

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS JANUARY 2014

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
406-442-5599 or dulberg@masbo.com
Marie Roach, Administrative Assistant
406-443-0631 or mroach@masbo.com

MASBO Board of Directors

President	Mike Arnold, Havre Schools	Region 1 Director	Cindy Foley, West Valley Schools
Vice-President	Tammy Tulberg, Target Range Schools	Region 2 Director	Brigette Clark, Geraldine Schools
Past President	Jacki Young, Fairview Schools	Region 3 Director	Rhonda Opp, Medicine Lake Schools
Fiscal Agent	Lora Tauck, Ekalaka Schools	Region 4 Director	Kim Aarstad, East Helena Schools
Ex-Officio Director	Sherri Hesel, Browning Schools	Region 5 Director	Rita Huck, Huntley Project Schools
Ex-Officio Director	Janelle Mickelson, OPI	Region 6 Director	Della Van Horn, Circle Schools

MASBO ENDORSES THESE PROGRAMS



Dave Pillatzke
Program Manager
406-457-4531
dpillatzke@wsi-insurance.com

Property & Liability Insurance Plan
<http://www.wsi-insurance.com/programs/mt-school-pool/#our-team>



Theresia LeSueur
Director
406-457-4407
tlesueur@mtsba.org

Montana School Unemployment Insurance Program
<http://mtsba.org/InsuranceServices/tabid/98/Default.aspx>



Montana School Group Insurance Authority
<http://msgia.org/Home.aspx>

Shawn Bubb
Director of Insurance Services
406-442-2180
sbubb@mtsba.org

PAYROLL REMINDERS

Set up new rates and withholding tables for 2014:

- Social security
- Medicare
- Federal income tax withholding

(<http://www.irs.gov/pub/irs-pdf/p15.pdf>)

Quarter 4, 2013 Payroll Reports (for Oct.-Dec. payroll) are due January 31, 2014

- Form 941
- Unemployment Insurance
- Workers Compensation Insurance

2013 Form W-2 is due to employees by January 31, 2014.

Send federal copies with Form W-3 to the Social Security Administration by February 28, 2014, (March 31, 2014 if filing electronically).

(<http://www.irs.gov/pub/irs-prior/iw2w3--2013.pdf>)

2013 Form 1099 is due to recipients by January 31, 2014.

Send IRS copies with Form 1096 to the Internal Revenue Service by February 28, 2014 (March 31, 2014 if filing electronically).

(<http://www.irs.gov/pub/irs-prior/i1099msc--2013.pdf>)

Send state copies of Form W-2 and Form 1099 with form MW-3 to the State of Montana by February 28, 2014

http://revenue.mt.gov/content/formsandresources/current_year_downloadable_forms/Other_Forms_Not_Yearly/Withholding_Forms/13_MW-3.pdf

~ A MESSAGE FROM YOUR MASBO PRESIDENT ~

Greetings, MASBO Members.

Hope this finds everyone enjoying the new year and you all had a great start back after Christmas break. 2013 was a busy year for MASBO and 2014 is looking to be more of the same. At the spring regional meetings, Tammy Tulberg (Target Range) was elected to serve another 3-year term as Region 1 Director, Kim Aarstad (East Helena) was elected to serve another 3-year term as Region 4 Director, and Rita Huck (Huntley Project) was elected as Region 5 Director. At our summer conference in Bozeman, Tammy Tulberg was elected as Vice-President of MASBO, and Cindy Foley was appointed to replace Tammy as Region 1 Director. Welcome to Tammy, Cindy, Kim and Rita.

In August, we hired Marie Roach as Administrative Assistant to Denise in the MASBO office. Marie has been a great addition to the MASBO family. Her enthusiasm and dedication to all of us shows in everything she does. It's no easy task, but she seems to be able to keep the board in line. Welcome aboard Marie.

The past couple of years have been a transition period for MASBO and Denise has jumped in with both feet. The board has been in strategic planning mode and looking at ways to improve and move MASBO forward in training and informing the school business official. One thing that came out of this planning was the Veteran Clerks Workshop. For many years, MASBO has had the New Clerks Academy. So we felt a workshop for "older" clerks who have been in the business a few more years was needed to bring them together to get deeper into issues and share ideas with one another. We are always looking for new ideas for this workshop, so please share with us what you would like to see in the future.

Speaking of New Clerks, we have always geared this workshop to the clerk with less than 5 years of experience. But within the first 5 years, there is still a vast spectrum of knowledge and training for that group. This last November, we rolled out a revised workshop. We split the workshop into 2 groups: 0-3 years and 3-5 years; the 3-year people got to choose which direction they wanted to go. The 0-3 years group still hit more on the basics of school business, whereas the 3-5 years group was allowed to expand more on the basics. It seemed to be a win-win for all who attended. The newer people weren't intimidated by the more senior members and the senior members weren't stifled by the basics. Special thanks to Jacki Young for her work and dedication to bring this valuable training to our New Clerks.

Now coming up this spring, we will be rolling out a revised budget workshop. A huge thank you goes out to Gwyn Andersen for her years of dedication to this workshop, but Gwyn has decided to hang up her budget hat. Mike Waterman from Bozeman has stepped up and is in the process of working out a schedule for this workshop. Please stay tuned for details to come shortly.

In October, we touched on another area that has plagued school business officials for years...technology. This is another area that we as a board see for significant training. There is so much at our fingertips, but how do we use it and what do we use it for. The board is trying to develop some sort of workshop geared towards this subject.

So as you can see, your MASBO Board has been busy getting information out to the masses. Please don't be afraid to contact any board member, let them know how we are doing, what we can do different, or even better. We are all open to suggestions, and welcome ideas for summer conference and workshops. Oh, one last thing, be looking for a new and improved MASBO website.

Thank you, everyone, and it is a real privilege to serve as your President.

Mike Arnold
Business Manager, Havre School District

SCHOOL BUSINESS OFFICIAL "HEADS UP"

2014 STANDARD MILEAGE RATE is \$.56 per mile.

For more information, see this announcement posted on the IRS website: <http://www.irs.gov/2014-Standard-Mileage-Rates-for-Business,-Medical-and-Moving-Announced>

CHECK YOUR FTE AND QUALITY EDUCATOR COUNTS!

The Quality Educator component affects your FY2014-2015 General Fund Budget limits and funding, so it's important to ensure the correct FTE is used in the calculations. Log in to the TEAMS system and run the "Quality Educator Assignments Report", found under the Reports menu. OPI has extended the deadline for making changes to January 31, 2014.

FY2015 IMPACT AID SECTION 8003 APPLICATIONS ARE DUE JANUARY 31, 2014.

Information about the electronic application for FY2014-2015 Impact Aid funding can be found at the following links:

Memo from U.S.D.E. Impact Aid Director <http://www2.ed.gov/programs/8003/covermemo15.doc>

Instructions for FY2015 Applications: <http://www2.ed.gov/programs/8003/inst15.doc>

SPRING ENROLLMENT COUNT IS MONDAY, FEBRUARY 3, 2014.

This is the third and final enrollment count for FY2014-2015 budgets. As with the October and December counts, please coordinate with your AIM staff, import into MAEFAIRS on or after the count date and double-check the counts. Timely filing of your February 2014 enrollment counts helps OPI generate FY2014-2015 General Fund Budget Data Sheets.

For more information, see: http://opi.mt.gov/pdf/SchoolFinance/Enrollment/ANB_Info.pdf

GEARING UP FOR THE MAY 6, 2014 ELECTION

It may be a good idea to download the 2014 Election Calendar

<http://www.opi.mt.gov/pdf/SchoolFinance/ElecHB/14ElectionCalendar.pdf>) and review the upcoming deadlines.

Trustee candidates may file for election during December 22, 2013 through March 27, 2014. A sample nomination petition is located on the OPI website at

http://opi.mt.gov/pdf/SchoolFinance/ElecHB/Trustee/NominationPetition_Trustee.pdf

The Election Manual, sample forms and other election resources can be found at

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#gpm1_7

SCHOOL STAFFING PROJECT/TEAMS

Whether you're trying to explain it to someone else, or trying to complete your work, here are a couple of helpful resources available on the OPI Website to help you with your TEAMS/TOE/CE reporting. Check it out!

- TEAMS User Manual http://www.opi.mt.gov/pdf/schoolstaffing/TEAMS_User_Manual_Reference_Guide.pdf
- School Staffing Project FAQs <http://opi.mt.gov/pdf/SchoolStaffing/FAQ.pdf>



MARK YOUR CALENDARS FOR UPCOMING TRAINING OPPORTUNITIES IN 2014

Details and registration coming soon!

Budget Workshops

Wednesday, March 5	Billings
Thursday, March 6	Miles City
Friday, March 21	Missoula

Spring Regional Meetings – March 2014

2014 Summer Conference & New Clerk Academy

New Clerk Academy	June 16 & 17
Summer Conference	June 18, 19 & 20
Billings Holiday Inn Grand	

For room reservations, call (800) 465-4329 and ask for group booking code MAS

DO YOU KNOW AN OUTSTANDING BUSINESS OFFICIAL?

MASBO is accepting nominations for 2014 Outstanding School 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 dulberg@masbo.com.

NOMINATION DEADLINE IS MARCH 31, 2014.



MASBO P-CARD PROGRAM NEWS

2012-2013 REBATE - \$88,682.66 DISTRIBUTED TO P-CARD PARTICIPANTS!

The MASBO Board of Directors voted to distribute 1% of total p-card purchases to each district participating in the program during 2012-2013. Seventy-five districts received \$88,682.66. The largest rebate check issued was \$12,269.10, with 29 other districts receiving at least \$1,000.00.

As of October 2013, seventy-seven (77) Montana P-Card participants have total purchases of \$6,453,732. This is an increase from October 2012 when we had 70 participants with total purchases of \$5,438,081.

WELCOME NEW P-CARD PARTICIPANTS

MASBO welcomes the following school districts and special needs cooperative to the P-Card program:

- Arrowhead Schools
- Big Sky Special Needs Cooperative
- Cascade Schools
- Chinook Schools
- Frenchtown Schools
- Frontier Schools

P-CARD TIP OF THE MONTH — DO YOU HAVE A P-CARD PROCEDURES MANUAL?

It's a good idea to have policies and procedures for your P-Card program. One of the main objectives of the program is to provide purchasing practices that empower you to make efficient and effective use of district resources to deliver quality services to the district. At the same time, financial controls should be in place to safeguard the organization's assets.

A P-card Procedures Manual should outline the policies and procedures required to facilitate secure, timely and accurate purchasing transactions. It should describe each person's responsibilities regarding use of the card. Each user of the P-Card program should read, understand and comply with established policies and procedures. The manual should be reviewed and updated periodically to revise, supplement or rescind any policies as your district deems appropriate.

If you need help developing a manual, Illinois, Wisconsin and Alaska have posted sample/draft manuals on the Illinois ASBO P-card website at http://illinois-pcard.com/?page_id=102.

GOT ANY GOOD IDEAS TO SHARE?

Please send any P-Card tips or best practice ideas to Denise or Marie and we'll share it in future newsletters.

MASBO EXHIBITOR MEMBERS

Aesop Substitute Placement Service Jim O'Halloran jim@ohalloran.cc	RESA4U/Southwest MT School Services Bruce Grubbs bgrubbs@resa4u.org	Tyler Technologies Jeff Melugin Jeff.melugin@tylertech.com
Foxie Lady Computers, Inc. David Bardwell foxieladyc@aol.com	Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com	Enlit, LLC Steven Pereus spereus@enlit10.com
MSGIA-WCRRP Shawn Bubbs sbubbs@mstba.org	Infinite Campus Stephanie Sondrol Stephanie.sondrol@infinitecampus.com	Montana Cooperative Services Andy Garland agarland@mrea-mt.org
Western States School Program Dave Pillatzke pillatzke@wsi-insurance.com	Ron Foltz CPA firm Ron Foltz, CPA Ron.foltz@ronfoltzcpa.com	United Pension Administration Elizabeth Harris upahelp@msn.com
American Fidelity Assurance Company Debbie Braden Debbie.Braden@afgroup.com	CHMS, P.C. Doris Leader, CPA doris@chmspc.com	Fellon Insurance Services Dale Fellon fellonins@msn.com
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Klimas Financial Services, Inc. Charles Klimas Charles.klimas@securitiesamerica.com	TCPN (The Cooperative Purchasing Network) Derek Anderson danderson@tcpn.org	VALIC John Wing John.wing@valic.com
Pine Cove Consulting Brandon VanCleeve bvanclleeve@pinecc.com	D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com
Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com		

HANDY RESOURCES

SCHOOL NUTRITION — PAID LUNCH EQUITY for 2014-2015 SCHOOL YEAR

The OPI website has posted a couple of resources to help you understand and comply with federal regulations requiring that sufficient funds are provided for meals served to students who are not eligible for free or reduced price meals:

- Memo from USDA: http://opi.mt.gov/pdf/SchoolFood/CurrentNews/14_15PLEToolMemo.pdf
- Paid Lunch Equity Tool: http://opi.mt.gov/pdf/SchoolFood/CurrentNews/14_15PLETool.xlsx

For a list showing student and adult breakfast and lunch prices by district, log in to the Sponsor Applications & Claims online program (<https://apps2.opi.mt.gov/cnp/Login.asp>). Click on Reports; click on Sponsor Reports; then click on NSLP Meal Costs Report.

Many thanks to MASBO member Peggy Tobin (Sunburst Schools) for alerting us to this handy resource ☺

2014 LEGISLATIVE INTERIM COMMITTEE NEWS



EDUCATION & LOCAL GOVERNMENT (ELG)

HJR2 Electronic Records Management

HJR 2 calls for a study to investigate electronic records management by state and local government. The ELG sanctioned a Work Group to contribute to the investigation. Background materials, and the Work Group plan, meetings and discussions can be accessed at this link: <http://www.leg.mt.gov/css/Committees/Interim/2013-2014/Education-and-Local-Government/Committee-Topics/HJR2/hjr2.asp>

An ERM survey was sent to state agencies and local governments (including school districts) last fall. The responses, categorized by comment themes, are located here:

<http://www.leg.mt.gov/content/Committees/Interim/2013-2014/Education-and-Local-Government/Meetings/December-2013/HJR-2-survey-comment-themes.pdf>

The ERM Work Group meets again on January 22, 2014

Review of 2013 Charter School Legislation

At its December 2, 2013 meeting, the ELG heard a staff review of legislation on charter schools considered in the 2013 session. <http://www.leg.mt.gov/content/Committees/Interim/2013-2014/Education-and-Local-Government/Meetings/December-2013/2013%20Charter%20Bill%20Review.pdf>

School Transportation Funding & Safety Audit Report

Also at its December 2 meeting, the ELG heard a report on an audit conducted by the state Legislative Audit Division on School Transportation Funding & Safety. The report, which includes 5 findings and OPI's responses, is located at:

<http://www.leg.mt.gov/content/Committees/Interim/2013-2014/Education-and-Local-Government/Meetings/December-2013/School%20Transportation%20Audit%20Report.pdf>

The ELG's next meeting is February 3-4 at 1:00 p.m. Room 137 State Capitol

STATE ADMINISTRATION & VETERANS' AFFAIRS (SAVA)

SJR 14 Study Combining Primary & School Elections

SJR 14 calls for an interim study to identify opportunities to make combined primary and school elections feasible.

A Legislative Background Brief called "History of Prior Consideration of Combining Primary & School Elections" provides some interesting information about this topic, including bills introduced in previous sessions and a summary of arguments in favor of and in opposition to combining the elections (see:

<http://www.leg.mt.gov/content/Committees/Interim/2013-2014/State-Administration-and-Veterans-Affairs/Committee-Topics/SJR14/Previous%20Bills%20Brief.pdf>)

The SAVA Committee established SJR 14 Subcommittee on Combining Elections. After much research and discussion (see September 18, 2013 meeting materials at <http://www.leg.mt.gov/css/Committees/Interim/2013-2014/State-Administration-and-Veterans-Affairs/Meetings/September-2013/september-2013.asp>), consideration of combining primary and school elections has been set aside. The Subcommittee is continuing its work to consider ways to de-conflict election deadlines and clean-up election laws for consistency and clarity.

The SJR 14 Subcommittee and invited roundtable participants will meet on Friday, January 17, 2014. The meeting will include review and discussion of identified inconsistencies in current election law dates and deadlines. The agenda and meeting materials are located at: <http://www.leg.mt.gov/css/Committees/Interim/2013-2014/State-Administration-and-Veterans-Affairs/default.asp>

One more thing . . . SCHOOL BUSES MUST PASS INSPECTION BY JANUARY 31, 2014 IN ORDER TO RECEIVE STATE FUNDING FOR 2nd SEMESTER, FY2013-2014.