawn@blkmountain.com

CHMS

Doris Leader, Auditor
Drawer 751
Glasgow MT 59230
(P) 228-9391
(F) 228-2063
doris@chmspc.com

Computer Software Associates

Jeff Melugin, Vice President
17 N 26th St.
Billings, MT 59101
(P) 252-4357
(F) 252-7705
jeffm@csa.wtp.net

Dahlem Law Firm

Michael Dahlem, Attorney at Law
215 Eddy Ave.
Missoula, MT 59801
(P) 721-1940 or 1-888-490-8744
(F) 721-1942
mwdahlem@qwest.net

"MASBO IS DEDICATED TO TRAINING AND SUPPORTING THE PEOPLE RESPONSIBLE FOR BUSINESS OPERATIONS OF MONTANA SCHOOLS. THE GOAL IS TO ENABLE MEMBERS TO MANAGE THE BUSINESS IN ORDER TO SUPPORT EDUCATION FOR MONTANA CHILDREN"

Foxie Lady Computers Inc.

David Bardwell, President
PO Box 8930
Kalispell, MT 59904-1930
(P) 858-2457
(F) 858-2460
Foxieladyc@aol.com

Headmaster

Paul Dorrance, General Partner
150 Horseshoe Bend Rd
Helena, MT 59602
(P) 442-8656
(F) 442-3357
hdmaster@hemaster.com

Insurance Management Services

John R. Boyer, President
PO Box 7366
Missoula, MT 59807
(P) 728-5488
(F) 728-5531
John.boyer@brecek.com

Lane and Associates Inc.

T.R. Lane, President
PO Box 1089
Ennis, MT 59729
(P) 682-7718
(F) 682-7712
trlane@3rivers.net
lanedts.com

Ronald Foltz, CPA

PO Box 4605
Missoula, MT 59806
(P) 728-8130
(F) 728-0957

SG Long- Capitol Markets Div.

Paul Anderson, President
283 W Front St. Ste. 302
Missoula, MT 59802
(P) 721-0999
(F) 523-2432
panderson@sglong.com