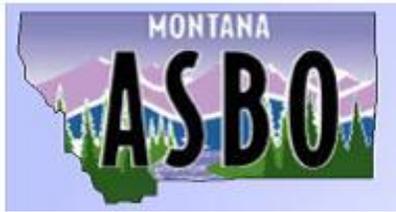


# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS JANUARY 2016

*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](mailto:dwilliams@masbo.com)

Marie Roach, Administrative Assistant/  
E-rate Specialist  
406-461-8804 or [mroach@masbo.com](mailto:mroach@masbo.com)



## GEAR UP FOR SPRING TRAINING



Dates and locations have been set for the MASBO Budget Workshops and Spring Regional Workshops, and we've added two half-day sessions for New Clerks (0 – 5 years' experience). Registration for MASBO workshops will be open in early February. Below is a chart to help you mark your calendar.

DATE		LOCATIONS		
		MASBO Budget Workshops	MASBO Regional Workshops	MTSBA School Budget Symposium *
Mon	March 14	New Clerks – Helena S.A.M. Meeting Room		<a href="#">Malta</a>
Tues	March 15	New Clerks – Lewistown Lincoln Building		<a href="#">Sidney</a>
Wed	March 16		<b>Region 3 - Wolf Point</b> Sherman Inn	<a href="#">Miles City</a>
Thurs	March 17		<b>Region 6 - Miles City</b> Sleep Inn & Suites	<a href="#">Laurel</a>
Fri	March 18		<b>Region 4 – Helena</b> S.A.M. Meeting Room	
Mon	March 21		<b>Region 2 - Great Falls</b> Hampton Inn	<a href="#">Missoula</a>
Tues	March 22	<b>Great Falls</b> Hampton Inn		<a href="#">Kalispell</a>
Wed	March 23	<b>Missoula</b> Courtyard Marriott		<a href="#">Great Falls</a>
Thurs	March 24		<b>Region 1 – Missoula</b> Courtyard Marriott	
Tues	March 29			<a href="#">Bozeman</a>
Wed	March 30	<b>Miles City</b> Sleep Inn & Suites		<a href="#">Lewistown</a>
Thurs	March 31	<b>Billings</b> Billings Hotel		
Fri	April 1		<b>Region 5 – Billings</b> Billings Hotel	

**\*Click on the city to link to more information.**

## 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	Vacant
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.]*

#### **RHONDA OPP, REGION 3 DIRECTOR**

Happy New Year from Region 3!!

I am Rhonda Opp and I have served on the MASBO Board since October of 2011. It has been a real thrill to work with such a great organization. A lot of hard work goes into the operations of MASBO and I sure appreciate all that the members, board, Marie and Denise do for us.



I moved to Montana with my husband in 1983 when he took a job in Medicine Lake. We never planned to stay but once we started raising our family here, it became home. For many years I worked as the City Clerk in Medicine Lake and then accepted the position of Business Manager/Clerk for the School District in 2003. I especially enjoy working around and with the kids; they can so easily bring a smile to your face, even on a difficult day.

I have been a volunteer EMT for almost 30 years now. I enjoy being able to give back to the community even in a small way. I also enjoy baking, play the piano, have a couple horses I ride, and like to read and crochet if I can find some free time. We have three grown children and by the time you read this, we will have five wonderful grandchildren. We enjoy traveling to visit and play with the grandkids. Many summer weekends we race to ND to spend time with friends and family at our lake place. It's a great way to relax.

As a Business Manager/Clerk, I have thoroughly enjoyed my involvement with the MASBO Board and MASBO members across the state. I have made many friends and rely on the networking and support everyone has to offer. I am so proud of MASBO and everything it brings to our members, especially the summer conference, new clerks training, budgeting, technology and election workshops. If you haven't had the chance, I encourage you to get involved. There's a lot to learn and more fun to be had!

### **ATTENTION MIRACLE WORKERS!**

Shirts & Hoodies are now available to order at [masbo.com](http://masbo.com).

**Shirts** (women's and men's sizing)  
S, M, L, XL, XXL, XXXL  
\$20 - \$25 includes shipping

**Hoodies** (men's sizing)  
M, L, XL, XXL, XXXL  
\$25 - \$30 plus shipping/handling



Order by **February 5** and you can pick it up at a Budget workshop or Spring Regional meeting in March/April.

## ***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 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](mailto: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 CERTIFICATION PROGRAM**

MASBO offers a voluntary program of professional certification to provide a recognized standard of competence for school district business managers, district clerks, and specialists eligible for active MASBO membership.

All MASBO members who are in active membership status and who meet the standards and qualifications established by the MASBO Board of Directors may, upon application, be certified for a period of four years. Available certification includes those for Business Specialists, District Clerk/Business Manager (Standard) and Montana Registered School Business Official (MRSBO). One of the criteria for obtaining MRSBO Certification is successful completion of three separate tests. Applicants pursuing the MRSBO may hold a Professional Level I, Professional Level II or Professional Level III Certificate while in the testing process.

Interested? Click [here](#) to learn more about the MASBO Certification Program.

### **2016 MEMBERSHIP DIRECTORY**

MASBO members may order a copy of the 2016 MASBO Directory (click [here](#) to order online).

The cost is **\$10 per copy**, which includes shipping.

You can also access membership information online by clicking on Membership (left side of the page), then Membership Directory. You can search for a particular person or you can click on "View All Records" for a complete listing.



**ASBO International Meritorious Budget Award  
2015-2016 Budget Year**

**BOZEMAN SCHOOL DISTRICT NO. 7**

**Government Finance Officers Association  
Certificate of Achievement for Excellence in Financial Reporting  
Fiscal Year 2013 Comprehensive Annual Financial Report**

**BILLINGS PUBLIC SCHOOLS (7 years)  
BOZEMAN SCHOOL DISTRICT No. 7 (25 years)  
HELENA SCHOOL DISTRICT No. 1 (2 years)**



## **MSUIP/MTSBA ANNUAL HR (EMPLOYMENT) SYMPOSIUM**

Offered by MTSBA and sponsored by MSUIP, the HR Symposiums will be held at the locations and dates shown below. Click on the location for more information and to register for the session.

<a href="#">Laurel</a>	February 2
<a href="#">Glendive</a>	February 3
<a href="#">Wolf Point</a>	February 4
<a href="#">Havre</a>	February 5
<a href="#">Great Falls</a>	February 8
<a href="#">Three Forks</a>	February 9
<a href="#">Frenchtown</a>	February 10
<a href="#">Whitefish</a>	February 11

**FREE TO MSUIP MEMBER SCHOOL DISTRICTS and no limit on the # of attendees from the same member district. Non-member districts may also attend for a fee.**

Topics include Strategic Bargaining; Hiring/Interviewing; Discipline/Termination; Unemployment and a Q&A session.

## MASBO ENDORSES THESE PROGRAMS

 <p><b>American Fidelity Assurance Company</b></p>	<p>Healthcare Reform Section 125 Services Health Savings Account Services <b>Debbie Braden</b>, Fringe Benefit Consultant 866-576-0201, ext. 26 <a href="mailto:Debbie.Braden@americanfidelity.com">Debbie.Braden@americanfidelity.com</a> <a href="http://www.americanfidelity.com/home.aspx">http://www.americanfidelity.com/home.aspx</a></p>
 <p><b>MUST</b> MONTANA UNIFIED SCHOOL TRUST</p>	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits <b>Christi Sharp</b>, Chief Executive Officer 406-457-4510 <a href="mailto:csharp@ms-sf.org">csharp@ms-sf.org</a> <a href="http://www.mustbenefits.org">www.mustbenefits.org</a></p>
 <p><b>MTSUIP</b> Montana Schools Unemployment Insurance Program</p>	<p>Montana School Unemployment Insurance Program <b>Theresa LeSueur</b>, Director 406-457-4407 <a href="mailto:tlesueur@mtsba.org">tlesueur@mtsba.org</a> <a href="http://www.mtsuip.org/">http://www.mtsuip.org/</a></p>
 <p><b>MSGIA</b> WORKERS COMPENSATION RISK RETENTION PROGRAM</p>	<p>Montana Schools Group Insurance Authority Workers Compensation Insurance <b>Shawn Bubb</b>, Director of Insurance Services 406-457-4500 <a href="mailto:sbubb@mtsba.org">sbubb@mtsba.org</a> <a href="http://www.msgia.org/home">http://www.msgia.org/home</a></p>
 <p><b>Montana Schools</b> Property &amp; Liability Insurance Plan</p>	<p>Western States School Program Property &amp; Liability Insurance Plan <b>Dave Pillatzke</b>, Program Manager 406-457-4531 <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</a> <a href="http://msplip.com/">http://msplip.com/</a></p>

## IMPORTANT DATES & DEADLINES

### FEBRUARY 1

<p>Spring Enrollment Count Date</p>	<p>The 2016 Spring Enrollment &amp; Aggregate Hours Collection begins Monday, February 1st and ends Tuesday, February 9th. Districts will need to report spring count date aggregate hours for all students enrolled on 2/1/16, 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, districts will need to submit the data to MAEFAIRS. <i>MAEFAIRS Student Count for ANB must be submitted <b>no later than Tuesday, February 9, 2016.</b></i></p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance <b>should be submitted to the OPI prior to the official enrollment count date</b> for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.</p>	<p><a href="#">A.R.M. 10.20.102</a>  <a href="#">AIM Spring Collection Guide</a></p> <p><a href="#">ANB Memo Reporting Instructions</a>  <a href="#">Step-by-Step Student Count for ANB Instructions</a></p> <p><a href="#">A.R.M. 10.20.102(10)</a></p>
<p>Self-Review of Meal Counting and Claiming System due</p>	<p>Complete the annual self-review of the meal counting and claiming system sometime during the school year <b>before February 1</b>. Each school site must be reviewed where meals are served to students and counted for reimbursement. Maintain this documentation on file.</p>	<p><a href="#">School Nutrition Programs Checklist Self-Review Meal Counting and Claiming System</a></p>
<p>2<sup>nd</sup> Afterschool Snack Program Review due</p>	<p>The School Food Authority must review each Afterschool Snack Program two times a year. The first review must be conducted during the first four weeks that the school is in operation each school year. <b>The second review should be completed prior to February 1st.</b> The reviews will be maintained on file at the School Food Authority.</p>	<p><a href="#">Afterschool Snack Review Form</a>  <a href="#">Afterschool Snack Program Packet</a></p>
<h3>FEBRUARY 10</h3>		
<p>File school food program claim for reimbursement with OPI</p>	<p>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).</p>	<p><a href="#">School Nutrition Programs Checklist FY2015-2016 Reimbursement Rates</a></p>
<p>OPI pays grant cash requests</p>	<p>OPI pays grant cash requests submitted by the 25<sup>th</sup> of the previous month.</p>	<p><a href="#">Payments to Schools and Coops</a>  Click on Grants tab</p>

## IMPORTANT DATES & DEADLINES

### FEBRUARY 15

First Semester Transportation Claims due	Submit first semester transportation claims online to the Superintendent of Public Instruction and transmit one copy of each claim to the County Superintendent of Schools. <ul style="list-style-type: none"> <li>• <b>TR-5</b> Claim for State Reimbursement for Individual and Isolated Transportation</li> <li>• <b>TR-6</b> Claim for Reimbursement for School Bus Transportation</li> </ul>	<a href="#">MCA 20-10-145(2)</a> <a href="#">A.R.M. 10-7-104(1)(a)</a> <a href="#">OPI Transportation Forms Calendar</a>
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### FEBRUARY 22

County Superintendent electronically authorizes first semester transportation claims	County Superintendent electronically authorizes first semester transportation claims (consisting of one copy of each district claim).	<a href="#">MCA 20-10-145(2)</a> <a href="#">A.R.M. 10-7-104(1)(b)</a>
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### FEBRUARY 23

Trustees call for an election	At least 70 days prior to Election Day (May 3, 2016), the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon.	<a href="#">MCA 20-20-201</a> <a href="#">MCA 20-20-203</a>  <a href="#">2016 School Election Calendar</a> <a href="#">2016 School Election Handbook</a> (see page 4)
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### FEBRUARY 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on March 10.	<a href="#">OPI Grants Calendar</a>
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### FEBRUARY 26

OPI makes K-12 BASE aid payments	(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	<a href="#">FY2016 Payment Schedule</a> <a href="#">State Payments to School and Cooperatives</a>
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Last day to file election resolution with the county election administrator	At least 67 days before (within 3 days of passage of the election resolution), file the school election resolution with the county election administrator.	<a href="#">MCA 20-20-201(2)(a)</a> <a href="#">2016 School Election Calendar</a> <a href="#">2016 School Election Handbook</a>
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## IMPORTANT DATES & DEADLINES

### FEBRUARY 29

Last day to file federal copies of 2015 Form W-2, using Transmittal Form W-3	<b>Federal copies of 2015 Form W-2</b> (with Form W-3 transmittal) are due to the Social Security Administration by February 29, 2016, (March 31, 2016 if filing electronically).	<a href="#">2015 General Instructions for Forms W-2 and W-3</a>
Last day to file federal copies of 2015 Form 1099-MISC, using Transmittal Form 1096	<b>IRS copies of 2015 Form 1099</b> (with Form 1096 transmittal) are due to the Internal Revenue Service by February 29, 2016 (March 31, 2016 if filing electronically).	<a href="#">Instructions for 2015 Form 1099-MISC</a>

## AFFORDABLE CARE ACT NEWS

### IRS EXTENDS DEADLINE FOR INFORMATION REPORTING UNDER SECTIONS 6055 AND 6056

The Internal Revenue Service issued [Notice 2016-4](#), which extends the due dates for the 2015 information reporting requirements under IRC section 6055 (for insurers, self-insuring employers and certain other providers of minimum essential coverage) and IRC section 6056 (for applicable large employers). Here are the extended due dates:

**Forms furnished to individuals (due March 31, 2016)**

2015 Form 1095-B, Health Coverage

2015 Form 1095-C, Employer-Provided Health Insurance Offer and Coverage

**Forms filed with the IRS (all due May 31, 2016; if filing electronically, the due date is June 30, 2016)**

2015 Form 1094-B, Transmittal Health Coverage Information Returns

2015 Form 1095-B, Health Coverage

2015 Form 1094-C, Transmittal of Employer Provided Health Insurance Offer and Coverage Information Returns

2015 Form 1095-C, Employer-Provided Health Insurance Offer and Coverage

Your employees may have questions about these extended due dates with reference to when they can/should file their individual tax returns for 2015. There is a page on the IRS website called *Affordable Care Act – What to Expect when Filing Your 2015 Tax Return* (click [here](#)). On this page it states,

“If you are expecting to receive a [Form 1095-A](#), you should wait to file your 2015 income tax return until you receive that form. Some taxpayers may not receive a [Form 1095-B](#) or [Form 1095-C](#) by the time they are ready to file their 2015 tax return and it is not necessary to wait for Forms 1095-B or 1095-C in order to file. While the information on these forms may assist in preparing a return, they are not required. Individual taxpayers should file their returns as they normally would.”

(Note: The due date for Form 1095-A was not extended.)

## HELPFUL RESOURCES

### U.S. DEPARTMENT OF LABOR — WAGE & HOUR DIVISION

Check out the U.S. Dept. of Labor, Wage & Hour Division’s webpage, [Resources for Employers](#), where you can find forms, posters and Fact Sheets on a variety of topics, and links to State labor laws and State Labor Offices.

### OFFICE OF PUBLIC INSTRUCTION — ELECTION RESOURCES

Click [here](#) to go to the Election Resources page on the OPI School Finance Division website. Download these documents to help you with your May 3, 2016 school election responsibilities:

2016 Election Calendar with Forms

2016 Election Manual

Basic Election Forms

Sample Ballots

Absentee Voter Materials

Special Circumstances

Election Resources

Mail Ballot Election Materials

***HAPPY NEW YEAR!***  
***MAKE 2016 BE YOUR BEST YEAR EVER***

<b>MASBO EXHIBITOR MEMBERS</b>		
<b>Wipfli/GHG</b> Kim Dare, CPA <a href="mailto:kdare@wipfli.com">kdare@wipfli.com</a>	<b>Western States School Program</b> Dave Pillatzke <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</a>	<b>Todd Watkins Consulting Services</b> Todd Watkins <a href="mailto:Toddwatkinsconsulting101@gmail.com">Toddwatkinsconsulting101@gmail.com</a>
<b>VALIC</b> John Wing <a href="mailto:John.wing@valic.com">John.wing@valic.com</a>	<b>Tyler Technologies</b> Darlene Markegard <a href="mailto:Darlene.Markegard@tylertech.com">Darlene.Markegard@tylertech.com</a>	<b>TCPN (The Cooperative Purchasing Network)</b> Derek Anderson <a href="mailto:danderson@tcpn.org">danderson@tcpn.org</a>
<b>Stifel Nicolaus</b> Bryan Stelmack <a href="mailto:yroybal@stifel.com">yroybal@stifel.com</a>	<b>School Specialty</b> Scott Wilkey <a href="mailto:scott.wilkey@schoolspecialty.com">scott.wilkey@schoolspecialty.com</a>	<b>Rudd &amp; Company, PLLC</b> Julie Kostelecky, CPA, CVA <a href="mailto:jkostelecky@ruddco.com">jkostelecky@ruddco.com</a>
<b>RESA4U/Southwest MT School Services</b> Bruce Grubbs <a href="mailto:bgrubbs@resa4u.org">bgrubbs@resa4u.org</a>	<b>Pine Cove Consulting</b> Brandan Bassett <a href="mailto:bbassett@pinecc.com">bbassett@pinecc.com</a>	<b>MSGIA-WCRRP</b> Shawn Bubb <a href="mailto:sbubb@mstba.org">sbubb@mstba.org</a>
<b>Montana Schools Unified Insurance Program</b> Theresia LeSueur <a href="mailto:tlesueur@mtsba.com">tlesueur@mtsba.com</a>	<b>Montana Unified School Trust</b> Christi Sharp <a href="mailto:csharp@ms-sf.org">csharp@ms-sf.org</a>	<b>Klimas Financial Services, Inc.</b> Charles Klimas <a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a>
<b>Infinite Campus</b> Stephanie Sondrol <a href="mailto:Stephanie.sondrol@infinitecampus.com">Stephanie.sondrol@infinitecampus.com</a>	<b>Horace Mann</b> Keith Jorgensen <a href="mailto:keith.jorgensen@horacemann.com">keith.jorgensen@horacemann.com</a>	<b>Frontline Technologies</b> Jim O'Halloran <a href="mailto:johalloran@frontlinetechnologies.com">johalloran@frontlinetechnologies.com</a>
<b>Foxie Lady Computers, Inc.</b> David Bardwell <a href="mailto:foxieladyc@aol.com">foxieladyc@aol.com</a>	<b>Ron Foltz CPA firm</b> Ron Foltz, CPA <a href="mailto:Ron.foltz@ronfoltzcpa.com">Ron.foltz@ronfoltzcpa.com</a>	<b>Fellon Insurance Services</b> Dale Fellon <a href="mailto:fellonins@msn.com">fellonins@msn.com</a>
<b>D.A. Davidson &amp; Co.</b> Bridget Ekstrom <a href="mailto:Bekstrom@dadco.com">Bekstrom@dadco.com</a>	<b>CHMS, P.C.</b> Doris Leader, CPA <a href="mailto:doris@chmspc.com">doris@chmspc.com</a>	<b>Black Mountain Software</b> Teresa Van Buren <a href="mailto:teresav@blackmountainsoftware.com">teresav@blackmountainsoftware.com</a>
<b>Edie Barnard</b> <a href="mailto:Edie.barnard56@gmail.com">Edie.barnard56@gmail.com</a>	<b>Anderson, Zurmuehlen &amp; Co.</b> Stufeni Freese, CPA <a href="mailto:sfreese@azworld.com">sfreese@azworld.com</a>	<b>American Fidelity Assurance Co.</b> Debbie Braden <a href="mailto:Debbie.Braden@americanfidelity.com">Debbie.Braden@americanfidelity.com</a>