

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empower School Business Leaders Through Education*

**AUGUST 2018**

## TRAINING OPPORTUNITIES

**REGISTER NOW!**

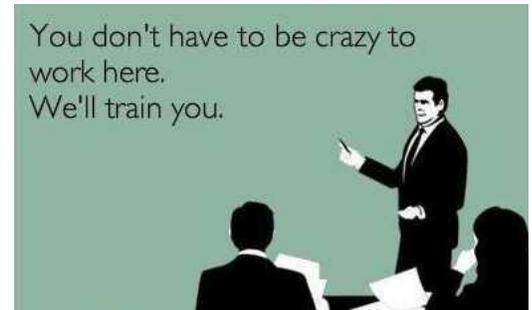
### NEW CLERK ACADEMY

**September 28 in Billings**

**October 2 in Helena**

**October 3 in Missoula**

Open to clerk/business managers and other business officials with less than 5 years' experience in school finance, budgeting and accounting. This one-day workshop will concentrate on the duties and deadlines that take place in the ensuing four months. Topics include Student Enrollment Counts, Quarterly & Annual Payroll Reports, Audits, Pupil Transportation and Grant Accounting. Click [here](#) to see the agenda and to register for one of the three locations.



### VETERAN CLERKS WORKSHOP

**October 1 in Helena**

Open to clerk/business managers and other business officials with 5 or more years' experience in school finance, budgeting and accounting. Topics for the day include Legislative Gear-Up, Workers' Compensation Issues, Tour & Talk at the State Capitol, Taxable Valuation and Roundtable Discussions on OPI School Finance Reminders, Unemployment Q&A, LAWS Database, Budget Development Process and PERS Q&A. Click [here](#) to see the agenda and to register.

### MONTANA CONFERENCE OF EDUCATION LEADERSHIP

The 2018 MCEL Conference, "*Be an Agent of Change*" will be held **October 17 – 19** at the Hilton Garden Inn in Missoula. Registration for video and in person attendance is now open. Go to [mcel.org](http://mcel.org) to sign up and also see the conference schedule at a glance and hotel reservation information. The MASBO training tract will feature the following:

- Introduction to P-cards (Holly Wallace)
- How to Use Spend Dynamics (Holly Wallace)
- Wage & Hour – 2 separate sessions (Windy Knutson)
- ESSA Expenditure Reporting (Kara Sperle)
- MASBO Strategic Plan (General membership meeting)
- Excel spreadsheet skills (Mike Waterman and Rebekah Rhoades)
- Roundtable discussions on Multi-district Agreements (Lora Tauck), Protested Taxes (Donnie McVee), Small Schools Issues (Della Van Horn), Clerk/Superintendent/Board Roles and Responsibilities (Carrie Ruff), and MASBO Mentor Program (Lorie Carey).



### OPI TEAMS WORK SESSIONS

The Office of Public Instruction TEAM work sessions promise to help with every aspect of TEAMS from uploading, hand-entering or rolling over TOE and Teacher-Class records. The sessions are from 9:00 a.m. to 3:00 p.m. at various locations around the state in September and October. Click [here](#) to register (the list of dates and locations are found by clicking on the down arrow next to the word "Choose").

## MASBO Board of Directors

President	<a href="#">Cindy Foley</a> , West Valley Schools	Region 1 Director	<a href="#">Noreen Anderson</a> , Hellgate K-8 School
Vice-President	<a href="#">Lorie Carey</a> , Jefferson Co. High School	Region 2 Director	<a href="#">Belinda Klick</a> , Sun River Valley Schools
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Ex-Officio, OPI	<a href="#">Kara Sperle</a>	Region 6 Director	<a href="#">Jen Mettler</a> , Baker Schools

### MASBO Staff

[Denise Williams](#), Executive Director  
406-461-3659

[Marie Roach](#), Administrative Assistant  
406-461-8804

## MASBO WEBSITE NEWS

### Member Profile

Please take a moment to review your MASBO profile. Here are the steps:

- 1) Go to [masbo.com](http://masbo.com).
- 2) Log in by entering your email address and password.
- 3) Review your information on the "Contact Info" tab and "Custom tab".
  - o Contact Info tab: double-check **email address, phone number** and **job title**.
  - o Custom tab: double-check the **software used** field.
- 4) Select 'Edit Profile' to make changes.

Please refrain from using all capital letters as we export from this database often to create workshop sign-in sheets, the membership directory and other materials.

If you have questions or need help, please email [Marie Roach](mailto:Marie.Roach@masbo.com) or call her at (406) 461-8804.



## ~ A Message From MT School Boards Association ~

### Updating the MTSBA Database

MTSBA wants our communications to reach the right people and we need your help! Clerks and Business Managers are at the forefront of changes among the district's trustees and administrative team. MTSBA relies on you to help keep our database updated. We will be moving to a new database in the coming months and we would like to transfer the most current information possible.

You can use the instructions below to make changes by September 14, or just contact us and we'll make your updates.

To make changes in MTSBA's current database:

Log into [mtsba.org](http://mtsba.org), you'll find the link to eMembership on the top menu bar.

Quick link: <https://ams.embr.mobi/index.aspx?C=ZgfON>

- After logging in, you'll be taken to your district's main page.
- Click on people.
- To delete a person, click on the trash can next to the name.
- To edit, click on edit.
- You can go through the other tabs as well, making sure your district's information is correct.
- **It's important to make changes immediately if someone from your district quits or is terminated.** Mark the member as inactive immediately – especially if they have administrative access.

We appreciate your time with these updates! If you have questions, please don't hesitate to contact the MTSBA Communications Team: **Wendy** at [wbrenden@mtsba.org](mailto:wbrenden@mtsba.org) or **Emily** at [edean@mtsba.org](mailto:edean@mtsba.org), or call (406) 442-2180.



### MASBO P-CARD PURCHASES REPORT

P-Card purchases for four months of the rebate year (April – July) totaled over **\$7.8 million** with **129** school districts and special education cooperatives participating in the program. At the same time last year, we had 125 participants with over \$7.1 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

### IMPORTANT RESOURCES

- [MASBO Clerk and Superintendent Duty List](#) to define and discuss the division of duties between the clerk/business manager and the superintendent.
- [MASBO Payroll Manual](#) to assist you with the payroll process.
- [MASBO Student Activity Manual](#) contains recommended guidelines for the recordkeeping for extracurricular finances.
- [How to Access Grants in the E-Grants System](#) for instructions on how to access your grant information after you've logged in to the E-Grants System.

### OPI SCHOOL NUTRITION PROGRAM

- [FY2018-19 Program Checklist](#) to check off School Nutrition Program requirements as they are completed.
- [FY2018-19 Administrative Update Packet for Schools](#) provides all the information you need to meet your administrative responsibilities associated with your district's food service program.
- **Wednesday Webinars** will be held from **2:00 – 3:00 p.m.** Click [here](#) to see the schedule for SY 2018-2019.

### OPI SCHOOL FINANCE DIVISION

- [Understanding Montana School Finance](#) provides a basic understanding of Montana school finance and school district budgets.
- [Montana School Bus Standards](#) and Resource Materials are effective July 1, 2018 and include standards for the new Type E bus.
- [FY2019 Student Count for ANB Reporting](#) contains important information about the fall (October 1, 2018) and spring (February 4, 2019) enrollment counts. [Read the entire memo.](#) Some important items to note:
  - ✓ Ensure that student enrollment, attendance on official count dates, aggregate hours, and student demographic information is accurate and up-to-date in the AIM system. You may need to coordinate with others in your district to make this happen.
  - ✓ In MAEFAIRS, you will import the minimum enrollment information from the AIM system necessary to determine your district's Average Number Belonging (ANB) for the 2019-20 budget year.
  - ✓ An explanation of the "10-day rule" is on page 4. If you need to request approval of a variance to the 10-day rule, you must submit your request to the OPI ***prior to the count date.***
  - ✓ Run a report that shows the American Indian students submitted in the fall enrollment count and review it for accuracy. The deadline to correct information is December 31, 2018.

### INTERNAL REVENUE SERVICE

- [Withholding Calculator](#) – The Tax Cuts and Jobs Act changed the way tax is calculated. The IRS encourages taxpayers to perform a quick "paycheck checkup" by using the Withholding Calculator to check if they have the right amount of withholding for their personal situation. You may want to notify your employees.
- [Publication 15](#), Employers Tax Guide explains your tax responsibilities as an employer.

## MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services <b>Jacob Bautista</b>, Office Manager 877-589-2544 <a href="mailto:jacob.bautista@americanfidelity.com">jacob.bautista@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 Risk Retention Program <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>
	<p>Montana Schools Unemployment Insurance Program <b>Theresa LeSueur</b>, Director 406-457-4407 <a href="mailto:tlesueur@mtsba.org">tlesueur@mtsba.org</a> <a href="http://www.mtsuip.org/">http://www.mtsuip.org/</a></p>
	<p>Payne West, Inc. 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>

## IMPORTANT DATES & DEADLINES – SEPTEMBER 2018

### SEPTEMBER 1

Last day to submit grant amendments for grant projects ending September 30, 2018

Last day to submit grant amendments (budget or program modifications) for projects that will end September 30.

- IDEA, Part B
- IDEA, Part B: CSPD
- IDEA, Preschool
- IDEA, Part D: MTSS, Multi Tier System of Support
- Title I, Part A, Improving Basic Programs
- Title I, Part A, Schoolwide
- Title I, Part C, Migrant Education
- Title I, Part D, Neglected and Delinquent
- Title I, Part E, MCLP (Striving Readers)
- Title I, School Support
- Title II, Part A, Supporting Effective Instruction
- Title II, Part A, Supporting Effective Instruction– State Level
- Title II, Part B, Math Science Partnerships
- Title III, Part A, English Language Acquisition
- Title IV, Part A, School Support and Academic Enrichment
- Title V, Part B, Rural Low Income
- Title X, Part C, McKinney-Vento Homeless Education
- Project Aware Mental Health Grant

[OPI State and Federal Grants Handbook](#)

[OPI Email 5/21/2018 Grant Deadlines](#)

### SEPTEMBER 4 (or within 30 calendar days after receiving certified taxable values)

**County superintendent** reports levy requirements to the county commissioners

County superintendent reports levy requirements to the county commissioners for the following funds:

- General
- Bus Depreciation
- Tuition
- Debt Service
- Building Reserve
- Non-Operating
- Technology
- Adult Education
- Transportation
- County Retirement (county-wide levy)
- County Transportation (county-wide levy)
- Levies for Join Districts

[OPI Budget Timeline](#)

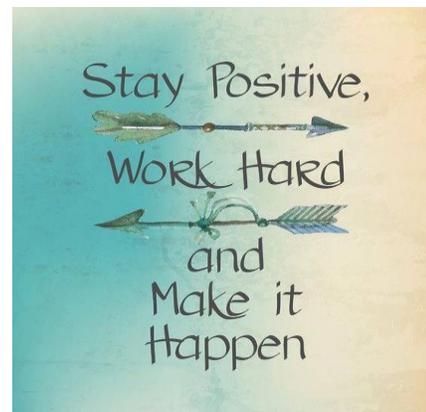
- [20-9-141\(3\), MCA](#)
- [20-10-147\(2\), MCA](#)
- [20-5-324, MCA](#)
- [20-9-439\(2\), MCA](#)
- [20-9-503\(1\), MCA](#)
- [20-9-506\(3\), MCA](#)
- [20-9-533\(4\), MCA](#)
- [20-7-705\(5\), MCA](#)
- [20-10-144\(5\), MCA](#)
- [20-9-501\(5\)\(b\), MCA](#)
- [20-10-146\(3\), MCA](#)
- [20-9-151\(3\), MCA](#)

## IMPORTANT DATES & DEADLINES – SEPTEMBER 2018

SEPTEMBER 10		
File monthly meal claims for NSLP reimbursement	Monthly lunch, breakfast and snack counts are due the 10 <sup>th</sup> 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 ( <a href="#">MAPS</a> ) log in page  <a href="#">School Nutrition Programs Checklist</a>  <a href="#">Reimbursement rates for FY2019</a> <a href="#">FY2019 School Nutrition Payments</a>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<a href="#">E-Grants System</a> Log in to your district's account, or click on Public Access, then Vendor Payee Details
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	<a href="#">20-1-101, MCA</a> <a href="#">20-5-101, MCA</a>
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.	<a href="#">20-7-117, MCA</a>
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.	<a href="#">20-9-134, MCA</a>
SEPTEMBER 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on October 10.	<a href="#">OPI State and Federal Grants Handbook</a>
SEPTEMBER 26		
OPI makes K-12 BASE aid payments	<b>Direct State Aid</b> <b>Quality Educator Component</b> <b>At Risk Student Component</b> <b>Indian Education for All</b> <b>Student Achievement Gap</b> <b>State Special Education Payments</b> * <del>(TECHF) Technology Funding</del> ** <del>(D4A) Data for Achievement</del> *** <del>(NRD) Natural Resource Development</del>	<a href="#">FY2019 Payment Schedule</a> (scroll to bottom of page <a href="#">State School Payments</a>  * <a href="#">Redirected as per HB390</a> ** <a href="#">Eliminated for FY2019 per SB261</a> *** <a href="#">Redirected as per HB647</a>

## IMPORTANT DATES & DEADLINES – SEPTEMBER 2018

SEPTEMBER 29		
Last day to obligate funds for Project AWARE grant	Obligate fund for Project AWARE Mental Health grant by September 29.	<a href="#">OPI Email 5/21/2018 Grant Deadlines</a>
SEPTEMBER 30		
Last day to obligate funds for grant projects ending September 30, 2018	Last day to obligate funds for projects that will end September 30. <ul style="list-style-type: none"> <li>IDEA, Part B</li> <li>IDEA, Part B: CSPD</li> <li>IDEA, Preschool</li> <li>IDEA, Part D: MTSS, Multi Tier System of Support</li> <li>Title I, Part A, Improving Basic Programs</li> <li>Title I, Part A, Schoolwide</li> <li>Title I, Part C, Migrant Education</li> <li>Title I, Part D, Neglected and Delinquent</li> <li>Title I, Part E, MCLP (Striving Readers)</li> <li>Title I, School Support</li> <li>Title II, Part A, Supporting Effective Instruction</li> <li>Title II, Part A, Supporting Effective Instruction– State Level</li> <li>Title II, Part B, Math Science Partnerships</li> <li>Title III, Part A, English Language Acquisition</li> <li>Title IV, Part A, School Support and Academic Enrichment</li> <li>Title V, Part B, Rural Low Income</li> <li>Title X, Part C, McKinney-Vento Homeless Education</li> </ul>	<a href="#">OPI State and Federal Grants Handbook</a>   <p style="text-align: center;"><i>“Now we wait.”</i></p>
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 Reserve Fund that were accrued at fiscal year end must be made by September 30 of the next fiscal year.	<a href="#">20-9-512, MCA ARM 10.10.312</a>  <a href="#">20-9-515, MCA ARM 10.10.315</a>



## MASBO EXHIBITOR MEMBERS

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<b>Payne West, Inc./MSPLIP</b> Dave Pillatzke <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</a>	<b>Pine Cove Consulting</b> Brandan Bassett <a href="mailto:bbassett@pinecc.com">bbassett@pinecc.com</a>	<b>Rudd &amp; Company, PLLC</b> Julie Kostecky, CPA, CVA <a href="mailto:jkostecky@ruddco.com">jkostecky@ruddco.com</a>
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## WHAT IS VERTIGO?

### VER · TI · GO (n.)

A sensation of whirling and loss of balance, associated particularly with looking down from a great height, or caused by disease affecting the inner ear or the vestibular nerve; giddiness.

synonyms: dizziness · giddiness · light-headedness · loss of balance · loss of equilibrium · spinning/swimming of the head · fear of heights · acrophobia · mirligoes · wooziness · sturdy

### CAUSES

Vertigo is often caused by an inner ear problem. Some of the most common causes include:

**BPPV.** These initials stand for benign paroxysmal positional vertigo. BPPV occurs when tiny calcium particles (canaliths) clump up in canals of the inner ear. The inner ear sends signals to the brain about head and body movements relative to gravity. It helps you keep your balance.

**Meniere's disease.** This is an inner ear disorder thought to be caused by a buildup of fluid and changing pressure in the ear.

**Vestibular neuritis or labyrinthitis.** This is an inner ear problem usually related to infection (usually viral). The infection causes inflammation in the inner ear around nerves that are important for helping the body sense balance.

Less often vertigo may be associated with:

- Head or neck injury
- Brain problems such as stroke or tumor
- Certain medications that cause ear damage
- Migraine headaches

### SYMPTOMS

Vertigo is often triggered by a change in the position of your head.

People with vertigo typically describe it as feeling like they are:

- Spinning
- Tilting
- Swaying
- Unbalanced
- Pulled to one direction
- Other symptoms that may accompany vertigo include:
  - Feeling nauseated
  - Vomiting
  - Abnormal or jerking eye movements (nystagmus)
  - Headache
  - Sweating
  - Ringing in the ears or hearing loss

### TREATMENTS

Treatment for vertigo depends on the cause and severity of symptoms. During a vertigo attack, lying still in a quiet, darkened room may help to ease any symptoms of nausea and reduce the sensation of spinning. Some may be advised to take medication.

**Medications** include corticosteroids, methylprednisolone, antibiotics, amoxicillin, vestibular suppressants, and Meclizine

**Self care** can be done at home with exercises like Epley maneuver, Brandt-Daroff exercises, Cawthorne Cooksey exercise and exercises involving eye movement. It is also helpful to manage stress, as anxiety can make the symptoms of vertigo worse. Breathing exercises, head massage, using a slightly raised pillow, and getting enough sleep are some at home care options.



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