

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS FEBRUARY 2016

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 dwilliams@masbo.com

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

REGISTER NOW FOR SPRING BUDGET AND REGIONAL WORKSHOPS

There's lots of learning to be had in March and April! Though it may seem difficult to justify time away from the office, it seems equally hard to justify not staying current on your knowledge. Workshops on budgeting are especially timely as you look forward to closing out the current fiscal year and plan for the next one. Your Region Directors are developing some information-packed workshops, too. And it's *always* a good time to network with your peers.

The chart below is intended to help you plan your training strategy. We hope you can make time to attend one or more (or all) of the sessions offered in your area. Click on the links to see more information about the budget workshops. We'll have agendas for the Spring Regional Workshops on the MASBO website soon.

DATE		LOCATIONS Click on the city for more information and to register.		
		MASBO Budget Workshops	MASBO Regional Workshops	MTSBA School Budget Symposium
Mon	March 14	New Clerks – Helena		Malta
Tues	March 15	New Clerks – Lewistown		Sidney
Wed	March 16		Region 3 - Wolf Point	Miles City
Thurs	March 17		Region 6 - Miles City	Laurel
Fri	March 18		Region 4 – Helena	
Mon	March 21		Region 2 - Great Falls	Missoula
Tues	March 22	Great Falls		Kalispell
Wed	March 23	Missoula		Great Falls
Thurs	March 24		Region 1 – Missoula	
Tues	March 29			Bozeman
Wed	March 30	Miles City		Lewistown
Thurs	March 31	Billings		
Fri	April 1		Region 5 – Billings	

MPERA NEW RETIREMENT ADMINISTRATION SYSTEM

The Montana Public Employee Retirement Administration is offering *free, 6-hour, hands-on trainings* on their new retirement administration system, PERIS (Public Employee Retirement Information System) and ERIC (Employer Reporting Information Center). The system will go live on May 2, 2016. **Expect big changes** - it is very different from the system currently in use. You will also have an opportunity to ask questions about reporting requirements. This comprehensive training is a must for school districts, so plan to send someone who works with the PERS reports to one of the locations. Click [here](#) for more information and to register.

MASBO Board of Directors

President	Tammy Tulberg, Target Range Schools	Region 1 Director	Noreen Anderson, Hellgate K-8 School
Vice-President	Cindy Foley, West Valley Schools	Region 2 Director	Belinda Klick, Sun River Valley Schools
Past President	Mike Arnold, Havre Schools	Region 3 Director	Rhonda Opp, Medicine Lake Schools
Fiscal Agent	Kim Aarstad, East Helena Schools	Region 4 Director	Lorie Carey, Jefferson Co. High School
Ex-Officio, MSUIP	Denise Williams	Region 5 Director	Rita Huck, Huntley Project Schools
Ex-Officio, OPI	Janelle Mickelson	Region 6 Director	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.]

MIKE ARNOLD, PAST PRESIDENT

Hello MASBO Members.

I haven't taken the opportunity to really introduced myself in my notes from the President these past couple of years. After serving as your President for two years, I am now a member of the prestigious group, Past Presidents, and will continue on the MASBO board until June 2017. Currently, I'm the Business Manager/Clerk for Havre Public Schools.



I started in the school business world at Malta in 2007. It was kind of a fluke that I even applied for the job. I had visions of the school "clerk" in my school while growing up and kept asking myself if I really wanted to have a job like hers. While in Malta I got a chance to get involved with the MASBO organization as a Region 3 director. After moving to Havre in 2010 and going to work as the Havre Public Schools business manager, I had the opportunity to serve the membership to a fuller extent by being elected to the executive board. I thoroughly enjoy working with all of you in this capacity. If there is one piece of advice that I whole heartedly give, it is to get involved in our organization. You won't regret it.

I can honestly say that I love my job. Probably the best thing about being a school business manager/clerk is that no two days are the same. Yes we all have challenges, those duties and situations that seem to make our lives miserable. But then we get to see many positive aspects of working in a school. A teacher that goes above and beyond and students who are so excited to learn something new. That makes a person forget about those few bad things.

I would just like everyone to know that MASBO is here for you. By MASBO, I don't just mean Denise and Marie, but the clerk from your neighboring school. We are all one big happy family. I have never been involved in a group that is so willing to help each other out. If you find yourself drowning in paperwork, just know that you are not alone. This is why summer conference is so beneficial, it gives you a chance not only to learn new things, but the biggest benefit is that fellowship with your peers.

With that, I hope to see you this summer in Billings for our summer conference.

Sincerely,
Mike Arnold
Past President

REGION DIRECTOR ELECTIONS TO BE HELD AT SPRING REGIONAL WORKSHOPS

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

➤ Region 1

- Cindy Foley was elected director for July 1, 2015 – June 30, 2018.
- Cindy was nominated and elected Vice-President at the 2015 summer conference.
- Noreen Anderson was appointed as Region 1 director.
- Need an election for director for the remainder of the term: March 2016 – June 30, 2018.

➤ Region 2

- Lucinda Woodland was elected director for July 1, 2015 – June 30, 2018.
- Lucinda resigned her position in December 2015.
- Belinda Klick was appointed as Region 2 director in January 2016.
- Need an election for director for the remainder of the term: March 2016 – June 30, 2018.

➤ Region 4

- Kim Aarstad was elected director for July 1, 2013 – June 30, 2016.
- Kim was appointed Fiscal Agent in January 2014.
- Lori Carey was appointed and elected to serve the remainder of the term: March 2014 – June 2016.
- Need an election for director for the upcoming term: July 1, 2016 – June 30, 2019.

➤ Region 5

- Rita Huck was elected director in March 2013 for July 1, 2013 – June 30, 2016.
- Need an election for director for the upcoming term: July 1, 2016 – June 30, 2019.

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: *It's a good idea to check with the person you wish to nominate to ensure they are willing and able to make a 3-year commitment to serve on the MASBO board.*

DO YOU KNOW AN OUTSTANDING SCHOOL BUSINESS OFFICIAL?

MASBO is accepting nominations for 2016 Outstanding Business Official. Co-workers, teachers, trustees, district administration, other school business officials, OPI employees, and county or state officials may nominate ***a current, active MASBO member.*** Past recipients, current officers and directors of MASBO are not eligible for this award during their term of office.

Please submit a letter of nomination and two letters of recommendation that support the nomination. The letter of nomination should include the nominee's name, job title and school district and state the specific reasons the person is nominated, including: 1) contributions to public education in Montana at the school, community, county, state and federal levels, 2) contributions to civic and public organizations, and 3) the nominee's service to students. Nomination materials may be emailed to dwilliams@masbo.com.

NOMINATION DEADLINE IS MARCH 31, 2016.

MASBO 2016 SALARY SURVEY

Please take a few moments to click on [this link](#) and complete the annual salary and benefits survey. We'll keep it open until **Monday, February 15**. After that, I'll send a message with a link to the results and will post it on the MASBO website with the survey results from previous years.



MASBO P-CARD PURCHASES REPORT

P-Card purchases for April – December (9 months) totaled **\$11,751,742** with 96 districts and special education cooperatives showing spending in the program. Last year at this time, there were 87 participants spending \$9,516,775. Click [here](#) to see the current year p-Card report.

As of today, there are **105** districts participating in the program!

GOT ANY p-CARD TIPS or TRICKS?

MASBO members always have great ideas for how to make work easier, and this no doubt applies to p-Cards. Send us a brief write-up of your best tip or trick and we'll share it with everyone in the MASBO newsletter.

SAVE THE DATE!

MASBO Summer Conference Theme: R & R in MT

Recharge and Reenergize at the 2016 MASBO Summer Conference! The conference will be held at the Billings Hotel and Convention Center in Billings, June 15-17, with New Clerk Academy on June 13-15 (software user group meetings on June 14 for all, including new clerks). We've secured a group rate of \$89.95 + tax, so call 406-248-7151 now to make your room reservations.



Montana Conference of Education Leadership

The Montana Conference of Education Leadership (MCEL) will be held October 19 – 21, 2016 at the Holiday Inn Grand (registration host) and the Billings Hotel & Convention Center. Stay tuned for more information in the coming months.

IN MEMORIAM — SAMANTHA PEREIRA (Infinite Campus)

Samantha Pereira, a trainer with Infinite Campus, was killed in a car accident in early December. Samantha was a familiar face at our annual summer conference as well as other Infinite Campus conferences and user group meetings held in Montana. Samantha was also involved with HUGE Improv Theatre where she led improv classes (see their farewell post and photo by clicking [here](#)). We'll miss Samantha's outgoing personality this summer!

ELECTION DAY - MAY 3, 2016

Please view and download the School Elections Calendar 2016 from the OPI website (click [here](#)). The calendar includes all the important deadlines for this election and includes links to sample forms. The 2016 Election Manual is another important resource you'll need for this election cycle (click [here](#)).

LEGISLATIVE NEWS

SCHOOL FUNDING INTERIM COMMISSION

At its initial meeting on September 23, the School Funding Interim Commission (SFIC) determined to focus on four topics: Recruitment and Retention, School Facilities, Special Education and District Structure and Boundaries. The SFIC met again on January 11 – 13 and listened to several presentations on these topics. Many of the materials presented, as well as background information provided to commission members prior to the meeting, are posted on their webpage (click [here](#)). The next meetings are scheduled for April 4-5 and May 4-6.

MASBO ENDORSES THESE PROGRAMS

	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits Christi Sharp, Chief Executive Officer 406-457-4510 csharp@ms-sf.org http://mustbenefits.org/</p>
	<p>Montana Schools Group Insurance Authority Workers Compensation Insurance Shawn Bubb, Director of Insurance Services 406-457-4500 sbubb@mtsba.org http://www.msgia.org/home</p>
	<p>Western States School Program Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/</p>
	<p>Healthcare Reform Section 125 Services Health Savings Account Services Cheryl Brandt, State Manager 877-589-2544, ext. 353 Cheryl.Brandt@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>
	<p>Montana School Unemployment Insurance Program Theresia LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>

IMPORTANT DATES & DEADLINES

MARCH 1

<p>FY2017 General Fund Preliminary Budget Data Sheets posted on OPI website</p>	<p>The Office of Public Instruction sends districts the Preliminary Budget Data Sheet showing certified ANB, GTB subsidies, and special education funding for the following year's budget. Watch for an email from OPI that the data sheets are posted on their website.</p>	<p>MCA 20-9-369 FY 2017 General Fund Budget and Voting Limits Understanding Montana School Finance and School District Budgets</p>
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MARCH 4

<p>Mail ballot election plan/timetable/sample instructions must arrive at the Secretary of State's Office by this date</p>	<p>Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments) are approved, forward a copy of the mail ballot plan to the county election administrator.</p>	<p>MCA 13-19-205 Mail Ballot Written Plan, Timetable and Instructions</p>
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MARCH 6

<p>(March 6 through April 3) Window to publish notice of the close of regular registration.</p>	<p>At least 30 days prior to the election, the election administrator shall publish notice of the close of regular registration and the availability of late registration.</p> <p>The notice must include when and where a voter may register and obtain a ballot. The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places, AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting.</p> <p>Notice should be published within the 4 weeks before the close of regular registration.</p>	<p>MCA 13-2-301 MCA 20-20-204 MCA 20-20-311 MCA 20-20-312 Notice of Close of Regular Registration for a Regular School Election</p>
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MARCH 10

<p>File school food program claim for reimbursement with OPI</p>	<p>Claims for reimbursement are due on the 10th 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).</p>	<p>School Nutrition Programs Checklist FY2015-2016 Reimbursement Rates</p>
<p>OPI pays grant cash requests</p>	<p>OPI pays grant cash requests submitted by the 25th of the previous month.</p>	<p>Payments to Schools and Coops Click on Grants tab</p>

IMPORTANT DATES & DEADLINES

MARCH 24

<p>Last day for candidates for trustee election on May 3, 2016 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 December 10, 2015 and Thursday, March 24, 2016. The candidate for trustee must be registered to vote at the time the Oath is filed.</p>	<p>MCA 13-10-201 MCA 20-3-305 Declaration of Intent and Oath of Candidacy</p>
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MARCH 25

<p>Grant cash request due to OPI</p>	<p>Grant cash requests made by this date will be paid on April 10.</p>	<p>OPI Grants Calendar</p>
<p>OPI makes K-12 BASE aid payments and Pupil Transportation payment</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 (D4A) Data for Achievement (NRD) Natural Resource Development (TRAN) Transportation Payments</p>	<p>FY2016 Payment Schedule State Payments to School and Cooperatives</p>

MARCH 31

<p>Last day trustee candidates can withdraw from the election.</p> <p>Deadline for write-in candidate for a trustee position on a school board to file a Declaration of Intent</p>	<p>Any candidate who has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator by March 31.</p> <p>A person seeking to become a write-in candidate for a trustee position shall file a declaration of intent no later than 5 p.m. on the day before the ballot certification deadline in 20-20-401 (not less than 30 days before election day).</p>	<p>MCA 20-3-305 (3)(a)</p> <p>MCA 20-3-305 (2)(b) Declaration of Intent and Oath of Candidacy for Write-In Candidates</p>
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IMPORTANT DATES & DEADLINES

MARCH 31 (continued)

<p>FY 2015 Federal audit reports due to OPI</p>	<p>The Federal audit reports (formerly known as A-133 audits) are due to OPI by March 31, 2016, for entities that have federal expenditures of \$500,000 or greater. This includes USDA commodities.</p> <p>FY 2015 “Yellow Book” audits are due to OPI by June 30, 2016, for entities with federal expenditures less than \$500,000 and revenues greater than \$500,000.</p> <p>Entities that had revenues less than \$500,000 are required to have a Financial Review once every four years. If your district is required to have a Financial Review for FY2015, the report is due to OPI by June 30, 2016.</p> <p>Please remit audit reports and correspondence to OPIAuditReports@mt.gov.</p> <p>For more information, contact Kathleen Wanner, 406-444-9852</p>	<p>Federal Single Audit Act OMB Circular A-133</p> <p>MCA 20-7-503 State of Montana Single Audit Act</p> <p>A.R.M. 2-4-410</p> <p>OPI School Finance Division website – Auditing</p>
<p>Last day to file federal copies of 2015 Form W-2, using Transmittal Form W-3, if filing electronically</p>	<p>Federal copies of 2015 Form W-2 (with Form W-3 transmittal) are due to the Social Security Administration by March 31, 2016, if filing electronically.</p>	<p>2015 General Instructions for Forms W-2 and W-3</p>
<p>Last day to file federal copies of 2015 Form 1099-MISC, using Transmittal Form 1096, if filing electronically</p>	<p>IRS copies of 2015 Form 1099 (with Form 1096 transmittal) are due to the Internal Revenue Service by March 31, 2016, if filing electronically.</p>	<p>Instructions for 2015 Form 1099-MISC</p>



NEWS FROM THE OFFICE OF PUBLIC INSTRUCTION

FY 2017 Indirect Cost Rate Applications Now Available

Districts that plan to charge indirect costs (e.g., general administration, accounting services, and personnel services) to FY2017 federal and state grant awards using an indirect cost rate must complete an indirect cost rate application form. Application for an indirect cost rate does not increase the amount of the grant award.

The U.S. Department of Education renewed the indirect cost agreement effective for FY2017. Consequently, some aspects of the indirect calculation have changed with this application round:

- Indirect Cost Rates will be awarded per school system rather than by LE.
- The use of a carry forward calculation has been eliminated. The calculation has been replaced with a five-year rolling average with a 5% discount.

Indirect Cost Rate Application and resources for FY2017 are available on the OPI website. Click [here](#).



MASBO EXHIBITOR MEMBERS

VALIC John Wing John.wing@valic.com	Tyler Technologies Darlene Markegard Darlene.Markegard@tylertech.com	TCPN (The Cooperative Purchasing Network) Derek Anderson danderson@tcpn.org
Stifel Nicolaus Bryan Stelmack yroybal@stifel.com	School Specialty Scott Wilkey scott.wilkey@schoolspeciality.com	Rudd & Company, PLLC Julie Kostelecky, CPA, CVA jkostelecky@ruddco.com
Southwest MT School Services Bruce Grubbs bgrubbs@resa4u.org	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com	MSGIA-WCRRP Shawn Bubb sbubb@mstba.org
Montana Schools Unified Insurance Program Theresia LeSueur tlesueur@mtsba.com	Montana Unified School Trust Christi Sharp csharp@ms-sf.org	Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com
Infinite Campus Stephanie Sondrol Stephanie.sondrol@infinitecampus.com	Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com	Frontline Technologies Jim O'Halloran johalloran@frontlinetechnologies.com
Foxie Lady Computers, Inc. David Bardwell foxieladyc@aol.com	Ron Foltz CPA firm Ron Foltz, CPA Ron.foltz@ronfoltzcpa.com	Fellon Insurance Services Dale Fellon fellonins@msn.com
D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	CHMS, P.C. Doris Leader, CPA doris@chmspc.com	Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com
Edie Barnard Edie.barnard56@gmail.com	Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com	American Fidelity Assurance Co. Cheryl Brandt Cheryl.Brandt@americanfidelity.com
Wipfli/GHG Kim Dare, CPA kdare@wipfli.com	Western States School Program Dave Pillatzke dpillatzke@paynewest.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com