

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

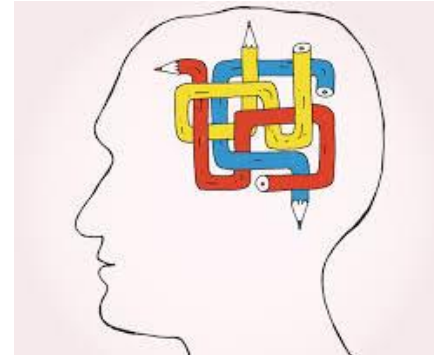


Empowering School Business Leaders Through Education

APRIL 2020

PLOT TWIST!

Earlier this month, the MASBO Board of Directors made the difficult decision to cancel our annual summer conference and new clerk academy scheduled for June 15-19 at Fairmont Hot Springs. As we phase back into our traditional workshop and meeting formats, we respect and understand the various wants, needs and comfort levels expressed by our membership. Staying true to MASBO's mission to provide training and support to Montana's school business leaders, we're changing it up with the following training opportunities. Mark your calendars and we'll send more information soon!



SUMMER REGIONAL MEETINGS

Thank you to everyone who submitted a survey response. As anticipated, many of you are interested in small, in-person group meetings while some are more comfortable with participating from your home or office via video-conference. So, we're going to offer a one-day workshop covering topics presented via Zoom video-conference on the following dates and locations. Social distancing and other precautions will be honored.

DATE	LOCATION	TOPICS
June 16	Great Falls	<ul style="list-style-type: none">• Financial Management at Fiscal Year End• CARES Act Funding• ESSA Reporting on the Trustees Financial Summary• OPI New Chart of Accounts and MAEFAIRS Update• Information Sharing - Budgeting• Information Sharing - Working from Home Challenges and Successes
June 17	Kalispell	
June 18	Missoula	
June 19	Butte	
June 24	Wolf Point	
June 25	Miles City	
June 26	Billings	

ON-SITE TRAINING FOR NEW CLERKS

Knowing that new clerks have a more urgent need for guidance and instruction on the various aspects of their jobs, MASBO has hired an Interim Services/Trainer to come to your office and help you focus on duties and tasks that are the most challenging. Stay tuned for more information!

FALL CONFERENCE

MASBO will offer a two-day fall conference that will replace our traditional fall trainings: New Clerks, Veteran Clerks, Technology and Elections. We will likely add other topics, too. The format of the conference will be an abbreviated version of the summer conference. It will include a luncheon, business meeting and keynote speaker on the first day, luncheon and awards event on the second day, exhibitor hall, social events, mobile app, learning notebook, etc. Plan to join us November 2 and 3 in Helena!

MASBO Board of Directors

President	<u>Lorie Carey</u> , Jefferson Co. High School	Region 1 Director	<u>Noreen Anderson</u> , Hellgate K-8
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MASBO Staff

Denise Williams, Executive Director
406-461-3659

Marie Roach, Association Services Coordinator
406-461-8804

EXCITING NEW ENDEAVOR FOR MASBO

INTERIM SERVICES/TRAINER POSITION

We're happy and excited to announce that long-time, newly retired school business leader **Steve Hamel** has agreed to work with MASBO as our new **Interim Services/Trainer**. Steve's job duties include providing on-site services to school districts that request help in their business office, such as filling in during clerk vacancies and/or training the newly hired clerk. He will also travel on-site to assist new clerks who request training in areas in which they feel they need the most help. Steve will also assist Denise Williams in developing a training curriculum and program designed to support and enrich the knowledge, skills and abilities required of a Montana school business official in key areas of the position.



Steve is on board with MASBO's strategic plan and will promote MASBO by providing technical assistance and support as needed. He will begin on a part-time basis for the month of June and move to full time in July. We'll have more detailed information about this new service soon. In the meantime, please join me in welcoming Steve Hamel to the MASBO team.



P-CARD NEWS-----

P-Card purchases for twelve months of the current rebate year (April - March) totaled over **\$26.1 million** with **149** school districts and special education cooperatives participating in the program. At the same time last year, we had 137 participants with just short of \$22.6 million in total purchases. Click [here](#) to see the current year P-Card purchases report. As soon as we receive rebate information from Illinois ASBO, we'll calculate each participant's rebate earnings and notify you as soon as possible. Thanks to all for your support of this great program.

SCHOOL ELECTIONS

The regular school election day is **May 5, 2020**. Click [here](#) to see the (updated) School Election Calendar, which has been updated to reflect recent changes in the regular registration and late registration deadlines (see [OPI Official Email](#) of 3/31/2020). Also, be sure to read the Q&A document posted on the OPI COVID-19 webpage (click [here](#)).

Key dates in May:

- Publish your Absentee/Mail Ballot Counting notice by **May 3**.
- Late voter registration is closed between noon and 5:00 p.m. on **May 4**.
- The deadline for absentee ballot requests is noon on **May 4**.
- After the election, unresolved provisional ballots must be sealed and not opened until after 3:00 p.m. on **May 11**.
- By **May 29**, the trustees should canvass the votes, issue certificates of election and publish the election results. Also, by **May 29**, trustees will hold their annual organizational meeting and appoint a district clerk.
- By **June 1**, submit your request to the county election administrator to conduct your school elections for the next fiscal year.

Click [here](#) to see the OPI **Elections Resources** page, including the [School Election Handbook](#)

IN CASE YOU MISSED IT

Webinars and video-conferences are all the rage. Here's some recordings you may want to watch.

OFFICE OF PUBLIC INSTRUCTION

- **Federal CARES Act Guidance**
 - [Webinar](#)
 - [Guidance Document](#)
- **Chart of Accounts Updates**
 - [Webinar](#)
 - [Draft Chart of Accounts](#) – Comments until May 28
- **School Nutrition Update - April 30**
 - Webinar – log in to [MAPS](#), then Download Forms or click on this [link](#) if you don't have access.
 - [Re-entry Decision Chart](#)

AMERICAN FIDELITY ADMINISTRATIVE SERVICES

- **COVID-19 and your Employees**
 - [Webinar](#)
 - [Presentation Slides](#)
- **Understanding COVID-19 Leave Benefits**
 - [Frequently Asked Questions](#)



MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services Jacob Bautista, Office Manager 877-589-2544 jacob.bautista@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>
	<p>Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program Shawn Bubb, Director of Insurance Services 406-457-4500 sbubb@mtsba.org http://www.msgia.org/home</p>
	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits Andy Holmlund, Chief Executive Officer 406-457-4400 aholmlund@ms-sf.org http://mustbenefits.org/</p>
	<p>Montana Schools Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
	<p>Payne West, Inc. Montana Schools Property & Liability Insurance Plan Rody Holman, Program Manager 406-533-1035 RHolman@paynewest.com http://msplip.com/</p>

IMPORTANT DATES & DEADLINES – MAY 2020

APRIL 25 through MAY 3

Publish Absentee/Mail Ballot Counting Notice	Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day.	MCA 13-15-105 Absentee/Mail Ballot Counting Notice
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MAY 1

Deadline to apply for isolation status	By May 1, trustees apply to County Superintendent for school isolation status when ANB will be less than 10 for elementary or less than 25 for high school for the second consecutive year.	MCA 20-9-302(1)
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MAY 4

Late voter registration is closed between noon – 5:00 p.m.	Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	MCA 13-2-304(1)(b) 2020 Updated School Election Calendar
Deadline for absentee ballot requests (by noon)	Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	MCA 13-13-211 MCA 13-13-214
County election administrator delivers certified copy of the lists of registered electors to the school election administrator	Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver the lists to the election judges prior to the opening of a voting location.	MCA 20-20-313

MAY 5

SCHOOL ELECTION DAY	<p>The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).</p> <p>Notify election judges of the names of write-in candidates</p>	Title 13 MCA 20-20-105 MCA 20-20-401(3) MCA 20-20-411 School Election Manual (see Sections VI and VII) 2020 Election Judges Handbook Display of Instructions for Electors Election Judges Oath
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MAY 10

<p>File monthly meal claims for NSLP reimbursement</p> <p>READ THIS: COVID-19 SCHOOL NUTRITION GUIDANCE</p>	Monthly lunch, breakfast and snack counts are due the 10 th of each month. Counts are submitted in the Montana Agreement and Payments System (MAPS) for National School Lunch Program (NSLP) reimbursement.	<p>Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist</p> <p>Reimbursement rates for FY2020 FY2020 School Nutrition Payments</p>
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IMPORTANT DATES & DEADLINES – MAY 2020

MAY 10 (continued)

OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 th of the previous month.	E-Grants System Log in to your district's account, or click on Public Access, then Vendor Payee Details
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MAY 11

First date that provisional ballots may be counted	Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6th day after election. At that time election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	MCA 13-15-207 Provisional Ballot Instructions
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MAY 24

Second semester transportation claims due	Submit second semester transportation claims online to the Superintendent of Public Instruction and transmit one copy of each claim to the County Superintendent of Schools. <ul style="list-style-type: none"> • TR-5 Claim for State Reimbursement for Individual and Isolated Transportation • TR-6 Claim for Reimbursement for School Bus Transportation 	READ THIS: Pupil Transportation Questions and Answers-COVID-19 MCA 20-10-145(2) A.R.M. 10-7-104(2)(a)
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MAY 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on June 10.	OPI State and Federal Grants Handbook
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MAY 29

OPI makes K-12 BASE aid and other payments	Guaranteed Tax Base Aid Education Improvement Payment State Major Maintenance Aid	FY2020 Payment Schedule (scroll to bottom of page) State School Payments
Trustees canvass the votes, issue certificates of election, and publish results.	Following receipt of the tally sheets from all polls and within 25 days after the election, the trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If the tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	MCA 20-20-415 MCA 20-20-416 Canvass of Votes and Results Certificate of Election of Trustee
Deadline for trustees to hold organizational meeting	The trustees of each district shall annually organize as a governing board of the district after the regular school election day and after the issuance of the election certificates to the newly elected trustees, but not later than 25 days after the election.	MCA 20-3-321 School Board Organization

IMPORTANT DATES & DEADLINES – MAY 2020

JUNE 1

<p>Deadline for trustees to request county election administrator to conduct school elections for next fiscal year</p>	<p>The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.</p>	<p>MCA 20-20-417 Trustee Resolution – Request for County to Conduct Elections</p>
<p>Last day to amend grants</p>	<p>Last day to request grant amendments (budget and program modifications) for projects that will end June 30.</p> <ul style="list-style-type: none"> • ABLE Extension • ABLE, EL Civics • State ABLE • Carl Perkins and Technical Education • Title IV, 21st Century Community Learning Centers • Indian Education for All • In-State Facilities: Significant Needs Schools • Pre-School Development Grant 	<p>OPI State and Federal Grants Handbook</p>
<p>Last day to file OPI Form PAA-3 Application for Additional ANB</p>	<p>Trustees must submit form PAA-3 (Application of Additional ANB) to the Superintendent of Public Instruction for opening a new school, creating a new 7-8 grade accredited program, or opening a new kindergarten.</p> <p>Trustees apply to Superintendent of Public Instruction for approval of increase in ANB (PAA-3) due to unusual enrollment increase when enrollment is expected to increase more than 4% or 40 students, whichever is less ("anticipated enrollment increase"). <i>OPI must notify the district of the decision by the fourth Monday in June.</i></p>	<p>MCA 20-9-313 MCA 20-9-314 Form PAA-3</p>
<p>County Superintendent electronically authorizes second semester transportation claims</p>	<p>County Superintendent electronically authorizes second semester transportation claims (consisting of one copy of each district claim).</p>	<p>READ THIS: Pupil Transportation Questions and Answers-COVID-19 MCA 20-10-146(5) A.R.M. 10-7-104(1)(b)</p>

MASBO EXHIBITOR MEMBERS

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Bruco, Inc. Adam Uselman, V.P.-C.O.O. adambruco@gmail.com	C & C School Accounting David Bardwell Help@CandCSchoolAccounting.com	D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com
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Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlesueur@mtsba.com	Montana Unified School Trust (MUST) Andy Holmlund aholmlund@ms-sf.org	OMNIA Partners Bethany Tate bethany.tate@omniapartners.com
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Teachers On Call Maya Burnaugh mburnaugh@teachersoncall.com	TimeClock Plus James Baker marketing@timeclockplus.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com
U.S. Omni 403(b) Retirement Savings Plan Administration Ryan Phillips rphillips@omni403b.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com	Felt Martin, PC Jeffrey Weldon JWeldon@feltmartinlaw.com
Wipfli LLP Kim Dare, CPA kdare@wipfli.com	<p><i>Storms make trees take deeper roots</i> ~ Dolly Parton</p>	

SUNSCREEN

What do you need to know?

What should I look for when I buy sunscreen?

Look for the words “broad spectrum” and use SPF 30 or higher. Broad spectrum protects against both UVA and UVB radiation. This will protect against sunburn, skin cancer and premature aging. Manufacturers can no longer claim sunscreens are “waterproof” or “sweatproof” or identify their products as “sunblocks.”

What about the ingredients? Are they safe?

The safety of sunscreens has been studied in labs and on live subjects by research scientists for many years. Consumers should rest assured that sunscreens, specifically the ingredients oxybenzone and retinyl palmitate, are safe and effective. This evidence is overwhelming. The claims that sunscreens are unsafe or can cause cancer are not based on facts or scientific research. Some people also claim that sunscreen prevents sweating. This is inaccurate.

What about for my kids?

Sunscreen is safe for children above the age of six months. You may prefer to use clothing and hats for sensitive skin on babies, toddlers and children. Remember, sunscreen is only one way to protect your child’s skin from the sun — protective clothing and shade should also be used whenever possible.

What does SPF mean?

SPF stands for sun protection factor. It refers to how much ultraviolet (UV) radiation it takes to burn your skin when it is unprotected versus when your skin is protected with sunscreen. SPF relates to both the duration of sun exposure and the intensity of the sun’s rays. Therefore, the time of day your skin is exposed to the sun also plays a role. The bottom line is, the higher the SPF, the more protection it offers from sunburn. An SPF of at least 30 is recommended.

How much sunscreen should I use?

Sunscreen should be applied liberally approximately 15 minutes before sun exposure. You should use at least one ounce (a shot glassful) to cover the whole body and reapply every two hours you are out in the sun. It should be reapplied every hour if you are sweating or swimming. Don’t forget about your lips, ears, hands, feet and the back of the neck.

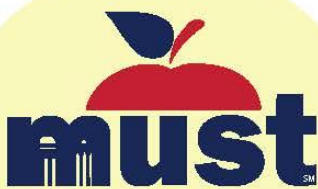
How will I get vitamin D if I use sunscreen?

Research shows that regular sunscreen use does not prevent vitamin D production. Children and adults should obtain vitamin D from fish, fortified dairy products and cereals. Claims that tanning beds increase vitamin D production are misleading and false. If you are concerned about your vitamin D levels, speak with your doctor. The bottom line is: vitamin D should be obtained in a way that does not risk UV damage.

Source: www.melanoma.org




Most adults need about one ounce of sunscreen,
ENOUGH TO FILL A SHOT GLASS,
to fully cover their body.



MONTANA UNIFIED SCHOOL TRUST

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