## MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS FEBRUARY 2017

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 <a href="mailto:dwilliams@masbo.com">dwilliams@masbo.com</a> Marie Roach, Administrative Assistant/ E-rate Specialist 406-461-8804 or <a href="mailto:mroach@masbo.com">mroach@masbo.com</a>

#### LIVING UP TO THE MISSION!

It's not too late to sign up for MASBO Spring training sessions. Dates and locations for full-day Budget Workshops and Spring Regional Workshops and half-day sessions for New Clerks 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 2017 SPRING WORKSHOPS						
DATE		BUDGET WORKSHOPS	REGIONAL WORKSHOPS			
Wed	March 1	New Clerks (Budget Basics) Great Falls - Heritage Inn				
Thurs	March 2	Budget Workshop Great Falls Heritage Inn				
Fri	March 3		Region 2 Great Falls  Heritage Inn			
Mon	March 20	New Clerks (Budget Basics) Miles City - Sleep Inn & Suites				
Tues	March 21		Region 3 and Region 6 Miles City - Sleep Inn & Suites			
Wed	March 22	Budget Workshop Miles City Sleep Inn & Suites				
Thurs	March 23	Budget Workshop Billings Red Lion Hotel & Convention Center				
Fri	March 24		Region 5 – Billings Red Lion Hotel & Convention Center			
Mon	April 3	New Clerks (Budget Basics) Polson - Kwa Taq Nuk Resort				
Tues	April 4	Budget Workshop Polson Kwa Taq Nuk Resort				
Wed	April 5		Region 1 Polson  Kwa Taq Nuk Resort			
Fri	April 7		Region 4 Three Forks Sacajawea Hotel			

#### MT-PEC DAY OF ADVOCACY — MARCH 13

Click <u>here</u> to register for this special opportunity to promote Montana's public schools. The day begins with presentations at the Great Northern Hotel, then lunch in the Capitol Rotunda with legislators. In the afternoon there will be legislative hearings and meetings with Governor Steve Bullock and State Superintendent of Public Instruction Elsie Artnzen, then an evening reception at the MTSBA offices. Join us in advocating for public education and notify your local legislator that you plan to be there!

#### **MASBO Board of Directors**

President Tammy Tulberg, Target Range Schools
Vice-President Cindy Foley, West Valley Schools
Past President Mike Arnold, Billings Schools
Fiscal Agent Kim Aarstad, East Helena Schools

Ex-Officio, MTSUIP Denise Williams Ex-Officio, OPI Kara Sperle

Region 1 Director Region 2 Director Region 3 Director Region 4 Director Region 5 Director

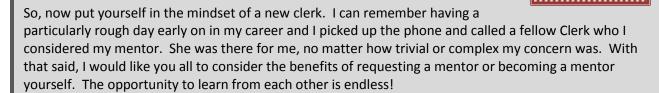
Region 6 Director

Noreen Anderson, Hellgate K-8 School Belinda Klick, Sun River Valley Schools Rhonda Opp, Medicine Lake Schools Lorie Carey, Jefferson Co. High School Rita Huck, Huntley Project Schools Jen Mettler, Baker Schools

## A MESSAGE FROM YOUR MASBO VICE-PRESIDENT CINDY FOLEY, WEST VALLEY SCHOOL

Hello,

By now you have completed the Student Count, Transportation Reports, the Salary and Benefits report in MAEFAIRS, and you also would have a decision from the Board regarding moving forward with a levy/trustee election. You may have also Received paperwork from someone running for trustee and this is just the tip of the iceberg for what you do on a daily basis!



Please contact me at <u>cfoley@westvalleyschool.com</u>, 406-755-7239, or you can reach out to Denise Williams or Marie Roach, if you are interested in the mentor program.

I have a great appreciation for all of you and you get a big shout out from me for the great contributions you make each and every day to our profession! I hope you have a wonderful March! Spring is just around the corner!

Take care! Cindy

MASBO Vice-President

#### MASBO 2017 OUTSTANDING SCHOOL BUSINESS OFFICIAL Q & A

**Question:** Who is eligible?

**Answer:** A current, active MASBO member (past recipients, current officers and directors of MASBO are

not eligible during their term of office).

**Question**: Who may nominate?

**Answer:** Co-workers, teachers, trustees, superintendents, other school business officials, OPI employees,

and county or state officials.

Question: How do I nominate someone?

**Answer:** Click *here* for nomination requirements and mail nomination materials to

dwilliams@masbo.com.

**Question:** When is the nomination due?

Answer: NOMINATION DEADLINE IS MARCH 31, 2017.

#### MASBO 2017 SALARY SURVEY

Please take a few moments to click on <u>this link</u> and complete the annual salary and benefits survey. We'll keep it open until <u>Monday, March 13, 2017</u>. 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.

#### **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, 2017, 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.

The Vice-President should be familiar with the MASBO by-laws and policies and procedures, perform the duties of the President in his or her absence, attend all board meetings, attend an Executive Board meeting to develop a budget for the upcoming year, oversee the mentoring program, and perform other duties as delegated by the President.



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 2017 MASBO summer conference opening business meeting.

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.

If more than one person is nominated, there will an election at the summer conference. Questions? Contact Denise at (406) 461-3659.



## REGION DIRECTOR ELECTIONS TO BE HELD AT SPRING REGIONAL WORKSHOPS

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

#### Region 3

- ➤ Rhonda Opp was elected director for July 1, 2014 June 30, 2017.
- Need an election for director for July 1, 2017 June 30, 2020

#### Region 6

- ➤ Jen Mettler was elected director for July 1, 2014 June 30, 2017.
- Need an election for director for July 1, 2017 June 30, 2020.

#### 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.



#### P-CARD NEWS----

#### MASBO P-CARD PURCHASES REPORT

P-Card purchases for nine months of the rebate year (April – December) totaled over \$13.9 million with 119 school districts and special education cooperatives participating in the program. At the same time last year, we had 96 participants with \$11.7 million in total purchases.

Click <u>here</u> to see the current year P-Card purchases report. And, for those of you who are monitoring your purchasing totals, click <u>here</u> to see a comparison of December 2016 vs. December 2015.

#### **SPEND DYNAMICS**

By now, all participating districts should be using *Spend Dynamics*, the new online management tool that replaced *details Online*. Check out the Tutorials page of the new p-Card website (<a href="www.illinois-pcard.com">www.illinois-pcard.com</a>) for instructions on the following: Administrator Overview, How to Create a Profile and Order Cards, Granting Access, Basic Reporting, How to View/Print a Statement, Coding Transactions, and Sample Procedure Manual. The Tutorials page also has contact information in case you need special assistance or want to schedule a webinar for your staff or yourself.

#### **NEW MASBO LOGOWEAR AVAILABLE!**

Click <u>here</u> to see the latest selection of MASBO logowear now available to order online. Choices include:

- Short sleeve polo
- Long sleeve polo
- Long sleeve easy care dress shirt
- Soft shell vest

Questions? Contact Marie Roach at <a href="mailto:mroach@masbo.com">mroach@masbo.com</a> or call 406-461-8804.



#### MONTANA PUBLIC EDUCATION CENTER (MT-PEC)

#### **2017 K-12 ISSUE SPOTLIGHTS**

MT-PEC has posted another Issue Spotlight (click <u>here</u>)! **School Choice in Montana – Well Protected, Freely Exercised** is an important resource to use when writing and talking to your local legislators about bills that threaten Montana's public schools, such as <u>HB376</u> Establish public charter schools. HB376 passed on 3rd reading in the House yesterday (Feb. 27) and will be considered by the Senate soon.

HB376 includes provisions for:

- Creation of a public charter school commission that will authorize and supervise charter schools,
- Making charter schools exempt from the general supervision of the board of public education and the accreditation standards, and
- Funding charter schools through the school funding formula in Title 20, Chapter 9 (i.e., *your* funding formula)

Please consider urging your local senator to oppose this bad bill.

#### MASBO ENDORSES THESE PROGRAMS



Montana Schools Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531

dpillatzke@paynewest.com
http://msplip.com/



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



Workers Compensation Insurance **Shawn Bubb,** Director of Insurance Services 406-457-4500 <u>sbubb@mtsba.org</u> http://www.msgia.org/home



Unemployment Insurance Program
Theresia LeSueur, Director
406-457-4407
tlesueur@mtsba.org

http://www.mtsuip.org/



Health, Dental, Vision, Life & Long-Term Disability Benefits

Andy Holmlund, Chief Executive Officer 406-457-4400 <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a> http://mustbenefits.org/

IMPORTANT DATES & DEADLINES — MARCH 2017				
MARCH 1				
FY2018 General Fund Preliminary Budget Data Sheets posted on OPI website	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.	MCA 20-9-369 FY 2018 General Fund Budget and Voting Limits Understanding Montana School Finance and School District Budgets		
MARCH 3				
Mail ballot election plan/timetable/sample instructions must arrive at the Secretary of State's Office by this date	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.	MCA 13-19-205 Mail Ballot Written Plan, Timetable and Instructions		
MARCH 5				
(March 5 through April 2) Window to publish notice of the close of regular registration.	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.  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.  Notice should be published within the 4 weeks	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		
	before the close of regular registration.			
File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10 <sup>th</sup> 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).	School Nutrition Programs Checklist FY2016-2017 Reimbursement Rates		
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	E-Grants System  Log in to your district's account, or click on Public Access, then Vendor Payee Details		

IMPORTANT DATES & DEADLINES — MARCH 2017				
MARCH 23				
Last day that candidates for trustee election on May 2, 2017 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 8, 2016 and <b>Thursday, March 23, 2017</b> . 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		
MARCH 24				
Grant cash request due to OPI	Grant cash requests made by this date will be paid on April 10.	OPI Grants Calendar		
OPI makes K-12 BASE aid payments and Pupil Transportation payment	(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	FY2017 Payment Schedule State Payments to School and Cooperatives		
MARCH 30				
Last day trustee candidates can withdraw from the election.  Deadline for write-in candidate for a trustee position on a school board to file a Declaration of Intent	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 30.  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).	MCA 20-3-305 (3)(a)  MCA 20-3-305 (2)(b)  Declaration of Intent and Oath of Candidacy for Write-In Candidates		
MARCH 31				
Notify election judges of appointment	At least 30 days prior to election day, appoint three or more election judges for each precinct, one of whom must be designated chief judge.	MCA 13-4-101 School Elections Calendar 2017		
Election by Acclamation and Cancellation of Election	If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees may cancel the trustee election and give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. IMPORTANT: Send a copy of your election cancellation notice to the county election administrator.	MCA 20-3-313 Sample form: Notice of Trustee Election Cancellation		

MARCH 31 (continued)				
Election administrator certifies ballot	Not less than 30 days prior to election day, the election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon.  Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy.	MCA 20-20-401 Sample forms: Sample Ballot Ballot – Trustee Election Ballot – General Fund Levy Ballot – Building Reserve Levy  MCA 15-10-425		
FY 2016 Federal audit reports due to OPI	The Federal audit reports (formerly known as A-133 audits) are due to OPI by March 31, 2017, for entities that have federal expenditures of \$750,000 or greater. This includes USDA commodities.	Federal Single Audit Act OMB Circular A-133		
	FY 2016 "Yellow Book" audits are due to OPI by June 30, 2017, for entities with federal expenditures less than \$750,000 and revenues greater than \$500,000.	MCA 20-7-503 State of Montana Single Audit Act		
	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 FY2016, the report is due to OPI by June 30, 2017.	A.R.M. 2-4-410		
	Please remit audit reports and correspondence to OPIAuditReports@mt.gov .	OPI School Finance Division website – Auditing		
	For more information, contact Kathleen Wanner, 406-444-9852			
Last day to file federal copies of 2015 Form W-2, using Transmittal Form W-3, if filing electronically	<b>Federal copies of 2015 Form W-2</b> (with Form W-3 transmittal) are due to the Social Security Administration by March 31, 2016, if filing electronically.	2015 General Instructions for Forms W-2 and W-3		
Last day to file federal copies of 2015 Form 1099-MISC, using Transmittal Form 1096, if filing electronically	IRS copies of 2015 Form 1099 (with Form 1096 transmittal) are due to the Internal Revenue Service by March 31, 2016, if filing electronically.	Instructions for 2015 Form 1099- MISC		

### Rare image of a shark stepping on a Lego



MASBO EXHIBITOR MEMBERS					
Judy Cheff hjcheff@msn.com	← NEW →	Intermountain Building Operators Association (IBOA) Clarence Wieting iboa@intBOA.org			
TimeClock Plus Blake Pitchford sales@timeclockplus.com	Tyler Technologies Darlene Markegard Darlene.Markegard@tylertech.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com			
Jeffrey Weldon Felt, Martin, Frazier & Weldon, PC JWeldon@feltmartinlaw.com	Wipfli/GHG Kim Dare, CPA kdare@wipfli.com	VALIC John Wing John.wing@valic.com			
Ron Foltz CPA firm Ron Foltz, CPA Ron.foltz@ronfoltzcpa.com	Foxie Lady Computers, Inc. David Bardwell foxieladyc@aol.com	Frontline Technologies Jim O'Halloran johalloran@frontlinetechnologies.com			
Aflac Rob Cook r cook@us.aflac.com	American Fidelity Assurance Co. Cheryl Brandt Cheryl.Brandt@americanfidelity.com	Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com			
Edie Barnard Edie.barnard56@gmail.com	Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com	Bruco, Inc. Adam Uselman, V.PC.O.O. adambruco@gmail.com			
CHMS, P.C. Doris Leader, CPA doris@chmspc.com	D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	Fellon Insurance Services Dale Fellon fellonins@msn.com			
Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com	Infinite Campus Stephanie Sondrol Stephanie.sondrol@infinitecampus.com	Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com			
Montana Schools Property & Liability Insurance Plan (MSPLIP) Dave Pillatzke dpillatzke@paynewest.com	Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlesueur@mtsba.com	MSGIA-WCRRP Shawn Bubb sbubb@mstba.org			
Montana Unified School Trust Andy Holmlund aholmlund@ms-sf.org	National IPA and TCPN Shelley Andrews shelley.andrews@nationalipa.org	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com			
Rudd & Company, PLLC Julie Kostelecky, CPA, CVA jkostelecky@ruddco.com	Schoolhouse IT Jeffrey Patterson jeffp@schoolhouseit.com	School Specialty Scott Wilkey scott.wilkey@schoolspeciality.com			
Southwest MT School Services Bruce Grubbs bgrubbs@swmss.ccsend.com	Stifel Nicolaus Bryan Stelmack yroybal@stifel.com	Teachers to Teachers.com Laurie Layton, Account Manager <u>llayton@teachers-teachers.com</u>			

# Dietary fiber has heart health benefits, too

## Beyond bran...

We're all pretty familiar with how dietary fiber can keep our digestive system functioning like it should. What many people don't realize is that fiber also provides other health benefits, such as helping maintain a healthy heart.

Eating the recommended amounts of dietary fiber can help lower cholesterol and high blood pressure, and help prevent obesity, which are all risk factors in developing heart disease. Use these tips to increase your daily fiber intake:

- Eat more fruits and vegetables at least 2 cups of fruit and 2 cups of vegetables a day
- Choose a variety of fiber sources such as berries, oatmeal, beans, whole grain bread and cereal
- Serve meat entrees on a bed of grilled zucchini, sautéed spinach or sliced onions
- Snack on air-popped popcorn, dry-roasted nuts and seeds







Source: American Dietetic Association

47884 1215

bcbsmt.com