

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

APRIL 2021

UPCOMING TRAINING OPPORTUNITIES

2021 ELECTION CHECK-IN MEETINGS

Join Nicole Thuotte (OPI) and MASBO for a final one-hour Zoom meeting on elections on May 7 from **9:00 a.m. – 10:00 a.m.** No registration required – just show up with your election questions and stories 😊

MASBO SUMMER CONFERENCE & NEW CLERK ACADEMY – JUNE 14 - 18 in BILLINGS

It's on! **"FAMILY REUNION"** is the theme for the MASBO Summer Conference. The week kicks off with the New Clerk Academy on June 14, a special schedule for June 15 and even more sessions on June 16. Summer Conference starts on Wednesday, June 16 and runs through noon on Friday, June 18. Training is offered in-person only; we will not have a virtual option and will not be recording presentations.

Registration is now open: click [here](#). For hotel room information, please see the MASBO website (click [here](#) and scroll down to 2021 Summer Conference).

Order your MASBO T-Shirt by May 5 here

[MASBO 2021 Shirt Order](#)

This year our summer conference theme is "Family Reunion!" In the spirit of reuniting our MASBO Family, we're hoping to 'color code' our regions! It will be a great way to unite and recognize region members.

You can purchase a shirt even if you can't make it to summer conference. We'll ship it!

Please email Marie if you have any questions: mroach@masbo.com



SUMMER CONFERENCE SUNSHINE FUND

Each year at the summer conference, MASBO holds a silent auction of member-donated items to raise money for the Sunshine Fund. The Sunshine Fund is a great way to help MASBO members who have incurred extensive medical bills due to illness. We have a couple of possible recipients, so put on your shopping shoes and bring items for the silent auction with you to the conference!

KNOW OF ANYONE RETIRING THIS YEAR?

If you're planning to retire or know of anyone who is retiring, please contact Marie Roach by May 15, 2021. The Board of Directors would like to give special recognition to retirees at the annual summer conference in June.

MASBO Board of Directors

President	<u>Lorie Carey</u> , Jefferson Co. High School	Region 1 Director	<u>Lacey Porrovecchio</u> , Bigfork
Vice-President	<u>Rita Huck</u> , Huntley Project K-12	Region 2 Director	<u>Belinda Klick</u> , Sun River Valley
Past President	<u>Jacki Young</u> , Fairview	Region 3 Director	<u>Colleen Drury</u> , Scobey
Fiscal Agent	<u>Kim Aarstad</u> , East Helena	Region 4 Director	<u>Kevin Patrick</u> , Butte
Ex-Officio, MTSUIP	<u>Jen Mettler</u> , Baker K-12	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	<u>Renee Richter</u> , Financial Specialist	Region 6 Director	<u>Stacy Montgomery</u> , Forsyth

MASBO Staff

Denise Williams
Executive Director
406-461-3659

Marie Roach
Association Services Coordinator
406-461-8804

Steve Hamel
Interim Services/Trainer
406-431-0124

SPRING REGIONAL WORKSHOPS AND DIRECTOR ELECTIONS

Thanks to everyone who was able to attend the Spring Regional Workshops and a special thank you to all the experts who came in person or zoomed in to keep us informed on various topics such as ESSA Per Pupil Expenditures, ESSER federal funds, HVAC and Indoor Air Quality, TRS Termination Pay and other updates, Indirect Cost Rate Application, Google Sheets, Docs and Forms, Retirement Planning, Budgeting for Technology, Facility Use Agreements, Elections and more. Most of the power point presentations are posted on the MASBO website (click [here](#)).

Congratulations to the following Region Directors:

- **Region 1:** *Lacey Porrovecchio* (Bigfork) was elected to serve for a three-year term July 1, 2021 – June 30, 2024.
- **Region 2:** *Karsen Drury* (Cascade) was elected to serve for a three-year term July 1, 2021 – June 30, 2024.
- **Region 6:** *Stacy Montgomery* (Forsyth and Kircher) was elected to serve the remaining two years of a three-year term July 1, 2021 – June 30, 2023.



UPDATE ON VP NOMINATIONS

As of today, we've received one nomination for MASBO Vice-President. **Belinda Klick** (Sun River Valley) was nominated via email. We'll invite Belinda and any other nominees to share their thoughts on this important leadership position in the May newsletter and at the summer conference, where we'll conduct an election and choose our next VP!

You can still submit a nomination by: 1) send an email to Denise at dwilliams@masbo.com, or 2) nominate the person at the 2021 MASBO summer conference opening business meeting on Wednesday, June 16.



P-CARD NEWS

P-card purchases for the eleven months of the current rebate year (April – February) totaled over **\$25 million** with **166** school districts and special education cooperatives participating in the program. At the same time last year, we had 147 participants with over \$24 million in total purchases. Click [here](#) to see the current year P-card purchases report.

SCHOOL ELECTIONS

The regular school election day is May 4, 2021. Click [here](#) to see the School Election Calendar.

- Publish your Absentee/Mail Ballot Counting notice no earlier than **April 24** and no later than **May 2**.
- Late voter registration is closed **at noon** on **May 3**. Note this change due to [House Bill 176](#).
- The deadline for absentee ballot requests is noon on **May 3**.
- The first day provisional ballots may be counted is **May 10**.
- Trustees canvass the votes, issue certificates of election, and publish election results by **May 28**.
- Trustees must hold their annual organization meeting by **May 28**.
- By **June 1**, trustees request the county election administrator to conduct school elections for next year.
- Newly elected trustees must complete and file the oath of office with the county superintendent by Friday, **June 11**.

The [School Election Handbook](#) is posted on the OPI website. Click [here](#) to see the **OPI Elections Resources page**. Click [here](#) to see the power point presentation used at the Elections workshop in December.

2021 MT SCHOOL LAWBOOKS

On April 7, OPI sent an official email seeking an initial count of how many Montana School Law Books they should print. If you are interested in ordering one (when they begin taking orders, that is), please send an email to Vonnie Evans at OPI. Vonnie’s email address is vonnie.evans@mt.gov.

Note: at this time, OPI is determining how many to print. When it is time to place an order, they’ll let you know.



FIND MASBO on FACEBOOK

If you have a Facebook account and want to keep up with MASBO, go to our Facebook page and hit “Like”. This is an additional way that we will communicate with our members and we’re excited to have it up and running!



MASBO ENDORSES THESE PROGRAMS

 <p>AMERICAN FIDELITY a different opinion</p>	<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>MSGIA WORKERS COMPENSATION RISK RETENTION PROGRAM</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>must MONTANA UNIFIED SCHOOL TRUST</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>MT\$UIP Montana Schools Unemployment Insurance Program</p>	<p>Montana Schools Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
 <p>MONTANA SCHOOLS PROPERTY & LIABILITY INSURANCE PLAN</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 2021

APRIL 24 through MAY 2

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 3

Late voter registration is closed at noon .	Late registration is closed at noon the day before the election. Electors must late register at the office of the county election administrator by noon and return their certificate of late registration to the election administrator (the school district clerk if the school district is running the election) by 8:00 pm on election day.	House Bill 176
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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
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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
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MAY 4

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) 2021 School Election Handbook Display of Instructions for Electors Election Judges Oath
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MAY 10 – JUNE 30

End of Year Career & Technical Education (CTE) Collection	The End of Year CTE Collection identifies all 12th grade students during the current school year who have met the definition of a CTE Concentrator. This collection meets the accountability requirements for the Carl D. Perkins federal grant.	AIM User Guide – Spring Career & Technical Education (CTE) Collection
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IMPORTANT DATES & DEADLINES – MAY 2021

MAY 10

File monthly meal claims for NSLP reimbursement	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.	Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist Reimbursement rates for FY2021 FY2021 School Nutrition Payments
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
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

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 	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 26

OPI makes K-12 BASE aid and other payments	Guaranteed Tax Base Aid Education Improvement Payment State Major Maintenance Aid	FY2021 Payment Schedule (scroll to bottom of page)
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IMPORTANT DATES & DEADLINES – MAY 2021

MAY 28

<p>Deadline for trustees canvass the votes, issue certificates of election, and publish results</p>	<p>Following receipt of the tally sheets from all polls and within 15 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.</p>	<p>MCA 20-20-415 MCA 20-20-416 Canvass of Votes and Results Certificate of Election of Trustee</p>
<p>Deadline for trustees to hold organizational meeting</p>	<p>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 15 days after the election.</p>	<p>MCA 20-3-321 School Board Organization</p>

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, by resolution, the county election administrator (EA) to become the election administrator for school elections. 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>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>MCA 20-10-146(5) A.R.M. 10-7-104(1)(b)</p>

MASBO EXHIBITOR MEMBERS

AIG RETIREMENT SERVICES Michael Hart michael.hart@valic.com	American Fidelity Assurance Company Jacob Bautista, Office Manager jacob.Bautista@americanfidelity.com	Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com
Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com	Bruco, Inc. Adam Uselman, V.P.-C.O.O. adamu@bruco.com	C & C School Accounting David Bardwell Help@CandCSchoolAccounting.com
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MSGIA-WCRRP Shawn Bubb sbubb@mstba.org	Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlesueur@mtsba.com	Montana Unified School Trust (MUST) Andy Holmlund aholmlund@ms-sf.org
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Teachers On Call Maya Burnaugh mburnaugh@teachersoncall.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com
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EASING THE STRESS

Of Returning To Work Amid COVID-19



As businesses and other organizations resume operations in the wake of COVID-19, they're welcoming back and reintegrating their workforces. Some employees are reentering their workplaces after working at home. Some are returning from furlough. And others, in roles deemed essential, never left.

These varying experiences, converging as the pandemic continues, have the potential for stirring up anxiety and tension. So, how can you, as a manager or employee, help make the return to work less stressful?

UNDERSTAND: EVERYONE REACTS DIFFERENTLY TO THE SITUATION

Some are fairly introverted and have really not been impacted by the COVID situation almost at all. They like to be at home.

Other employees are feeling stress due to financial hardship, having a sick loved one, concern about a loved one or themselves becoming ill.

BE THERE FOR OTHERS

It's important that we're available to team members, as team managers, supervisors, mentors, and more seasoned colleagues, to encourage people to watch out for each other.

Look for behavioral cues that could indicate that a team member might need a little more support, maybe even on a professional level, like counseling or EAP.



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CUES TO LOOK FOR

- ✓ **Changes in attitude and personality.** A usually social co-worker who seems withdrawn or has difficulty cooperating with others.
- ✓ **Changes in appearance.** During this pandemic people have looked a little more disheveled, or just doesn't look quite as sharp as they used to.
- ✓ **Decreased productivity.**

During the COVID crisis, people who might normally be a 3 or 4 or 5 on a scale of 1 to 10, are saying, 'I feel like I'm at a 9, maybe 10, all the time. Stuff I normally do to bring it down doesn't seem to be working. What's wrong with me? Why am I so anxious all the time?'

We all need someone to listen and reassurance that you are not alone. Communicating may help them to know that you are feeling more anxious than usual, too.

TIPS FOR THE WORKPLACE

Here are some ways to help you and your fellow team members get back in sync as you get back to work:

Communication. Informing the team about procedures and precautions established "to protect everyone and still do our job. Also, anything to be encouraging can be helpful.

Regular team meetings are a key to maintaining the flow of communication, including opportunities for team members to share their observations, ideas, and concerns.

Reintroduce team building exercises. This can help everyone get back in sync and return to feeling like they're part of the same team.

Stress management. Encouraging team members to call on their support systems, such as family, friends, mentors, or other trusted advisors, to help them manage stress.

Finding constructive outlets outside work is also key to managing stress. Do something after work to help you refocus, recharge, feel good, unwind.

Checking with your employer about available resources, such as an employee assistance program, for helping you manage problems such as stress and anxiety.

Source: www.premierhealth.com