

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## OCTOBER 2017

*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.*



### MASBO Staff

Denise Williams, Executive Director  
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E-rate Specialist  
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### MASBO 50<sup>TH</sup> ANNIVERSARY COMMEMORATIVE PIN

Designed by Montana Silversmiths, this special 50<sup>th</sup> anniversary pin will be cast from jewelers bronze and plated in 24 karat gold with hand-painted blue accents. Cost is \$20 (includes shipping and handling). Click [here](#) to place your order!

### 2018 MEMBERSHIP DIRECTORY

Click [here](#) to place an online order of the 2018 MASBO Membership Directory. We will mail you a hard copy which includes contact information for all MASBO members. The cost is \$10 per copy (includes shipping).



### MASBO LOGO WEAR

Click [here](#) to see the selection of MASBO logo wear available to order online.

Choices include:

- Short sleeve polo
- Long sleeve polo
- Long sleeve cotton crew neck
- Long sleeve easy care dress shirt
- Soft shell vest

For more information or questions, contact [Marie Roach](#)

### MCS MARKETPLACE

Montana Cooperative Services will launch its MCS Marketplace soon. Participating member school districts will be able to access MCS contracts through an online shopping environment that integrates many suppliers into a single marketplace. Users can make their online purchases using a **p-card** (☺), credit card or purchase order. The site provides participants with quick visibility into products and pricing so that they can easily identify if the MCS contracts cover the products they are looking for and what the prices for those products are. Click [here](#) to watch a short 5-minute introduction!

## MASBO Board of Directors

President	Cindy Foley, West Valley Schools	Region 1 Director	Noreen Anderson, Hellgate K-8 School
Vice-President	Lorie Carey, Jefferson Co. High School	Region 2 Director	Belinda Klick, Sun River Valley Schools
Past President	Tammy Tulberg, Target Range Schools	Region 3 Director	Cheri Nygard, Wolf Point Schools
Fiscal Agent	Kim Aarstad, East Helena Schools	Region 4 Director	Kevin Patrick, Anaconda Schools
Ex-Officio, MTSUIP	Denise Williams	Region 5 Director	Rita Huck, Huntley Project Schools
Ex-Officio, OPI	Kara Sperle	Region 6 Director	Jen Mettler, Baker Schools

### MASBO NOVEMBER WORKSHOPS

There's still time to register for the Technology and Elections workshops.

Click on the name of the workshop underlined in brown for the location you wish to attend.

Please contact Marie Roach at 406-461-8804 or [mroach@masbo.com](mailto:mroach@masbo.com) if you need help.



DATE	WORKSHOP	LOCATION
Thursday, November 2	<u>ELECTIONS</u>	<b>Missoula</b> Courtyard Marriott
Friday, November 3	<u>TECHNOLOGY</u>	
Thursday, November 9	<u>ELECTIONS</u>	<b>Miles City</b> Sleep Inn & Suites
Friday, November 10	<u>TECHNOLOGY</u>	
Thursday, November 16	<u>TECHNOLOGY</u>	<b>Great Falls</b> Heritage Inn
Friday, November 17	<u>ELECTIONS</u>	

## MASBO CERTIFICATION PROGRAM

### TOP TEN REASONS TO GET YOUR MCSBO

#### 6. Marketability

In the past five years, open school business manager positions often state a preference for a Montana Certified School Business Official. This can be a stepping stone in a career move to a larger district. As we work as an association to promote this process and make a big deal about those individuals who earn this honor, we will build respect across the state which will increase marketability of any school district clerk who has attained this distinction.

## CONGRATULATIONS!

The following individuals who earned certificates were announced at the MASBO General Membership meeting in October:

### MT Certified School Business Official (MCSBO)

- ★ **Jane Knudsen** (Malta)
- ★ **Melissa Bartelt** (Reed Point)

### Professional Level I

- ★ **Deb Anderson** (Polson)
- ★ **Jeri Anton** (Billings)
- ★ **Colleen Drury** (Scobey)
- ★ **Maryetta Engle** (Big Sandy)
- ★ **Arra Rausch** (Alberton)
- ★ **Carrie Ruff** (Bonner)

### Professional Level II

- ★ **Rebekah Rhoades** (Lewistown)

## 2017 SCHOOL LAWS OF MONTANA

Traditionally, a hard copy of School Laws of Montana was available for order through the Office of Public Instruction, but that might not happen this year. I've been advised that an online version may be available by December, so watch for an email from OPI. In the meantime, you can look up a state statute (all updated to include legislation passed in the 2017 session), by clicking [here](#).



## P-CARD NEWS-----

### MASBO P-CARD PURCHASES REPORT

P-Card purchases for six months of the rebate year (April - September) totaled **\$10.5 million** with **128** school districts and special education cooperatives participating in the program. At the same time last year, we had 109 participants with \$9.8 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

### Useful Spend Dynamics Tutorials

Want to manage your p-Card accounts 24/7 online? It is easy with BMO/Harris's NEW powerful tool –Spend Dynamics. Click [here](#) to see tutorials for some of the reports and p-Card management tools that are available on Spend Dynamics. These reports are for both the p-Card Administrator and/or the Cardholder.

Other ways to get help:

- Use the Help section on Spend Dynamics
- Call Spend Dynamics Client Services – (800) 844-6445
- Schedule a Webinar for your staff or yourself – through IL ASBO (see below)
- Call IL ASBO and ask Holly – (815) 793-4655 or email: [hwallace@iasbo.org](mailto:hwallace@iasbo.org)

## PUPIL TRANSPORTATION

### Bus Standards Revised to Include House Bill 355

The bus standards working group met at OPI in August to develop proposed revisions to the Montana School Bus Standards that include provisions in [House Bill 355](#), passed in the 2017 Legislative Session. HB355 amended [20-10-101](#) (4)(a) to include in the definition of a “school bus” a motor vehicle that *“is district-owned, is designed to carry 10 or fewer passengers, has an overall safety rating of five stars from the national highway traffic safety administration at the time of purchase, and is insured in accordance with minimum coverage requirements set forth in 20-10-109.”* The proposed bus standards refer to this new type of school bus as Type E. HB 355 allows this vehicle to be used to transport students to and from school, and the route is eligible for state and county reimbursement at \$.50 per mile. OPI will post a link to the proposed standards on its website soon. **If you have questions, please contact [Donell Rosenthal](#) at OPI, 406.444.3096.**

### Bus Driver Maximum Driving Time

Montana School Bus Standards require compliance with Federal Motor Carrier Safety Regulation 49 CFR 395.5, Maximum Driving Time for Passenger-Carrying Vehicles. School districts are encouraged to review these regulations to determine if your bus drivers are in compliance. The biggest concern is safety, and the main reason for the regulations is to keep fatigued drivers off the roadway. Thanks you, **Lora Tauck (Ekalaka)** and **Tim Tharp (OPI)** for their co-presentation at MCEL. Click [here](#) to see the Hours of Service Primer and excel spreadsheet of example bus driving time scenarios. **Questions? Call [Donell Rosenthal](#) at OPI, 406.444.3096.**



## NEED TO REPLACE A DIESEL-POWERED SCHOOL BUS?

The Montana Department of Environmental Quality (DEQ) is soliciting interest from K-12 schools or districts in **Flathead, Lake, Lewis and Clark, Lincoln, Missoula, Ravalli, Sanders, Silver Bow and Rosebud counties** to replace their model year **2001-2006 higher polluting diesel-powered C and D type school buses** with new, clean diesel or propane school buses. These counties have areas listed in EPA's FY 17 Priority County List, EPA's Green Book of Nonattainment Areas for Criteria Pollutants, and DEQ's “Communities at Risk for Fine Particulate Matter (PM2.5) Nonattainment.” The application deadline is **November 15, 2017**. Click [here](#) for more information.

## MASBO ENDORSES THESE PROGRAMS

	<p>Montana Schools Unemployment Insurance Program  <b>Theresa LeSueur</b>, Director  406-457-4407  <a href="mailto:tlsueur@mtsba.org">tlsueur@mtsba.org</a>  <a href="http://www.mtsuip.org/">http://www.mtsuip.org/</a></p>
	<p>Montana Schools Property &amp; Liability Insurance Plan  <b>Dave Pillatzke</b>, Program Manager  406-457-4531  <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</a>  <a href="http://msplip.com/">http://msplip.com/</a></p>
	<p>Healthcare Reform  Section 125 Services  Health Savings Account Services  <b>Angie Newman</b>, State Manager II  877-589-2544, ext. 352  <a href="mailto:angie.newman@americanfidelity.com">angie.newman@americanfidelity.com</a>  <a href="http://www.americanfidelity.com/home.aspx">http://www.americanfidelity.com/home.aspx</a></p>
	<p>Montana Schools Group Insurance Authority  Workers Compensation Insurance  <b>Shawn Bubb</b>, Director of Insurance Services  406-457-4500  <a href="mailto:sbubb@mtsba.org">sbubb@mtsba.org</a>  <a href="http://www.msgia.org/home">http://www.msgia.org/home</a></p>
	<p>Health, Dental, Vision, Life and Long-Term  Disability Benefits  <b>Andy Holmlund</b>, Chief Executive Officer  406-457-4400  <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a>  <a href="http://mustbenefits.org/">http://mustbenefits.org/</a></p>

## IMPORTANT DATES & DEADLINES – NOVEMBER 2017

### NOVEMBER 1

TR-1 Bus Routes  
(district due date)

By November 1, districts must send one copy of the TR-1 for each bus route to the county superintendent and submit a TR-1 for each bus route electronically to the OPI. Each TR-1 must be signed by the board chair and county superintendent.

[Regulations & Guidelines for Pupil Transportation Reporting](#)

[A.R.M. 10.7.101 \(2\)\(g\)](#)

### NOVEMBER 10

TR-1 Bus Routes  
(county due date)

By November 10, the county superintendent must electronically mark each TR-1 submitted by the district as “Received” in OPI’s Pupil Transportation online system. If a TR-1 is not marked as received, the district will be unable to submit their Bus Route Claim for Reimbursement (TR-6).

[Regulations & Guidelines for Pupil Transportation Reporting](#)

[A.R.M. 10.7.101 \(2\)\(h\)](#)

Final Expenditure Reports  
for Grants Ended  
September 30, 2017 due

Final expenditure reports for projects that ended September 30 are due no later than November 10:

- IDEA, Part B
- IDEA, Part B; CSPD
- IDEA, Preschool
- IDEA, Part D: RTI, Significant Needs
- Title I, Part A, Improving Basic Programs
- Title I, Part C, Migrant Education
- Title I, Part D, Neglected and Delinquent
- Title I, School Support
- Title II, Part A, Improving Teacher Quality
- Title II, Part A, Improving Teacher Quality – State Level
- Title II, Part B, Math Science Partnerships
- Title III, Part A, English Language Acquisition
- Title VI, Part B, Rural Low-Income
- Title X, Part C, McKinney-Vento Homeless Education
- Project AWARE Mental Health Grant (check with the program administrator or grant accountants for specific deadlines)

OPI E-Grants Coordinator:

**Karla Beagles**

[kbeagles@mt.gov](mailto:kbeagles@mt.gov)

406.444.0764



File school food program  
claim for reimbursement  
with OPI

Claims for reimbursement are due on the 10th of each month.

Montana Agreement and Payment System ([MAPS](#)) log in page

[School Nutrition Programs Checklist](#)

[Reimbursement Rates for FY2018](#)

[FY2018 School Nutrition Payments](#)

OPI pays grant cash  
requests



OPI pays grant cash requests submitted by the 25<sup>th</sup> of the previous month.

[E-Grants System](#)

Log in to your district’s account, or click on Public Access, then Vendor Payee Details



## IMPORTANT DATES & DEADLINES – NOVEMBER 2017

NOVEMBER 15		
Verification Summary Report is due to OPI	Verification is the process by which schools confirm the eligibility of a sample of approved free and reduced-price meal applications. Schools will report the verification results and October eligibility data on the School Food Authority (SFA) Verification Collection Report in MAPS. Please carefully read through the verification instructions to ensure reporting accuracy.	<a href="#">Verification Instructions</a> <a href="#">Verification Collection Report Form</a>
NOVEMBER 27		
OPI makes K-12 BASE aid payments	(GTB) Guaranteed Tax Base Aid (SBG) School Block Grants	<a href="#">FY2018 Payment Schedule</a> (scroll to bottom of page <a href="#">State School Payments</a>
NOVEMBER 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on December 10.	OPI E-Grants Coordinator: <b>Karla Beagles</b> <a href="mailto:kbeagles@mt.gov">kbeagles@mt.gov</a> 406.444.0764
DECEMBER 1		
Licensed educators and professionals must have registered his or her license with OPI.  	<p>Educators without a valid license will not be considered in the FTE for the payment. <b>A license must be current as of December 1</b> of the school year in which the employee is reported in order to be valid for purposes of the quality educator payment calculation for the following fiscal year.</p> <p>The OPI will provide an opportunity for district officials to review the FTE information submitted in TEAMS. Changes to FTE reporting used for the quality educator payment calculation will not be accepted after December 31 except in cases of significant reporting error, as determined by the Superintendent of Public Instruction.</p>	<p><a href="#">A.R.M 10.21.201(4) and (5)</a></p> 

## IMPORTANT REMINDERS FROM OPI

### Salary and Compensation Expenditure Report

MAEFAIRS is currently open for the Salary and Compensation Expenditure Report, which requires that all employees who received a paycheck during the 2016-17 fiscal year be entered into the district's 2016-2017 TOE data. For many districts, the 2016-17 TOE did not include employees hired after the TEAMS application was closed. The missing employees can be entered into the compensation expenditure TOE screen in TEAMS. The Compensation Expenditure Report is due **January 5, 2018**. Contact [Mari Haefka](#), 406.444.1960 if you have questions.

### Changes to the FY2017 Trustees Financial Summary due December 11, 2017

Material coding errors on your FY2017 Trustees Financial Summary (TFS) may be corrected by submitting a revision to [Mari Haefka](#) or [Nicole Thuotte](#) in the OPI School Finance Division. As provided in [ARM 10.10.504\(6\)](#), changes to the TFS are limited to: 1) coding revisions between revenue and expenditure line items, or 2) revisions in the balance sheet accounts. In both cases, revisions are allowed provided no change occurs in the fund balance of the budgeted funds.

## MASBO EXHIBITOR MEMBERS

<b>Aflac</b> Rob Cook <a href="mailto:r_cook@us.aflac.com">r_cook@us.aflac.com</a>	<b>American Fidelity Assurance Co.</b> Angie Newman <a href="mailto:angie.newman@americanfidelity.com">angie.newman@americanfidelity.com</a>	<b>Anderson, Zurmuehlen &amp; Co.</b> Stefeni Freese, CPA <a href="mailto:sfreese@azworld.com">sfreese@azworld.com</a>
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<b>D.A. Davidson &amp; Co.</b> Bridget Ekstrom <a href="mailto:Bekstrom@dadco.com">Bekstrom@dadco.com</a>	<b>Fellon Insurance Services</b> Dale Fellon <a href="mailto:fellonins@msn.com">fellonins@msn.com</a>	<b>Ron Foltz CPA firm</b> Ron Foltz, CPA <a href="mailto:Ron.foltz@ronfoltzcpa.com">Ron.foltz@ronfoltzcpa.com</a>
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<b>Klimas Financial Services, Inc.</b> Charles Klimas <a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a>	<b>Montana Public Employees Retirement Administration</b> Jenny Weigand <a href="mailto:jweigand@mt.gov">jweigand@mt.gov</a>	<b>MSGIA-WCRRP</b> Shawn Bubb <a href="mailto:sbubb@mstba.org">sbubb@mstba.org</a>
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<b>Southwest MT School Services</b> Bruce Grubbs <a href="mailto:bgrubbs@swmss.ccsend.com">bgrubbs@swmss.ccsend.com</a>	<b>Stifel Nicolaus</b> Bryan Stelmack <a href="mailto:yroybal@stifel.com">yroybal@stifel.com</a>	<b>TimeClock Plus</b> James Baker <a href="mailto:sales@timeclockplus.com">sales@timeclockplus.com</a>
<b>Todd Watkins Consulting Services</b> Todd Watkins <a href="mailto:Toddwatkinsconsulting101@gmail.com">Toddwatkinsconsulting101@gmail.com</a>	<b>Tyler Technologies</b> Carrie Hughes <a href="mailto:carrie.hughes@tylertech.com">carrie.hughes@tylertech.com</a>	<b>VALIC</b> Michael Hart <a href="mailto:michael.hart@valic.com">michael.hart@valic.com</a>
<b>Felt, Martin, Frazier &amp; Weldon, PC</b> Jeffrey Weldon <a href="mailto:JWeldon@feltmartinlaw.com">JWeldon@feltmartinlaw.com</a>	<b>Wipfli LLP</b> Kim Dare, CPA <a href="mailto:kdare@wipfli.com">kdare@wipfli.com</a>	

# Beyond the Butterflies

## Is it worry or anxiety?

It's normal to feel that nervous fluttering in your stomach from time to time. But, if you have worry that lasts and causes problems with daily living and relationships, making it hard to enjoy life, you may have generalized anxiety disorder (GAD).

Warning signs of GAD can include:

- Sleep problems
- Tiredness and a bad mood
- Trouble focusing
- Endless worry about big or little things
- Tense or aching muscles
- Shaking or feeling jumpy
- Sweating, unsettled stomach or loose stools
- Shortness of breath or rapid heartbeat

About 40 million U.S. adults ages 18 and older suffer from various kinds of anxiety including:

- Panic
- Obsessive-compulsive thoughts
- Post-traumatic stress disorder
- Phobias

If it's more than butterflies, don't wing it when it comes to your feelings. See a behavioral health professional right away, and help your anxiety take flight.



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## Surprise Attack:



## Heading off post-traumatic stress disorder (PTSD)

You may have heard of PTSD and think it's only about military combat. While that is a widely seen cause, PTSD is an anxiety disorder that can also happen after going through, or seeing, other upsetting events. These can include:

- Natural disasters
- Terrorist incidents
- Accidents
- Physical or sexual attack as a child or adult

If you have thoughts or dreams about a traumatic event that keep coming back, or if you sometimes feel as though the event is happening again, and it has lasted more than one month, you should talk to your doctor or behavioral health professional.

Recovering from PTSD takes time. Try these steps to help with coping and recovery:

- Step up family and social contacts to get support.
- Take a relaxing walk, listen to soothing music or read a favorite book.
- Get moving with physical activity to help your mood and sleep, boost energy, and ease tension.
- Rest your mind with plenty of sleep (seven to nine hours each night) to mend from stress.
- Keep a daily record of your thoughts to help you work through issues.
- Skip drugs and alcohol, which can make symptoms worse and may lead to addiction problems.
- Curb caffeine, which can trigger worry that may also disturb your sleep.
- Reach out to others by volunteering. It will improve your self-respect, and you will gain purpose and a sense of success.
- Nix the news or other TV programs if watching will disturb your sleep.

When you know the signs and ways to cope,  
you can win the battle against PTSD and get  
back to enjoying your life.