## MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS AUGUST 2015

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 406-461-3659 or <a href="mailto:dwilliams@masbo.com">dwilliams@masbo.com</a>

Marie Roach, Administrative Assistant/ E-rate Specialist 406-461-8804 or mroach@masbo.com

#### PLEASE UPDATE YOUR RECORDS

MASBO'S new mailing address is **900 N. Montana Avenue**, **Suite A5**, **Helena MT 59601** 

#### **REGISTER NOW!**

#### SCHOOL FACILITIES PLANNING & FINANCING WORKSHOP - September 17 in Bozeman

This all day workshop is designed to provide guidance and ideas on how to approach school facilities planning and financing. We'll hear from all the appropriate experts and round out the day with presentations from your peers on their experiences with recent construction projects. For more information and to register, click <u>here</u>.

#### **VETERAN CLERKS WORKSHOP** – September 18 in Bozeman

Open to clerks/business managers and other business officials with 5 or more years' experience in school finance, budgeting and accounting. Topics for the day include *Tuition*, *HB123 Public Records*, *Medicaid*, *MAC & Direct Care Services*, and *Round Table Discussions* on Negotiations, Compliance Challenges, P-Card Information Exchange and E-Rate Changes. For more information and to register, click <u>here</u>.

#### MONTANA CONFERENCE OF EDUCATION LEADERSHIP – October 14-16 in Billings

The 2015 MCEL Conference, "Adapting and Innovating to Advance Student Achievement for Each Child Served in Montana's Public Schools" is organized and delivered by MTSBA, SAM, MREA and MASBO. Some topics that may be of interest to MASBO members include:

Roundtable discussions on P-card, Organization Skills, Intercap Loan Program and STIP Updates

Investment & Cash Management Options (Manage Your Own Cash)

Legal Analysis of the 2015 Legislative Session

Legal Issues as They Relate to G.R.E.A.T.

**Energy Performance Contracting** 

**Identifying and Serving Homeless Students** 

**School Bond Overview** 

**GASB 68 Implementation** 

**Alternatives to Traditional Negotiations** 

Non Linear Project Funding

For more information and to register, click <u>here</u>.

Unemployment 101
Best Practices in Human Resources
Intelligent Unemployment Claims Responses
Sustainable Technology Planning & Budgeting
A Buy-Out Strategy

SB157 New Property Value Reappraisal Cycle

#### **ASBO INTERNATIONAL ANNUAL MEETING & EXPO**

The Association of School Business Officials International is hosting its premier event for school business leaders, the Annual Meeting & Expo in Grapevine, Texas at the Gaylord Palms Hotel & Convention Center, October 23 - 26. For conference registration, information and hotel reservations, click *here*.

#### **MASBO Board of Directors**

President Vice-President Past President Fiscal Agent Ex-Officio, MSUIP Ex-Officio, OPI Tammy Tulberg, Target Range Schools Cindy Foley, West Valley Schools Mike Arnold, Havre Schools Kim Aarstad, East Helena Schools Denise Williams

Janelle Mickelson

Region 1 Director Region 2 Director Region 3 Director Region 4 Director Region 5 Director Region 6 Director Vacant Lucinda Woodland, Cascade Schools Rhonda Opp, Medicine Lake Schools Lorie Carey, Jefferson Co. High School Rita Huck, Huntley Project Schools Jen Mettler, Baker Schools

#### MEET YOUR MASBO BOARD OF DIRECTORS

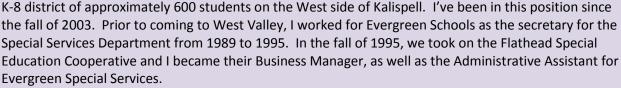
[To help you get to know the Board of Directors, we'll feature the bio of a different board member each month.]

#### CINDY FOLEY, MASBO VICE-PRESIDENT

Happy August, MASBO!

My name is Cindy Foley and I was elected to the position of Vice-President in June. Prior to that I was the Region 1 Director for two years.

I am the Business Manager/District Clerk for West Valley School. We are a K-8 district of approximately 600 students on the West side of Kalispell. I've I



Never in my younger years would I have thought I'd be a Business Manager for a school, but I can't imagine being anywhere else! I have had some great mentors along the way that were gracious to share their knowledge and expertise. The people in this profession are wonderful and I hope I've been able to share a bit of help and knowledge as well. To be able to work together to benefit kids and the community is a great service and one I enjoy!

Being a member of MASBO has brought me a greater "pool" of knowledge, friends, and mentors. I know that I can always ask someone for help in any situation. The other thing with this job is that we never stop learning. There is something new every day and if I have a question, I know that others have had that question too. The opportunities for growth are endless!

A few years back, I was asked by colleagues if I'd be interested in serving on the MASBO Board of Directors. I'd been serving on the Payroll Committee and appreciated their vote of confidence in me, so I threw my hat in the ring. With the support I've received from MASBO and the membership through the years, I feel it's my turn to give back to the organization. I also have a very supportive School Board and Superintendent who have encouraged me and my involvement with MASBO.

Outside of work, I enjoy camping, fishing, boating, traveling, and any time spent around our family. My husband of 34 years, Greg, and I have two children and 4 grand-children. We are very blessed to be able to spend time with them, as one family is in Kalispell and the other in Havre. We are also avid Griz fans!

Thanks to all of you for your support and I look forward to serving as your Vice-President for the next two years! Have a great school year!

#### 2015 SUMMER CONFERENCE FOLLOW-UP

Thanks to all who were able to take time away from the office during the week of June 15 - 19 to join us at the GREAT Today, GREATER Tomorrow summer conference and New Clerk Academy in Whitefish. There were 211 attendees, 20 exhibitors and 42 presenters providing training in 45 sessions. Much learning, networking and FUN was had by all. Here are some highlights:

#### • TRAINING SESSIONS

Grouse Mountain Lodge is a smaller venue, but we packed in plenty of learning opportunities. The 2- and 3-hour sessions were well attended, and we repeated the roundtable discussions, which were a big hit last year. Black Mountain Software and Foxie Lady adjusted their Tuesday software user group sessions to focus on the new clerks in the morning, and that allowed the new clerks to attend the General Fund Budget Calculations session in the afternoon. Thanks to the numerous presenters for their time, effort and travel to make this year's conference a success.

#### CINDY FOLEY NAMED MASBO VICE-PRESIDENT

Cindy Foley, Business Manager/Clerk of West Valley School and Region 1 Director, was elected by acclamation to serve as MASBO Vice-President effective July 1, 2015. Cindy will serve a two-year term as VP, then President for two years and on to Past President for two years. Congratulations, Cindy!

#### SPONSOR AND EXHIBITOR SUPPORT

MASBO is extremely fortunate to have on-going support from our five major sponsors and several key vendor/exhibitors. These organizations help us with training on important topics and also provide financial resources for our meals, breaks, conference supplies, door prizes and social events. More information is found on page 8 of this newsletter.

#### • MEMBERSHIP RECOGNITION AND AWARDS

At the Thursday luncheon and business meeting, the MASBO board of directors announced and gave out 10-year, 20-year and 30-year membership pins, and recognized 9 retirements and 7 certification program achievements (see list on page 7 of this newsletter). Ron Everett, from the Illinois ASBO Procurement Card Program presented the annual rebate check and awards to p-card districts that had the highest purchases overall and highest purchases per ANB. Robert Martelle from Forsyth Schools was named the 2015 Outstanding Business Official.

#### SUNSHINE FUND

Thank you to everyone who brought an item for the silent auction, bought surplus logo wear from the garage sale and/or donated cash. Your efforts and generosity brought in a total of \$1,993.00, which we promptly forwarded to Steve Timmerman (Power Schools). Also, we send a huge thanks to Bunky Wirtz for organizing and handling this event each year. She's the **BEST!!** 



I would like to thank the MASBO membership who donated so generously to the Sunshine Fund. The money will help with the medical and travel costs associated with my surgery that I had in Seattle.

Once again thank you.

Sincerely, Steve Timmmerman Business Manager Power Schools

#### MASBO ENDORSES THESE PROGRAMS



Montana Schools Group Insurance Authority Workers Compensation Insurance **Shawn Bubb,** Director of Insurance Services 406-457-4500

sbubb@mtsba.org

http://msgia.org/Home.aspx



Healthcare Reform
Section 125 Services
Health Savings Account Services **Debbie Braden,** Fringe Benefit Consultant
866-576-0201, ext. 26
Debbie.Braden@americanfidelity.com

http://www.americanfidelity.com/home.aspx



Montana Schools Property & Liability Insurance Plan **Dave Pillatzke,** Program Manager 406-457-4531

dpillatzke@paynewest.com
http://msplip.com/



Health, Dental, Vision, Life and Long-Term Disability Benefits

Eric L. Schindler, Chief Executive Officer 406-457-4510

eschindler@ms-sf.org

www.mustbenefits.org



Montana School Unemployment Insurance Program **Theresia LeSueur,** Director

406-457-4407

tlesueur@mtsba.org

http://mtsba.org/InsuranceServices/tabid/98/Default.aspx

IMPORTANT DATES & DEADLINES				
SEPTEMBER 1				
Last day to submit grant amendments for grant projects ending September 30	Last day to submit grant amendments (budget or program modifications) for projects that will end September 30.  • ESEA Title I, Part A, Improving Basic Programs  • ESEA Title I, Part A, Improvement Grants  • ESEA Title I, Part B, Subpart 3, Even Start  • ESEA Title I, Part C, Migrant Education  • ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth  • ESEA Title I, Part E, Striving Readers  • ESEA Title II, Part A, Improving Teacher Quality  • ESEA Title III, Part A, English Language Acquisition & Language Enhancement  • ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)  • ESEA Title X, Part C, Education of Homeless Children and Youth	OPI Grants Calendar		
SEPTEMBER 10				
File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10 <sup>th</sup> of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and May and June on the May claim).	School Nutrition Programs Checklist  FY2015-2016 Reimbursement Rates		
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	Payments to Schools and Coops Click on Grants tab		
Birthday cutoff date for 19- year-olds in ANB counts	Students who reach age 19 on or before September 10 of the school year may not be counted for ANB	20-1-101, MCA 20-5-101, MCA		
Birthday cutoff date for 5- year-olds entering kindergarten	The trustees of an elementary district shall establish or make available a kindergarten program capable of accommodating, at a minimum, all the children of the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted or who have been enrolled by special permission of the board of trustees.	20-7-117, MCA		
SEPTEMBER 15				
Trustees Financial Summary (TFS) due to OPI	County superintendent submits annual reports to OPI, including the budget form for each district. In MAEFAIRS, both the TFS and Budget are submitted at the same time.	<u>20-9-134, MCA</u>		

IMPORTANT DATES & DEADLINES SEPTEMBER 25				
Grant cash request due to	Grant cash requests made by this date will be paid	OPI Grants Calendar		
OPI SEPTEMBER 30	on October 10.			
Last day to obligate funds for grant projects ending September 30	Last day to obligate funds for projects that will end September 30.  • ESEA Title I, Part A, Improving Basic Programs  • ESEA Title I, Part A, Improvement Grants  • ESEA Title I, Part B, Subpart 3, Even Start  • ESEA Title I, Part C, Migrant Education  • ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth  • ESEA Title I, Part E, Striving Readers  • ESEA Title II, Part A, Improving Teacher Quality  • ESEA Title III, Part A, English Language Acquisition & Language Enhancement  • ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)  • ESEA Title X, Part C, Education of Homeless Children and Youth	OPI Grants Calendar		
Last day for actual cash transfer to/from Compensated Absences Fund and Litigation Reserve Funds	Actual cash transfers to/from the Compensated Absences Liability Fund that were accrued at fiscal year end must be made by September 30 of the next fiscal year.  Actual cash transfers to/from the Litigation	20-9-512, MCA ARM 10.10.312		
	Reserve Fund that were accrued at fiscal year end must be made by September 30 of the next fiscal year.	ARM 10.10.315		

#### **HANDY RESOURCES**

MASBO Clerk and Superintendent Duty List helps define the relationship between clerk/business manager and the superintendent.

MASBO Payroll Manual to assist you with the payroll process.

<u>MASBO Student Activity Manual</u> contains recommended guidelines for the recordkeeping for extracurricular finances.

<u>OPI Payment System User Guide</u> provides step-by-step instructions to help you complete and submit Cash Requests and a Final Expenditure Report (Fiscal Closeout) for applications in E-Grants.

MASBO Service Pins Summer Conference June 18, 2015				
10 YEARS				
Name	School District			
Angie Bartelt	Moore			
Verne Beffert	Park County Special Education			
	Cooperative			
Susan Clanton	Fair-Mont-Egan			
Nona Coughlan	Belt			
Linda Graham	Philipsburg			
Wanda Kirn	Poplar			
Heather Mumby	Cayuse Prairie			
Kathryn Pfister	Musselshell County			
Jo Radke	Hall			
Tammy Tulberg	Target Range			
Kathleen Wanner	Office of Public Instruction			
20 YEARS				
Name	School District			
Nancy Vaira	Sidney			
Kathy Gerhring	Morin			
30 YEARS				
Name	School District			
Gwyn Andersen	Kalispell			
Pam Owen	Polson			



### **CONGRATULATIONS RETIREES!!**

Becky Evins — Eureka
Susan Clanton — Fair-Mont-Egan
Pam Owen — Polson
Carolyn Cook — Stevensville
Afton Lamoreaux — Conrad
Lynn Hill — Whitewater
Charlene Anderson — Great Divide
Education Services
Marsha Sillivan — Ryegate
Marilyn Kingston — Butte



#### CERTFICATION PROGRAM RECIPIENTS

Sheri Weidinger, Billings – Business Specialist, Finance Kim Aarstad, East Helena – Standard Certificate Lonnie Morin, Arlee – Standard Certificate Carmen Jackson, Hot Springs – Professional Level II Pamela Clary, Ronan – MRSBO renewal Cindy Foley, West Valley – MRSBO renewal Betty Sweet, Bridger – MRSBO renewal

# A special 'THANK YOU' to our sponsors and exhibitors for their support of the 2015 Summer Conference & New Clerk Academy!

## Montana Schools Unemployment Insurance Program (MSUIP)

Name badge holders and New Clerk Academy luncheon

## **Lifetouch National School Studios**

Photos for conference name badges and MASBO membership directory

## The Cooperative Purchasing Network (TCPN)

Co-sponsor of conference portfolios

# Montana School Group Insurance Authority Workers Comp Risk Retention Program (MSGIA-WCRRP)

Tuesday Evening on the Patio, Wednesday luncheon and Keynote Speaker

### Black Mountain Software, Inc.

Wednesday dinner in Pavilion for golfers and summiteers

## **Horace Mann Companies**

Wednesday Scenic Lift to the Summit

### Montana United School Trust (MUST)

Thursday and Friday continental breakfasts

## Foxie Lady Computers, Inc.

Thursday morning break

## Western States School Insurance Program Montana Schools Property & Liability Insurance Plan (MSPLIP)

Thursday luncheon and "be GREAT" dinner and party

## D.A. Davidson & Company

Thursday afternoon break

## American Fidelity Assurance Company

Thursday afternoon tour of Great Northern Brewery

Infinite Campus
Fellon Insurance Services
Frontline Technologies/AESOP
Pine Cove Solutions
Tyler Technologies
Aflac

Illinois ASBO p-Card Program
Montana Public Employee Retirement Administration (MPERA)
Klimas Financial Services
School Specialty



## P-CARD NEWS------

### 2015 REBATE HITS ALL TIME HIGH OF \$151,799.60

MASBO received \$151,799.60 for our prorated share of Illinois ASBO's Procurement Card Program rebate for purchases made between April 2014 and March 2015. This is based on over \$12.8 million in P-card purchases made by Montana school districts, an increase of almost \$2 million over purchases made in the previous program year. The MASBO Board of Directors approved a rebate to its 87 P-card participants equal to 1.05% of that district's purchases. Click *here* to see the distribution list posted on the MASBO website.

The following participants had the *Top 5 Highest Total Purchases*:

- > Havre Schools (\$1,516,273.00)
- Sidney Schools (\$1,161,230.00)
- > Harlem Schools (\$605,397.00)
- Polson Schools (\$552,856.00)
- Browning Schools (\$456,108.00)

The following participants had the *Top 5 Highest Purchases per ANB* (based on FY2015 Budget Report)

- ➤ Hinsdale Schools (\$2,743.52)
- Plevna Schools (\$2,271.24)
- Ekalaka Schools(\$1,898.92)
- Highwood Schools (\$1,836.06)
- ➤ Geraldine Schools (\$1,427.21)

Ekalaka Schools won a free registration to the 2016 MASBO Summer Conference. Congratulations!!

#### HAVE YOU SENT YOUR ANNUAL AUDIT REPORT TO BMO?

Your master agreement requires you send your annual audit report to the BMO Financial Group. Here's how:

Send an electronic (.pdf) copy to: pcard.Reviews@bmo.com

---OR----

Mail a hard copy to: **BMO Harris Bank** 

**Municipal Underwriting Group** 

**C/O Jordan Ruiz** 

111 W. Monroe St., Floor 5 E

Chicago, IL 60603

---and, to make it even easier ---

Add BMO to your distribution list

If you have an email distribution list of people/entities that you send your audited financials to each year, add pcard.Reviews@bmo.com to your list.

#### **HOW TO CONTACT IASBO CLIENT SERVICES**

Program Administrators can contact Client Services at **800-844-6445**, Monday-Friday 6:00 a.m. – 6:00 p.m. MST. You can also email them at <u>iasbo.requests@bmo.com</u>. Please provide your corporate account number (70XXXX) or a 16-digit card number to help the account representative cross reference your account.

You can also contact Marie Roach at <a href="mailto:mroach@masbo.com">mroach@masbo.com</a> or 406-461-8804 if you need assistance with MASBO's Procurement Card Program. <a href="mailto:Also, it's a good idea to copy Marie on your emails to Illinois ASBO so she's aware and can assist if necessary.">Also, it's a good idea to copy Marie on your emails to Illinois ASBO so she's aware and can assist if necessary.</a>

MASBO EXHIBITOR MEMBERS				
Montana Unified School Trust Eric Schindler eschindler@ms-sf.org	VALIC John Wing John.wing@valic.com	Western States School Program Dave Pillatzke dpillatzke@paynewest.com		
Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com	D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	Fellon Insurance Services Dale Fellon fellonins@msn.com		
Frontline Technologies Jim O'Halloran johalloran@frontlinetechnologies.com	Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com	Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com		
Pine Cove Consulting Brandan Bassett bbassett@pinecc.com	RESA4U/Southwest MT School Services Bruce Grubbs bgrubbs@resa4u.org	Rudd & Company, PLLC Julie Kostelecky, CPA, CVA <u>ikostelecky@ruddco.com</u>		
American Fidelity Assurance Company Debbie Braden Debbie.Braden@americanfidelity.com	MSGIA-WCRRP Shawn Bubb sbubb@mstba.org	Tyler Technologies  Darlene Markegard  Darlene.Markegard@tylertech.com		
MT Schools Health & Welfare Plan (MSHWP) Sarah Harne sarah-harne@leavitt.com	United Pension Administration Elizabeth Harris upahelp@msn.com	Foxie Lady Computers, Inc. David Bardwell foxieladyc@aol.com		
Ron Foltz CPA firm Ron Foltz, CPA Ron.foltz@ronfoltzcpa.com	Montana Schools Unified Insurance Program Theresia LeSueur tlesueur@mtsba.com	Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com		
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TCPN (The Cooperative Purchasing Network) Derek Anderson danderson@tcpn.org	Edie Barnard Edie.barnard56@gmail.com	School Specialty Scott Wilkey scott.wilkey@schoolspeciality.com		
Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com		Stifel Nicolaus Bryan Stelmack yroybal@stifel.com		