

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education
AUGUST 2021

TRAINING OPPORTUNITIES

SCHOOL FACILITIES PLANNING & FINANCING

September 27-28 in Helena

Registration is now open for the School Facilities Planning & Financing workshop. Trustees, superintendents, facilities directors and business officials are invited to join us for this 1½ day training designed to provide guidance and ideas on how to approach assessment, improvement and/or expansion of your school facilities. Click [here](#) for more information and to register.

NEW CLERK ACADEMY

September 22 - Great Falls
September 23 - Missoula
September 30 - Billings

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 governmental accounting, school finance, transfers between funds, special education funding and using online resources that help you understand the statutes and rules behind these topics. Click [here](#) for more information and to register for one of the three locations.

VETERAN CLERKS WORKSHOP

September 24 in Missoula
September 29 in Billings

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 a review of select bills from the 2021 legislative session, GASB 75 Leases, roundtable discussions on various topics such as cross-training, multi-district agreements, grant management and more. Click [here](#) for more information and to register.



MONTANA CONFERENCE OF EDUCATION LEADERSHIP

October 20-22 virtual

The 2021 MCEL Conference, *"Leading the Way to a New Future – Opportunities Beyond COVID-19."* will be held October 20 -22. Registration details can be found at mcel.org. The MASBO track alone will include Bus Driver Training and Driver Requirements, DPHHS/DEQ rules on Lead Testing, ESSER Funding Q&A, Clerk & Superintendent Duty List and Transfers Between Funds. The MCEL Partners will provide a legislative recap, there's a 2-hour session on school law, rural school issues in Montana, and many more clinic sessions. Don't miss this important joint leadership training!

MASBO VIRTUAL TRAINING OPPORTUNITIES

New Clerk Webinar – September 17

We'll discuss some upcoming tasks, such as student enrollment counts, pupil transportation and the compensation expenditure report. Click [here](#) for more information and to register.

New Clerk and Veteran Clerk Webinars

The full-day workshops held in September will be brought to you in a virtual format after the in-person trainings are complete. Watch for details and registration coming soon.

MASBO Board of Directors

President	<u>Rita Huck</u> , Huntley Project K-12	Region 1 Director	<u>Lacey Porrovecchio</u> , Bigfork
Vice-President	<u>Belinda Klick</u> , Sun River Valley	Region 2 Director	<u>Karsen Drury</u> , Cascade
Past President	<u>Lorie Carey</u> , Jefferson Co. High School	Region 3 Director	<u>Colleen Drury</u> , Scobey
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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

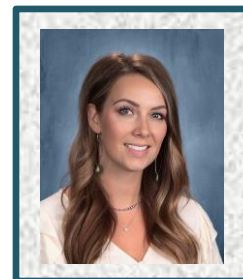
Marie Roach
Association Services Coordinator
406-461-8804

Steve Hamel
Interim Services/Trainer
406-431-0124

Meet MASBO Region 2 Director Karsen Drury (Cascade Schools)

Hello MASBO!

My name is Karsen Drury and I am the Business Manager/Clerk in Cascade. I was recently elected to serve Region 2 as Director and realize I have big shoes to fill following our wonderful Vice President, Belinda Klick! It is an honor to be on the Board of such an amazing organization.



I am originally from the NE corner of the state, Scobey, MT, where I grew up on a farm and ranch with my two brothers, dad, and mom, whom most of you know – Colleen Drury, Region 3 Director. (Turns out I do want to be just like my mom when I grow up!) Throughout high school and summers home from college, I worked at the school as summer maintenance, technology coordinator, and even assistant business manager, so I should have known I'd end up in the school system in some aspect or another!

I graduated from Montana State University – Bozeman in May of 2016. When I first started school, I wanted to do anything BUT business. After 4 major changes and finally caving to one accounting class, I knew I'd found what I wanted to do. I left MSU with a BS in Business Management & a minor in Entrepreneurship & Small Business Management – none of which adequately prepared me for the beast that is school finance... Thank goodness for MASBO!

I moved to Cascade after graduation to start my career at the school and I just began my 6th full school year as a Badger. Being a Business Manager & Clerk has become my passion and as my Sup't says, I get "starry-eyed" when talking about it. Sports have always been a big part of my life and since starting at the school, I have also been fortunate enough to be involved in coaching. I've coached JH & HS volleyball, 3-5 girls' basketball, JH girls' basketball, JH boys' basketball (talk about an eye opener), and HS girls' basketball. In the hours I'm not at the school, my boyfriend and I enjoy hiking, kayaking, camping, concerts and traveling.



P-CARD NEWS-----

MASBO P-CARD PURCHASES REPORT

P-Card purchases for four months of the current rebate year (April - July) totaled almost **\$11.9 million** with **169** school districts and special education cooperatives participating in the program. At the same time last year, we had 156 participants with over \$7.7 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

HAVE YOU RECEIVED and DEPOSITED YOUR REBATE CHECK?

On July 22, we issued rebate checks totaling \$320,108.52. Click [here](#) to see the rebate schedule posted on the MASBO website. **Please deposit your check as soon as possible**, or, if you don't receive it soon, contact Marie Roach at mroach@masbo.com or (406) 461-8804.

IN CASE YOU MISSED IT

If you weren't able to attend the MCS Food Bid meetings, there is a 15-minute video posted on the website (click [here](#)).

IMPORTANT: The new Food Bid pays rebates to members accessing the program on a quarterly basis. The rebates are only available through electronic deposit. Click [here](#) to access a Direct Deposit Enrollment Form that must be completed by you and your county treasurer. For more information, go to the MCS website at mrea-mt.org/mcs/.



TRACKING COVID-19 STATS

- MREA website: <https://mrea-mt.org/covid-19-resources-and-information/> Compares current stats to last year at this same time
- State of Montana COVID-19 Case Map: <https://montana.maps.arcgis.com/apps/MapSeries/index.html?appid=7c34f3412536439491adcc2103421d4b>
- Center for Disease Control website: <https://covid.cdc.gov/covid-data-tracker/#county-view>

MONTANA PUBLIC EDUCATION CENTER (MT-PEC)

Go to the MT-PEC website at www.mt-pec.org to find the following resources

- **COVID-19 and the 2021-2022 School Year Frequently Asked Questions** – The MT-PEC partners have developed an FAQ document designed to provide the framework for full compliance with applicable Montana and federal laws, recommendations and guidance on COVID-19.
- **MT-PEC Guidance on the Elementary & Secondary School Emergency Relief (ESSER) Fund** – Information on the three rounds of ESSER funding authorized by Congress to aid schools in response to the COVID-19 pandemic. This document provides guidance to help school districts understand and execute projects and programming to fully respond to the impacts of COVID-19.

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 – SEPTEMBER 2021

SEPTEMBER 1

Last day to submit grant amendments	<p>Last day to submit grant amendments (budget or program modifications) for projects that will end September 30, 2021.</p> <ul style="list-style-type: none"> • IDEA, Part B • Regional CSPD • IDEA, Preschool • IDEA, Part D: MTSS • 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, School Support • Title I, Targeted Support & Improvement • 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 III, Part A, Emergency Immigrant • Title IV-A, Student Support & Academic Enrichment • Title VI, Part B, Rural Low Income • Title X, Part C, McKinney-Vento Homeless Education • Montana Striving Readers Comprehensive Literacy Project (MCLP) • Montana Comprehensive Literacy State Development Project (MCLSDP) • Project AWARE Mental Health • School Improvement: Indian Ed • Elementary and Secondary School Emergency Relief Funds (ESSER) 	OPI State and Federal Grants Handbook
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SEPTEMBER 2 (or within 30 calendar days after receiving certified taxable values)

County superintendent reports levy requirements to the county commissioners	<p>County superintendent reports levy requirements to the county commissioners for the following funds:</p> <ul style="list-style-type: none"> ➤ 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 Joint 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
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IMPORTANT DATES & DEADLINES – SEPTEMBER 2021

SEPTEMBER 10

File monthly claims for NSLP or SSO reimbursement	<p>Monthly lunch, breakfast and snack counts are due the 10th of each month. Counts are submitted in the Montana Agreement and Payments System (MAPS) for National School Lunch Program (NSLP) or Seamless Summer Option (SSO) reimbursement.</p> <p>See OPI's Back to School Page for more information on SSO and important updates.</p>	<p>Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist</p> <p>NSLP Reimbursement rates for FY2022</p> <p>SSO Reimbursement rates FY2022 School Nutrition Payments</p>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 th of the previous month.	<p>E-Grants System</p> <p>Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>
Birthday cutoff date for 19-year-olds in ANB counts	<p>Students who reach age 19 on or before September 10 of the school year may not be counted for ANB.</p> <p>House Bill 233 amended 20-9-311, MCA to include a pupil with disabilities who is over the age of 19 and has not yet reached 21 years of age by September 10 of the school year and who is receiving special education services from a school district under certain circumstances.</p>	<p>20-1-101, MCA</p> <p>20-5-101, MCA</p> <p>HB233 Revise funding for students with disabilities</p> <p>OPI 2021 Legislative Summary (see page 27)</p>
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 14

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.	20-9-134, MCA
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SEPTEMBER 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on October 10.	OPI State and Federal Grants Handbook
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SEPTEMBER 27

OPI makes K-12 BASE aid payments	<p>Direct State Aid</p> <p>Quality Educator Component</p> <p>At Risk Student Component</p> <p>Indian Education for All</p> <p>Student Achievement Gap</p> <p>Data for Achievement</p> <p>State Special Education Payment</p>	FY2022 Payment Schedule (scroll to bottom of page)
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IMPORTANT DATES & DEADLINES – SEPTEMBER 2021

SEPTEMBER 30

Last day to obligate funds for grant projects ending September 30, 2021	<ul style="list-style-type: none"> • IDEA, Part B • Regional CSPD • IDEA, Preschool • IDEA, Part D: MTSS • 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, School Support • Title I, Targeted Support & Improvement • 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 III, Part A, Emergency Immigrant • Title IV-A, Student Support & Academic Enrichment • Title VI, Part B, Rural Low Income • Title X, Part C, McKinney-Vento Homeless Education • Montana Striving Readers Comprehensive Literacy Project (MCLP) • Montana Comprehensive Literacy State Development Project (MCLSDP) • Project AWARE Mental Health • School Improvement: Indian Ed • Elementary and Secondary School Emergency Relief Funds (ESSER) 	OPI State and Federal Grants Handbook
Last day for actual cash transfer to/from Compensated Absences Fund and Litigation Reserve Funds	<p>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.</p> <p>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.</p>	<p>20-9-512, MCA ARM 10.10.312</p> <p>20-9-515, MCA ARM 10.10.315</p>

COMPENSATED EXPENDITURE TOE (2020-2021)

The Compensated Expenditure Terms of Employment (TOE) for 2020 – 2021 screen is open. The screen is located under the system drop-down menu. You can also generate SEID numbers if necessary.

You can find instructional videos about TOE on the [OPI TEAMS website](#):

- [Terms of Employment \(TOE\) – Introduction](#)
- [Terms of Employment \(TOE\) – Upload, Rollover, Adding a Record](#)

OPI Contact: **Nathan Miller** at nmiller5@mt.gov or (406) 444-4317

MASBO EXHIBITOR MEMBERS

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Wipfli LLP Kim Dare, CPA kdare@wipfli.com	<p style="text-align: center;"><i>Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.</i></p> <p style="text-align: right;"><i>~ Thomas Edison</i></p>	

TO-DO CHECKLIST *for* BACK 2 SCHOOL

Kids often have a tough time making the back-to-school transition. This checklist is helpful to get prepared for the start of school and alleviate stress for children and parents/guardians.

BATTLING THE BUTTERFLIES

Give kids time to adjust and focus on the positive things about going back to school, such as hanging out with friends, meeting new classmates, and getting involved in activities.

After school, it's especially beneficial for parents to be home at the end of the school day for the first week. But many working parents don't have that flexibility. Instead, try to arrange your evenings so you can give kids as much time as they need, especially during those first few days.

To help ease back-to-school butterflies, try to ease kids into a consistent school-night routine a few weeks before school starts.

- ✓ Get enough sleep (set a reasonable bedtime).
- ✓ Eat a healthy breakfast (they're more alert and do better in school).
- ✓ Write down the need-to-know info such as locker combination, what time classes and lunch start and end, their homeroom and classroom numbers, teachers' and/or bus drivers' names.
- ✓ Use a wall calendar or personal planner to record when assignments are due, tests will be given, and extracurricular activities.
- ✓ Have them organize homework and set out clothes the night before.

Some kids develop real physical symptoms, such as headaches or stomachaches, at the start of school. If you're concerned that your child's worries go beyond the normal back-to-school jitters and you see concern for other psychological issues, speak with your child's doctor, teacher, or school counselor.

WHAT TO WEAR, BRING, AND EAT

- ✓ Does the school have a dress code?
- ✓ Will kids need a change of clothes for PE or art?
- ✓ Do your kids have a safe backpack that's lightweight, with two wide, padded shoulder straps, a waist belt, padded back, and multiple compartments?
- ✓ Will your kids buy lunch at school or bring it from home? If they buy a school lunch, how much will it cost per day or per week?
- ✓ Do you have a weekly or monthly menu of what will be served? Is there an account number that they need to remember?
- ✓ Have you stocked up on all of the necessary school supplies? (Letting kids pick out a new lunchbox and a set of pens, pencils, binders, etc., helps get them geared up for going back to school.)

MEDICAL ISSUES

- ✓ Have your kids had all necessary immunizations?
- ✓ Have you filled out any forms that the school has sent home, such as emergency contact and health information forms?
- ✓ Do the school nurse and teachers know about any medical conditions your child has, such as food allergies, asthma, diabetes, or other conditions that may need to be managed during the school day?
- ✓ Have you made arrangements with the school nurse to give any medicines your child might need?
- ✓ Do the teachers know about any conditions that may affect how your child learns?

TRANSPORTATION AND SAFETY

- ✓ Do you know what time school starts and how your kids will get there?
- ✓ If they're riding the bus, do you know where the bus stop is and the time/location they'll be picked up and dropped off?
- ✓ Are there any regulations on bicycles or other vehicles, such as scooters? Also remember to wear a helmet and have the proper safety equipment.
- ✓ Have you gone over traffic safety information, stressing the importance of crossing at the crosswalk (never between parked cars or in front of the school bus), waiting for the bus to stop before approaching it, and understanding traffic signals and signs?
- ✓ If your child walks or bikes to school, have you mapped out a safe route? Does your child understand that it's never OK to accept rides, candy, or any other type of invitation from strangers?

WHAT ABOUT AFTER SCHOOL?

Figuring out where kids will go after school can be a challenge, especially if both parents work. Depending on a child's age and maturity, you may need to arrange for after-school transportation and care.

Getting involved in after-school activities:

- ✓ Productive alternative to watching TV or playing video games.
- ✓ Provides some adult supervision when parents can't be there.
- ✓ Helps develop kids' interests and talents.
- ✓ Introduces kids to new people and helps them develop their social skills.
- ✓ Gives kids a feeling of involvement.
- ✓ Keeps kids out of trouble.

Make sure after-school commitments allow kids enough time to complete school assignments. Keep an eye on their schedules to make sure there's enough time for both schoolwork and home life.

Source: kidshealth.org



406.457.4400

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