

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empower School Business Leaders Through Education
DECEMBER 2018

UPCOMING TRAINING OPPORTUNITIES

We've been busy working out the details for **MASBO Spring training**. Below are the dates and locations for our Budget, Spring Regional and Budget Basics workshops. **Watch for agendas and registration information in January.** In the meantime, mark your calendars!

BUDGET WORKSHOPS

- **March 4** - Bozeman
- **March 7** – Miles City
- **March 8** – Billings
- **March 13** – Great Falls
- **March 15** – Missoula

**Save
the
Date**



BUDGET BASICS

- **March 14** – Great Falls
- **March 22** – Missoula
- **March 27** – Miles City



SPRING REGIONAL WORKSHOPS

- Region 1 – **March 21** in Missoula
- Region 2 – **April 3** in Great Falls
- Region 4 – **March 1** in Butte
- Region 5 – **March 29** in Billings
- Regions 3 & 6 – **March 28** in Miles City



MTSUIP/MTSBA ANNUAL HR SYMPOSIUM

The HR (Employment) Symposiums offered by MTSBA and sponsored by MTSUIP will be held at the locations shown below:

February 5 - Chinook	February 12 - Frenchtown
February 6 – Sidney	February 13 – Kalispell
February 7 – Lockwood	February 14 - Helena

Information and registration are coming soon!

FREE to MTSUIP member school districts and no limit on the # of attendees from the same member district. Non-member districts may also attend for a fee.



SUMMER CONFERENCE & NEW CLERK ACADEMY June 2019 – Great Falls

You can now reserve your rooms at the Heritage Inn for:

- New Clerk Academy – June 10 - 11
- Summer Conference – June 12 – 14

Call **(406) 761-1900** and mention the MASBO room block

MASBO Board of Directors

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 Region 4 Director **Kevin Patrick**, Anaconda Schools
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 Region 6 Director **Jen Mettler**, Baker Schools

MASBO Staff

Denise Williams, Executive Director
 406-461-3659

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*You've worked hard all year long and now
 it is time to enjoy precious moments with
 the ones you love.*

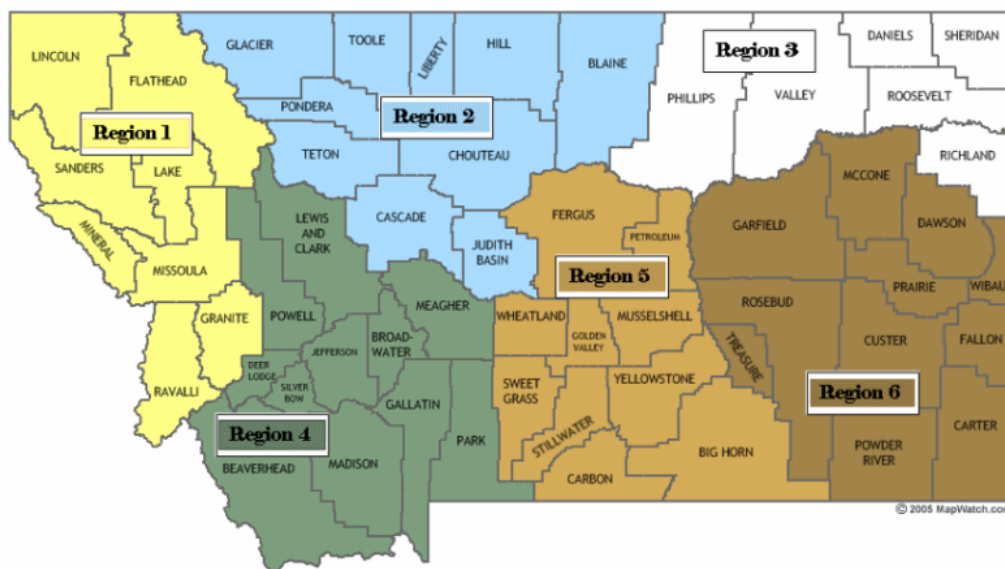
*Please accept our warmest wishes for a
 healthy and happy holiday season.*

2019 MEMBERSHIP DIRECTORY

Click [here](#) to place an online order of the 2019 MASBO Membership Directory. We will mail you a hard copy which includes contact information for all MASBO members. The cost is \$10 per copy (includes shipping).

GREAT IDEAS NEEDED!

Each Region Director develops the agenda for their annual spring region workshop. ***If you have a great idea or would like a particular topic covered, please don't hesitate to contact your Region Director.*** Click on the name shown at the top of this page to link to their email address. Call or write soon, so they can plan accordingly!





P-CARD NEWS-----

MASBO P-CARD PURCHASES REPORT

P-Card purchases for seven months of the rebate year (April – October) totaled almost **\$13.7 million** with **130** school districts and special education cooperatives participating in the program. At the same time last year, we had 128 participants with over \$12.2 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

SEND 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---

Fax it to (312)293-5811

---OR---

Mail a hard copy to (overnight or tracked mail is suggested):

BMO Harris Bank
Institutional Markets 5/C
Attn: Jeremiah Wallen
111 West Monroe Street
Chicago, IL 60603

FROM THE OFFICE OF PUBLIC INSTRUCTION (OPI)

SCHOOL ELECTIONS

The regular school election day is May 7, 2019. Click [here](#) to see the School Election Calendar, which has been updated to reflect the various deadlines. The calendar also shows the forms related to each task.

- Candidates for a trustee election may file a Declaration of Intent and Oath of Candidacy (click [here](#) to access the form) between **December 13, 2018 and March 28, 2019**. The candidate for trustee must be registered to vote at the time the Oath is filed.
- County superintendents: please log into the County application and complete/verify district classification and board compositions for the 2019 school election season. Click [here](#) to see the Quick Reference Guide: County District Classification Collection.
- The [School Election Handbook](#) and many forms used in school elections have been updated and are posted on the OPI website. Click [here](#) to see the Elections Resources page.

Many thanks to Nicole Thuotte at OPI for her hard work to keep us updated on school election deadlines and issues!

HANDY RESOURCES

ArcGIS Online Map of Montana

Click [here](#) to see an interactive map of Montana public and non-public school district boundaries (elementary, high school and K-12). You can input an address in the search box in the upper right-hand corner; then zoom out to see the school district for that location.

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 – JANUARY 2019

JANUARY 10		
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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 FY2019 FY2019 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

JANUARY 15		
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<p>WCRRP (workers comp) and MTSUIP (unemployment insurance) reports due</p>	<p>If your district is a member of WCRRP, the workers comp report for 4rd quarter payroll (October, November, December) is due January 25. If your district uses a different carrier for workers' comp, check with the carrier for the report due date.</p> <p>If your district is a member of MTSUIP, the unemployment insurance report for 4th quarter payroll is due January 15. If your district reports to the Montana Unemployment Insurance Division, the report is due January 31.</p>	<p>http://www.msgia.org/home</p> <p>http://www.mtsuip.org/</p>
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JANUARY 25

Grant cash request due to OPI	Grant cash request due to OPI	OPI State and Federal Grants Handbook
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JANUARY 29

<p>OPI makes K-12 BASE aid payments</p>	<p>(DSA) Direct State Aid (QEC) Quality Educator Component (ARC) At Risk Student Component (IEA) Indian Education for All (SAG) Student Achievement Gap (SPED) State Special Education Payments *(TECHF) Technology Funding ** (D4A) Data for Achievement *** <u>(NRD) Natural Resource Development</u></p>	<p>FY2019 Payment Schedule (scroll to bottom of page) State School Payments</p> <p>* Redirected as per HB390 ** Suspended for FY2019 per SB261 *** Redirected as per HB647</p>
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JANUARY 31											
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4 th Quarter (October 2018 – December 2018) payroll reports due	Form 941 Employers Quarterly Federal Tax Return	Instructions for Form 941
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IMPORTANT DATES & DEADLINES – JANUARY 2019

JANUARY 31 (continued)

Annual tax forms due	<p>2018 Form W-2 Wage & Tax Statement to employees</p> <p>2018 Form 1099-MISC Miscellaneous Income to vendors</p> <p>Federal copies of 2018 Form W-2 (with Form W-3 transmittal) are due to the Social Security Administration by January 31, 2018 whether you are filing paper forms or electronically.</p> <p>Federal copies of 2018 Form 1099-MISC (with Form 1096 transmittal) are due to the IRS by January 31, 2019, if you are reporting payments in box 7 Non-employee compensation. Otherwise, file by February 28, 2019, if you file on paper, or by April 1, 2019, if you file electronically</p>	<p>2018 General Instructions for Forms W-2 and W-3</p> <p>Instructions for 2018 Form 1099-MISC [available soon]</p> <p>Employer W-2 Filing Instructions & Information</p>
Last day to file state form MW-3 and copies of 2018 Form W-2 and Form 1099 with state withholding	<p>On or before January 31 of each year, you are required to file the following with the Montana Department of Revenue:</p> <ul style="list-style-type: none"> • Montana Annual Wage Withholding Tax Reconciliation form (MW-3) supporting the withholding reported on the Forms W-2 and 1099. • Wage and Tax statement (W-2) for each employee Montana wages were paid to, with or without withholding. • Forms 1099 with Montana state withholding. 	<p>Montana Department of Revenue Filing Withholding Returns webpage</p> <p>Form MW-3</p> <p>Montana Withholding Tax Guide (see page 5 for annual filing requirements)</p>
Tax forms under Sections 6055 and 6056 of the Internal Revenue Code are due (Affordable Care Act)	<p>SECTION 6055 FORMS:</p> <p>Insurers and employers that sponsor self-insured health plans will use IRS Forms 1094-B and 1095-B to report on individuals enrolled in minimum essential coverage.</p> <p>Form 1095-B Health Coverage Due to employees by January 31, 2018 for the 2018 tax year.</p> <p>Form 1094-B Transmittal of Health Coverage Information Returns. Due to IRS by February 28, 2019 for paper filers and April 1, 2019 for e-filers.</p>	<p>Instructions for Forms 1094-B and 1095-B</p>

IMPORTANT DATES & DEADLINES – JANUARY 2019

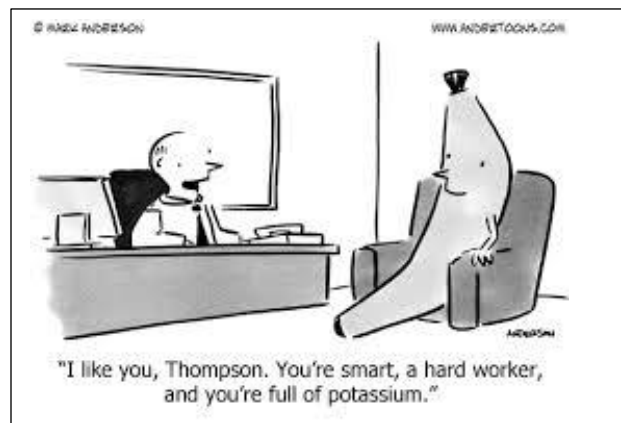
JANUARY 31 (continued)

<p>An employer with 50 or more full-time employees during the prior calendar year would file Form 1095-C and Form 1094-C.</p>	<p>SECTION 6056 FORMS: Large employers will use IRS Forms 1094-C and 1095-C to report on offers of health coverage and enrollment in employer-provided plans. Employers that sponsor self-insured plans and that are also applicable large employers will use Forms 1094-C and 1095-C to file a combined report under both section 6055 and 6056.</p> <p>Form 1095-C Employer-Provided Health Insurance Offer and Coverage Due to employees by January 31, 2019 for the 2018 tax year.</p> <p>Form 1094-C Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns Due to IRS by February 28, 2019 for paper filers and April 2, 2019 for e-filers.</p>	<p>Instructions for Forms 1094-C and 1095-C</p>
<p>2nd Semester Bus Inspections must be completed</p>	<p>Use form TR-13 Bus Inspection for 2nd semester bus inspections. The Highway Patrol must inspect the buses prior to January 31.</p>	<p>MCA, 20-10-101(4)(a)(i) Regulations & Guidelines for Pupil Transportation Reporting (see page 4)</p>
<p>2020 Impact Aid applications are due at 9:59 MST</p>	<p>Applications must be submitted to the US Department of Education (DOE) by the deadline to avoid a reduction in payments generated from the FY 2020 application. Late applications (applications received up to 60 days after the deadline) will result in payment reductions of 10 percent. The DOE will not accept applications received after the 60-day late window (April 1, 2019). Districts waiting for additional information as of the application deadline should go ahead and submit their applications. Submitted applications may be amended through September 30, 2019.</p>	<p>Watch for more information from the Office of Public Instruction:</p> <ul style="list-style-type: none"> ➤ Impact Aid Application Information ➤ Impact Aid Application Data

MONTANA MINIMUM WAGE FOR 2019

Montana's minimum wage will be **\$8.50** per hour
effective January 1, 2019.

For more information on the Montana Department of Labor and Industry website, click [here](#).



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ASSESS YOUR STRESS



Are you feeling stressed out?

Use the Holmes and Rahe Stress Scale to see how much stress is affecting your health. Put a check mark by the Life Events that you've experienced in the past year. Once you have completed the scale, tally your units and compare the total score with the results on the right.

Life Event	Event Affects You	Life Change Units
Death of a spouse/partner		100
Divorce		73
Marital separation		65
Imprisonment		63
Death of close relative		63
Personal injury or illness		53
Marriage		50
Dismissal from work		47
Re-uniting with marriage partner		45
Retirement		45
Change in health of a family member		44
Pregnancy		40
Sexual problems		39
Gain a new family member		39
Business readjustment		39
Change of financial status		38
Change of frequency of arguments		35
Major/large mortgage		32
Foreclosure of mortgage or loan		30
Change in responsibilities at work		29
Child leaving home		29
Trouble with in-laws		29

Life Event	Event Affects You	Life Change Units
Outstanding personal achievements		28
Spouse/partner starts or stops work		26
Begin or end school		26
Change in living conditions		25
Change in personal habits		24
Trouble with boss		23
Change in working hours or conditions		20
Change in residence		20
Change in schools		20
Change in recreation		19
Change in church activities		19
Change in social activities		18
Minor mortgage or loan		17
Change in sleeping habits		16
Change in number of family reunions		15
Change in eating habits		15
Vacation		13
Christmas season		12
Minor violation of law		11
Your Total Life Change Units =		

Score of less than 150—Your stress level is low, which means your chance of getting a stress-related illness within the next couple of years is low. Continue to practice stress management techniques.

Score of 150-299—You have borderline stress, so it's time to start taking care of yourself. Your stress level puts you at risk for developing stress-related illnesses within the next year or two. There are many stress management techniques you can use to help lower your stress.

Score of 300 or more—Your stress level is high, and your chance of getting stress-related illnesses is great. Please discuss results of this assessment with your doctor.



LAUGH MORE, STRESS LESS

What medicine is good for your health, has no negative side effects, is free and doesn't require a prescription? Believe it or not, the answer is laughter. A good laugh is no joke when it comes to stress and your health. Here are some of the health benefits you could reap if you laugh more and stress less:

Stress hormone reduction

That good, relaxed feeling you get after a good laugh is because stress hormones in your body have been lowered. When the body responds to stress, the hormone levels rise. Long-term activation of the stress response system and overexposure to stress hormones can hurt your health and cause serious immune system problems. Laughter helps reduce stress hormones and increases the level of healthy hormones that give a sense of well-being and work to fight disease.

Blood pressure

Laughter takes your focus off negative emotions and helps blood vessels work better. A recent study by the University of Maryland School of Medicine showed that laughter expanded blood vessels, lowering blood pressure, increasing the blood flow to the heart and pumping more oxygen in the blood.

Brain

Mental stress is eased by laughter. It changes the way the brain operates so you are able to learn more easily and remember more of what you have learned.

Immune function

Laughter can even help improve your immune system. Positive thoughts during laughing episodes release chemicals that fight serious illnesses such as infections and cancer.

Muscles

You don't even have to go to the gym. You can count laughter as exercise for your muscles. Laughter causes muscle relaxation, exercises the diaphragm, contracts the abs and works out the shoulders, leaving muscles more relaxed. Plus, laughter provides a good workout for the respiratory system and your facial, leg and back muscles.

Pain reduction

Laughter not only takes your mind off pain, it also sets off the production of the body's natural painkillers.

Skin

Laughter feeds the skin by increasing blood supply to the face. It tones facial muscles—and here's the clincher—it helps make you look younger!

Sources: American Psychological Association; Humor and Health Journal; Mayo Clinic

“There is nothing in the world so irresistibly contagious as laughter and good humor.”

— Charles Dickens, A Christmas Carol



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