

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education
DECEMBER 2020

SCHOOL ELECTIONS

The regular school election day is May 4, 2021. 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 10, 2020 and March 25, 2021**. The candidate for trustee must be registered to vote at the time the oath/form is filed.
- County superintendents: please log into the County application and complete/verify district classification and board compositions for the 2021 school election season. Click [here](#) to see the Quick Reference Guide: County District Classification Collection.
- The updated [School Election Handbook](#) is posted on the OPI website. Click [here](#) to see the Elections Resources page, and click [here](#) to see the power point presentation for the Elections workshops held in December.

Thank you, Nicole Thuotte at OPI for your work to keep us updated on school election deadlines and issues!

Discussion Forum Changes

All users will get email notifications for new threads/posts.

Users will not receive email notifications for comments on threads/posts.

Log in to [masbo.com](#) to:

- Post a new thread
- Comment on a thread/post
- Subscribe to a thread/post so you receive email notifications for comments
- View your Welcome page

Your Welcome Page includes:

My Feed-Notifications-Forums-Blogs tabs in the Communities box (left side of home page)

- **My Feed** tab: your posts & posts you've commented or subscribed to
- **Forums** tab: all forum posts



ABOUT MEMBERSHIP PROFESSIONAL DEVELOPMENT

Home | Profile | Forums | Blogs

Welcome to the Members only Area.

Communities

My Feed Notifications Forums Blogs

FORUMS

BLOGS



JOB ANNOUNCEMENTS ON MASBO WEBSITE

IN JOB POSTINGS
BY MASBO STAFF ON 05/06/2020

MASBO Board of Directors

President	<u>Lorie Carey</u> , Jefferson Co. High School	Region 1 Director	<u>Noreen Anderson</u> , Hellgate K-8
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 Schools
Ex-Officio, MTSUIP	<u>Jen Mettler</u> , Baker K-12	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	<u>Vacant</u>	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

ACCEPTING NOMINATIONS FOR MASBO VICE-PRESIDENT

The MASBO Board of Directors is now accepting nominations for Vice-President. This office is elected at large for a 2-year term beginning July 1, 2021 and shall automatically succeed to the office of President, also for a 2-year term. The office of President automatically succeeds to the office of Past-President for another 2-year term. The total time commitment for this level of leadership is 6 years.

You may nominate someone for Vice-President by doing one of the following:

1. Send an email to Denise at dwilliams@masbo.com, or
2. Nominate the person at your spring regional workshop during the MASBO business meeting, or
3. Nominate the person at the 2021 MASBO summer conference opening business meeting.



**Got Questions?
Contact Denise**

REGION DIRECTOR ELECTIONS TO BE HELD AT SPRING REGIONAL WORKSHOPS

Elections for Region Director will be held at the following spring workshops:

- **Region 1**
 - Noreen Anderson was elected to serve the current term, which ends on June, 30, 2021.
 - With Noreen's retirement as of December 31, the MASBO Board of Directors appointed Lacey Porrovecchio to serve for the remainder of the term.
 - ***Need an election for director for the new term: July 1, 2021 – June 30, 2024.***
- **Region 2**
 - Belinda was elected to serve the current term, which ends on June 30, 2021.
 - ***Need an election for director for new term: July 1, 2021 - June 30, 2024.***
- **Region 6**
 - On October 28, 2020, Stacy Montgomery was appointed to serve the term vacated by Nicole Buerkle until an election can be held at the spring regional workshop.
 - ***Need an election for director for the remainder of the term: July 1, 2021 - June 30, 2023.***

Nominations may be made:

- via email to Denise Williams or the applicable Region Director prior to the spring workshop, or
- from the floor during the business portion of the spring workshop.

Note: Please visit with the person you intend to nominate so that they have a chance to consider the time commitment and discuss it with their family, superintendent and/or board before accepting the nomination.



To receive your annual rebate

Your annual rate of payment (days from your statement date to your payment posting date) must average <27 days.

Fastest ways to pay your p-card monthly

ACH Pull or ACH Push or
"Pay Now" in Spend Dynamics

*Contact Holly Wallace for help with the 'Pay Now' feature or to schedule a webinar
1-815-793-4655 or hwallace@iasbo.org*

Payments mailed to BMO post 5-7 days after the check is received.

Check payments need to have your FO# referenced to avoid delays.

Mailing address: BMO Harris Bank N.A, P.O. Box 5732, Carol Stream, IL 60197-5732

Overnight Courier: BMO Harris Bank, Attn: Lockbox #5732, 270 Remington Blvd, Suite B, Bolingbrook, IL 60440

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

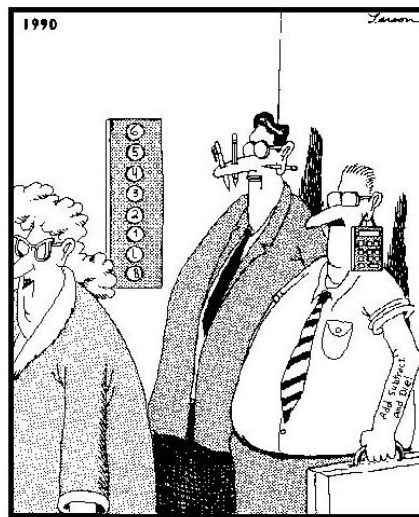
---OR---

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**



Punk accountants

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 2021

December 10, 2020 – March 25, 2021

<p>Candidates for trustee election on May 5, 2020 may file a Declaration of Intent and Oath of Candidacy</p>	<p>Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with the election administrator. No candidate may appear on the ballot unless the candidate files between <i>Thursday, December 10, 2020 and Thursday, March 25, 2021</i>. The candidate for trustee must be registered to vote at the time the Oath is filed.</p>	<p>Declaration of Intent and Oath of Candidacy</p> <p>School Election Calendar 2021</p>
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JANUARY 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

JANUARY 15

<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 4th quarter payroll (October, November, December) is due January 25. Due date for other carriers is October 15.</p> <p>If your district is a member of MTSUIP, the unemployment insurance report for 4th quarter payroll is due.</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 26

OPI makes K-12 BASE aid payments	Direct State Aid Quality Educator Component At Risk Student Component Indian Education for All Student Achievement Gap Data for Achievement (SPED) State Special Education Payments	FY2021 Payment Schedule (scroll to bottom of page)
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IMPORTANT DATES & DEADLINES – JANUARY 2021

JANUARY 31

Form 941 for Quarter 4 payroll is due.	Form 941 payroll report for Quarter 4 (October, November, December) is due.	Form 941 (form) Form 941 (instructions)
Annual tax forms due	<p>2020 Form W-2 Wage & Tax Statement to employees by February 1, 2021</p> <p>Federal copies of 2020 Form W-2 (with Form W-3 transmittal) are due to the Social Security Administration by February 1, 2021 whether you are filing paper forms or electronically.</p> <p>2020 Form 1099-NEC Non-Employee Compensation to recipients and to the IRS (with Form 1096 transmittal) by February 1, 2021.</p> <p>2020 Form 1099-MISC Miscellaneous Income to recipients by February 1, 2021.</p> <p>Federal copies of 2020 Form 1099-MISC (with Form 1096 transmittal) are due to the IRS by March 1, 2021 if you file on paper and by March 31, 2021 if you file electronically.</p>	<p>2020 General Instructions for Forms W-2 and W-3</p> <p>Employer W-2 Filing Instructions & Information</p> <p>About Form 1099-NEC, Nonemployee Compensation</p> <p>About Form 1099-MISC, Miscellaneous Income</p> <p>Instructions for Forms 1099-MISC and 1099-NEC</p> <p>General Instructions for Certain Information Returns</p>
Last day to file state form MW-3 and copies of 2020 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>
2 nd Semester Bus Inspections must be completed	<p>Use form TR-13 Bus Inspection for inspections of yellow school buses.</p> <p>Use form TR-13A Bus Inspection for inspections of Type E buses.</p> <p>The Highway Patrol must inspect the buses prior to January 31.</p>	<p>MCA, 20-10-101(4)(a)(i) ARM 10.7.110 Regulations & Guidelines for Pupil Transportation Reporting (see page 4)</p>

IMPORTANT DATES & DEADLINES – JANUARY 2021

FEBRUARY 1

<p>2022 Impact Aid applications are due at 9:59 MST</p>	<p>Applications must be submitted to the U.S. Department of Education (DOE) by the deadline to avoid a reduction in payments generated from the FY 2022 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, 2021). 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, 2021.</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 (click on link to 2022 Preliminary Data Sheets)
<p>Spring Enrollment Count Date</p>	<p>The official count day for the 2021 Spring Enrollment & Aggregate Hours Collection begins Monday, February 1. Districts will report spring count date aggregate hours for all students enrolled on 2/1/2020, or the first school day that follows the count date if the official count date is not a school day.</p> <p>After verifying student enrollment and aggregate hours in AIM, submit the data to MAEFAIRS. MAEFAIRS Student Count for ANB must be submitted no later than Friday, February 5, 2021.</p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance should be submitted to the OPI prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.</p>	<p>A.R.M. 10.20.102 OPI Official Email ANB Memo Reporting Instructions</p> <p>AIM User Guide: AIM & MAEFAIRS Verification</p> <p>Step-by-Step Student Count for ANB Instructions</p> <p>A.R.M. 10.20.102(10)</p>



HAPPY NEW YEAR

*Let your unique awesomeness
and positive energy inspire
confidence in others.*

~ Anonymous

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
D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	Fatbeam Graham Taylor graham@fatbeam.com	Fisher's Technology Amanda Byrne info@fisherstech.com
Frontline Education Lisa Sierra lsierra@frontlineed.com	Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com	Iconergy Carl Hurst churst@iconergyco.com
Infinite Campus Stephanie Sondrol Stephanie.sondrol@infinitecampus.com	Insurance Management Services of Montana John R Boyer john@imsvest.com	Joint Powers Trust Cyndy Maxwell cyndy@jointpowerstrust.com
K12 Montana Jeffrey Patterson jeffp@k12mt.com	Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com	Montana Public Employees Retirement Administration Terry Dalton tdalton@mt.gov
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
Payne West, Inc./MSPLIP Rody Holman RHolman@paynewest.com	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com	School Services of Montana Thomas Franta tfranta@mt-schools.org
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
Felt Martin, PC Jeffrey Weldon JWeldon@feltmartinlaw.com	Wipfli LLP Kim Dare, CPA kdare@wipfli.com	

RESOLUTION CALENDAR 2021

Use this year long calendar to help improve your diet and lifestyle. Instead of resolving to “eat better and lose weight” set one resolution for each month. This can improve your chance that your resolutions are kept and they actually turn into new and healthy lifestyle habits.



JANUARY

Start with a plan that is gradual, high in fiber, and high in nutrients.



JULY

Try to exercise for at least 2.5 hours every week; start slowly, and gradually increase your distance or intensity.



FEBRUARY

Reduce your intake of saturated fat. Choose low-fat or nonfat dairy options.



AUGUST

Pack a brown-bag lunch, making sure your lunch is healthful and balanced. For tips, check out www.choosemyplate.gov

NUTRITION MONTH

MARCH

Celebrate Nutrition Month! Choose fruits and veggies over candies, cakes, and fried foods.



SEPTEMBER

Eat less saturated fat, cholesterol, and trans fat. Instead, work on increasing your fiber intake.



APRIL

Fill half your plate with fruits and vegetables at each meal.



OCTOBER

Eat at least one meatless meal each week. Plan menus that include pasta dishes, bean dishes, whole grain breads, and a variety of fruits and vegetables.



MAY

Limit your intake of sodium. Choose “low salt” or “no salt added” versions of foods such as crackers, nuts, canned vegetables, soups, and soy sauce.



NOVEMBER

As the holiday season approaches, begin practicing low-fat cooking techniques. Modify your favorite recipes in order to lower the fat and calorie content.



JUNE

Celebrate Fruit and Vegetable Month with extra fruits and vegetables.



DECEMBER

The holiday season is upon you. Try to maintain your weight by sticking to a consistent exercise schedule and limiting high calorie foods.

source: © foodandhealth.com



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mustbenefits.org

JOURNAL so you look back over the year, and the healthy new habits you have developed for years to come.