

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

FEBRUARY 2020

SIGN UP FOR SPRING TRAINING!

It's not too late to sign up for MASBO Spring training sessions. Dates and locations for full-day Budget Workshops, Regional Workshops and Budget Basics are shown below.

Click on the link of the workshop you want – you'll see an agenda, hotel reservation information and a link for registration.



MASBO SPRING WORKSHOPS	
Wed, Feb. 26	Budget Workshop in Miles City
Thurs, Feb. 27	Budget Workshop in Billings
Fri, Feb. 28	Budget Workshop in Bozeman
Thurs, March 5	Budget Workshop in Missoula
Fri, March 6	Budget Workshop in Great Falls
Tues, March 10	MTSBA/MASBO Budget Symposium Malta
Wed, March 11	MTSBA/MASBO Budget Symposium - Glendive
Thurs, March 12	MTSBA/MASBO Budget Symposium Laurel
Thurs, March 19	Region 3 & Region 6 Spring Workshop in Miles City
Tues, March 24	MTSBA/MASBO Budget Symposium Kalispell
Wed, March 25	MTSBA/MASBO Budget Symposium Missoula
Tues, March 31	MTSBA/MASBO Budget Symposium Helena
Wed, April 1	Region 2 Spring Workshop in Great Falls
Thurs, April 2	Region 5 Spring Workshop in Billings
Wed, April 8	Region 1 Spring Workshop in Missoula
Thurs, April 9	Region 4 Spring Workshop in Butte
Wed, April 15	MTSBA/MASBO Hot Topics Helena

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>Cindy Foley</u> , West Valley K-8	Region 3 Director	<u>Cheri Nygard</u> , Wolf Point
Fiscal Agent	<u>Kim Aarstad</u> , East Helena K-12	Region 4 Director	<u>Kevin Patrick</u> , Butte Schools
Ex-Officio, MTSUIP	<u>Denise Williams</u>	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	<u>Kara Flath</u>	Region 6 Director	<u>Jen Mettler</u> , Baker K-12

MASBO Staff

Denise Williams, Executive Director
406-461-3659

Marie Roach, Association Services Coordinator
406-461-8804

DO YOU KNOW AN OUTSTANDING SCHOOL BUSINESS OFFICIAL?

MASBO is accepting nominations for 2020 Outstanding Business Official (click [here](#)). 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 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 school, community, county, state and federal levels,
- 2) contributions to civic and public organizations, and
- 3) the nominee's service to students.

You can email nomination materials to dwilliams@masbo.com. Nomination deadline is **MARCH 31, 2020**.

REGION DIRECTOR ELECTIONS TO BE HELD AT SPRING REGIONAL WORKSHOPS

Elections for Region Director for the term July 1, 2020 – June 30, 2023 will be held at the **Region 3** and **Region 6** spring workshop on March 19 in Miles City.

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 long-term commitment to serve on the MASBO board.

2020 MEMBERSHIP DIRECTORY

Click [here](#) to place an online order of the 2020 MASBO Membership Directory. We'll mail you a hard copy which includes contact information for all MASBO members. The cost is \$10 per copy (includes shipping).

MASBO SUMMER CONFERENCE & NEW CLERK ACADEMY

Save the date! The MASBO New Clerk Academy will be offered June 15 – 17 and MASBO Summer Conference is June 17 - 19, both at Fairmont Hot Springs. Registration will open in April. Hotel room reservation information can be found at www.masbo.com.





P-Card purchases for nine months of the current rebate year (April - January) totaled over **\$22 million** with **147** school districts and special education cooperatives participating in the program. At the same time last year, we had 137 participants with \$18.7 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

SCHOOL ELECTIONS

The regular school election day is May 5, 2020. 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 12, 2019 and March 26, 2020**. The candidate for trustee must be registered to vote at the time the Oath is filed.
- Don't forget to give a copy of your election resolution to the county election administrator.
- Make sure the county election administrator has your contact name, phone and email address.
- Running a mail ballot election? Make sure the Secretary of State's office receives your **written plan, including timetable and sample instructions**, no later than **Friday, March 6**.
- Contact your county election administrator to ensure that the notice of close of regular registration will be published as required by law (13-2-301, MCA).
- Last day for a candidate to withdraw from the election is **April 2** (must send a statement of withdrawal to the election administrator).
- Deadline for a write-in candidate to file a Declaration of Intent is **April 2**. **Note:** The form must be filed with the district clerk, regardless of who is running the election.
- The trustees may call the election by acclamation, cancel the election and give notice that the election will not be held on **Friday, April 3**.
- Deadline to notify election judges of appointment is **Friday, April 3**.
- Election administrator certifies the ballot on **Friday, April 3**. Any resolutions stating exact levy amounts must be passed by this date.

The [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 used at the Elections workshops last fall.

OPI SUMMARY OF ACTIVITIES – FEBRUARY

Keep current with the Office of Public Instruction by checking out their monthly [Summary of Activities](#). Items of note for February are:

Page 3

DPHHS Rules on School Health and Safety
School Report Cards and ESSA Designations

Page 7 & 8 – School Finance Division

Page 9

Licensure Requirements – New and Renewal
Considering Employing a Foreign National?

Page 10

Roundtable Workshops Scheduled for Transformational Learning and Montana Advanced Opportunities Act

MASBO ENDORSES THESE PROGRAMS

 <p>AMERICAN FIDELITY a different opinion</p>	<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>MSGIA WORKERS COMPENSATION RISK RETENTION PROGRAM</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>must MONTANA UNIFIED SCHOOL TRUST</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>MT\$UIIP Montana Schools Unemployment Insurance Program</p>	<p>Montana Schools Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
 <p>MONTANA SCHOOLS PROPERTY & LIABILITY INSURANCE PLAN</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 – MARCH 2020

December 12, 2019 – March 26, 2020

<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 12, 2019 and Thursday, March 26, 2020.</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 2020</p>
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MARCH 1 – APRIL 30

<p>CTE Data Collection March 1 through April 30</p>	<p>The Spring CTE Data Collection identifies all 12th grade students during the current school year who have met the definition of a CTE Concentrator. This collection meets the accountability requirements for the Carl D. Perkins federal grant.</p>	<p>Tips & Tricks – Spring CTE Data Collection</p>
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MARCH 1

<p>FY2021 General Fund Preliminary Budget Data Sheets posted on OPI website</p>	<p>The Office of Public Instruction provides school districts the Preliminary Budget Data Sheet showing certified ANB, GTB subsidies, and special education funding for the following year's budget.</p>	<p>MCA 20-9-369(a)</p> <p>FY2021 Preliminary Budget Data Reports (find your county; then your district(s))</p> <p>FY 2021 General Fund Budget Overview</p> <p>FY2021 General Fund Budget Worksheet</p>
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MARCH 6

<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</p> <p>Mail Ballot Written Plan, Timetable and Instructions</p>
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MARCH 9

<p>County election administrator publishes notice of close of regular registration</p>	<p>At least 30 days prior to the election, the county election administrator publishes the notice of close of regular registration at least 3 times in the 4 weeks preceding the close of regular registration.</p> <p>Contact the county election administrator to coordinate the publication.</p>	<p>MCA 13-2-301</p>
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IMPORTANT DATES & DEADLINES – MARCH 2020

MARCH 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 FY2020 FY2020 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

MARCH 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on April 10.	OPI State and Federal Grants Handbook
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MARCH 26

Last day for candidates for trustee election on May 5, 2020 may file a Declaration of Intent and Oath of Candidacy	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 12, 2019 and March 26, 2020 . The candidate for trustee must be registered to vote at the time the Oath is filed.	MCA 13-10-201 MCA 20-3-305 Declaration of Intent and Oath of Candidacy
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MARCH 27

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	FY2020 Payment Schedule (scroll to bottom of page State School Payments
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MARCH 31

FY 2019 Federal audit reports due to OPI Please remit audit reports and correspondence to OPIAuditReports@mt.gov .	The Federal audit reports (formerly known as A-133 audits) are due to OPI by March 31, 2020, for entities that have <u>federal expenditures of \$750,000 or greater</u> . This includes USDA commodities. FY 2019 “Yellow Book” audits are due to OPI by June 30, 2020, for entities with <u>total revenues greater than \$500,000 and federal expenditures less than \$750,000</u> . Entities that had <u>total revenues less than \$500,000</u> are required to have a Financial Review once every four years. Districts required to have a Financial Review for FY2019 must submit their report to OPI by June 30, 2020.	OPI School Finance Division website – Auditing For more information, contact Dan Moody , 406-444-0701
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IMPORTANT DATES & DEADLINES – MARCH 2020

MARCH 31 (continued)

Resolution Of Intent To Increase Nonvoted Levy

School districts that intend to impose an increase in a nonvoted levy in FY2021 for the purposes of funding the **Transportation, Bus Depreciation Reserve, Tuition, Adult Education, Flexibility** and/or **Building Reserve** funds, shall adopt a resolution and provide notice no later March 31, 2020.

Resolution requirements: At a minimum, the resolution must show the estimated number of increased or decreased mills to be imposed and the estimated increased or decreased revenue to be raised compared to non-voted levies in the Transportation, Bus Depreciation, Tuition, Adult Education, Flexibility and/or Building Reserve funds imposed in the current school fiscal year and, based on the district's taxable valuation most recently certified by the department of revenue under 15-10-202, the estimated impacts of the increase or decrease on a home valued at \$100,000 and a home valued at \$200,000.

Notice requirements: Publish a copy of the resolution in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and post a copy of the resolution to the school district's website.

Additional requirements for **Building Reserve permissive levy:** Identify and list the anticipated school major maintenance projects for which the proceeds of the levy will be used in the resolution. Note: Proceeds from the levy may be expended only for the purposes in 20-9-525(2), MCA.

[20-9-116, MCA](#)

[20-9-502 \(3\)\(a\)\(i\)\(A\), MCA](#)
[20-9-525 \(2\),MCA](#)
[2008 School Facility Condition Inventory Reports](#) [contact [Kara Flath](#) for assistance]

DID YOU KNOW . . .

**** FY 2021 Indirect Cost Rate Applications** are now available. First, read the letter from Paul Taylor (click [here](#)), then go on to the [Instructions](#) for more information on how to complete your application.

******There is a new application process for the **FY 2021 Small, Rural School Achievement (SRSA)** grant! The Federal Grants Division of the OPI has received exciting news from USED regarding the Small, Rural School Achievement (SRSA) program under Title V, Part B. They have created a newer and more streamlined grant application. The letter from USED can be found on the [Title V webpage](#). OPI contact is Christy Hendricks (Christy.hendricks@mt.gov), 406-444-0794.

**** Montana REAL ID:** Starting January 2019 Montana began issuing REAL ID drivers licenses and ID cards. You are not required to get a Montana REAL ID compliant license or ID; however, a Montana REAL ID compliant license or ID or another acceptable form of identification is required to fly domestically and access federal facilities by **October 2020**. Alternative options, such as a passport or passport card, are acceptable forms of identification as well. To learn more about Montana REAL ID, click [here](#).

Everyone Has a Job Promoting School Bus Safety

By: Risk Control Consulting Services Division Gallagher Bassett Services, Inc.



The majority of school bus-related accidents happen to children who are hit by a school bus or a passing car. Most of these accidents occur on the trip home and in front of the bus to children ages nine years and younger.

Everyone has a job to ensure safe school bus operations. These responsibilities include:

Students' Job

- Walk to the bus stop—avoid having parents drive you there.
- Leave home early enough to arrive at your bus stop on time.
- Wait for the bus in a safe place—well away from the road.
- Enter the bus in an orderly manner and take a seat.
- Follow the instructions of the school bus driver or bus patrol.
- Remain seated while the bus is in motion.
- Keep aisles clear at all times.
- Remain quiet and orderly.
- Be alert to traffic when leaving the bus.

Drivers' Job

- Maintain good physical condition.
- Check the bus before each trip.
- Arrive on time at each stop.
- Drive safely at all times and obey all laws.

Parents' Job

- Be sure children are arriving at the bus stop on time.
- Know the rules for bus riders and communicate these rules with your children.
- Support the bus driver if behavior problems occur.

Motorists' Job

- Know the school bus laws and obey them.
- Report illegal school bus driving.

BUS DRIVER TRAINING OPPORTUNITY

The Laurel Public Schools will be hosting an 9-hour bus driver training course for school bus drivers. This training can be used to fulfill 9 of the mandatory 15 hours of training requirements.

When: Saturday, April 4, 2020

Where: Laurel High School 203 E. 8th Street Laurel, MT.

Time: 8:00 a.m. to 5:00 p.m. (Working Lunch)

Cost: \$45.00 per driver

For more information, contact Zada Stamper at 406-628-7630 or email zada_stamper@laurel.k12.mt.us

Register online by March 25, 2020 @ www.laurel.k12.mt.us Departments/Transportation

Fill-out the Jotform by clicking the link

Make check Payable to: Laurel Public Schools

Mailing address: 300 East Maryland Ave Laurel, MT 59044

MASBO EXHIBITOR MEMBERS

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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	OMNIA Partners Bethany Tate bethany.tate@omniapartners.com
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Teachers On Call Maya Burnaugh mburnaugh@teachersoncall.com	TimeClock Plus James Baker marketing@timeclockplus.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com
U.S. Omni 403(b) Retirement Savings Plan Administration Ryan Phillips rphillips@omni403b.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com	Felt, Martin, Frazier & Weldon, PC Jeffrey Weldon JWeldon@feltmartinlaw.com
Wipfli LLP Kim Dare, CPA kdare@wipfli.com	<i>Be kind, for everyone you meet is fighting a hard battle.</i> ~ Plato	

CHILDREN'S ORAL HEALTH

WHAT PARENTS AND CAREGIVERS CAN DO



CAVITIES ARE ONE OF THE MOST COMMON CHRONIC DISEASES OF CHILDHOOD IN THE UNITED STATES.

Untreated cavities can cause pain and infections that may lead to problems with eating, speaking, playing, and learning. Children who have poor oral health often miss more school and receive lower grades than children who don't.

- About 1 of 5 (20%) children aged 5 to 11 years have at least one untreated decayed tooth.
- 1 of 7 (13%) adolescents aged 12 to 19 years have at least one untreated decayed tooth.
- Children aged 5 to 19 years from low-income families are twice as likely (25%) to have cavities, compared with children from higher-income households (11%).

Fluoride varnish can prevent about one-third (33%) of cavities in the primary (baby) teeth. Children living in communities with fluoridated tap water have fewer cavities than children whose water is not fluoridated. Similarly, children who brush daily with fluoride toothpaste will have fewer cavities.

Dental sealants can also prevent cavities for many years. Applying dental sealants to the chewing surfaces of the back teeth prevent 80% of cavities.

FOR BABIES WITH NO TEETH

- Wipe gums twice a day with a soft, clean cloth in the morning after the first feeding and right before bed to wipe away bacteria and sugars that can cause cavities.

WHEN TEETH COME IN

- Start brushing twice a day with a soft, small-bristled tooth brush and plain water.
- Visit the dentist by your baby's first birthday to spot signs of problems early.
- Talk to your dentist or doctor about putting fluoride varnish on your child's teeth as soon as the first tooth appears.

FOR CHILDREN (2 AND OLDER)

- Brush their teeth twice a day with fluoride toothpaste.
- Drink tap water that contains fluoride.
- Ask your child's dentist to apply sealants when appropriate.

GOOD DENTAL HEALTH IS IMPORTANT FOR PREGNANT WOMEN

When you're pregnant, you may be more prone to gum disease and cavities, which can affect your baby's health. Follow these 3 steps to protect your teeth.

- See a dentist (it's safe!) before you deliver.
- Brush twice a day.
- Floss daily.

Source: www.cdc.gov/oralhealth/basics/childrens-oral-health/index.html

The Center for Health and Health Care in Schools reports that 51 million school hours are lost each year due to dental-related issues.



mustbenefits.org
406.457.4400
f @MUSTbenefits