

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

JANUARY 2018

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
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SIGN UP FOR SPRING TRAINING!

The chart below shows the dates and locations for the MASBO Budget Workshops and Spring Regional Workshops, and we've added some half-day sessions for New Clerks (or those just needing a review) to help with Budget Basics.

Online registration is OPEN! Click on the link of the workshop you want for more information, and note the deadline for booking your hotel room so you can take advantage of the special rates.

MASBO 2018 SPRING WORKSHOPS			
DATE		BUDGET WORKSHOPS	REGIONAL WORKSHOPS
Wed	Feb. 21		Region 1 – Missoula Courtyard by Marriott
Thurs	Feb. 22	Budget Workshop - Missoula Courtyard by Marriott	
Fri	Feb. 23	Budget Workshop - Great Falls Hampton Inn	
Wed	Feb. 28		Region 3 and Region 6 Miles City Sleep Inn & Suites
Thurs	March 1	Budget Workshop - Miles City Sleep Inn & Suites	
Fri	March 2	Budget Workshop - Billings Red Lion Hotel & Convention Center	
Wed	March 21	Budget Basics (1/2 day) - Great Falls Heritage Inn	
Thurs	March 22		Region 2 – Great Falls Heritage Inn
Mon	March 26	Budget Basics (1/2 day) - Billings Red Lion Hotel & Convention Center	
Tues	March 27		Region 5 – Billings Red Lion Hotel & Convention Center
Mon	Apr 23		Region 4 - Fairmont Fairmont Hot Springs
Tues	Apr 24	Budget Basics (1/2 day) - Fairmont Fairmont Hot Springs	

MASBO Board of Directors

President [Cindy Foley](#), West Valley Schools
 Vice-President [Lorie Carey](#), Jefferson Co. High School
 Past President [Tammy Tulberg](#), Target Range Schools
 Fiscal Agent [Kim Aarstad](#), East Helena Schools
 Ex-Officio, MTSUIP [Denise Williams](#)
 Ex-Officio, OPI [Kara Sperle](#)

Region 1 Director [Noreen Anderson](#), Hellgate K-8 School
 Region 2 Director [Belinda Klick](#), Sun River Valley Schools
 Region 3 Director [Cheri Nygard](#), Wolf Point Schools
 Region 4 Director [Kevin Patrick](#), Anaconda Schools
 Region 5 Director [Rita Huck](#), Huntley Project Schools
 Region 6 Director [Jen Mettler](#), Baker Schools

WANNA BE LIKE THE COOL KIDS?



Order a MASBO 50TH Anniversary Pin!

Designed by Montana Silversmiths, this special 50th anniversary commemorative pin is cast from jewelers bronze and plated in 24 karat gold with hand-painted blue accents. Cost is \$20 (includes shipping and handling).

Click [here](#) to place your order!

REGION DIRECTOR ELECTIONS TO BE HELD AT SPRING REGIONAL WORKSHOPS

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

➤ Region 1

- On September 17, 2015, Noreen Anderson was appointed to serve the term vacated by Cindy Foley when Cindy was elected MASBO Vice-President: July 1, 2015 – June 30, 2018.
- Noreen was elected to serve the remainder of the term at the March 2016 spring regional workshop.
- ***Need an election for director for the new term: July 1, 2018 – June 30, 2021.***

➤ Region 2

- On January 15, 2016, Belinda Klick was appointed to serve the term vacated by Lucinda Woodland: July 1, 2015 – June 30, 2018.
- Belinda was elected to serve the remainder of the term at the March 2016 spring regional workshop.
- ***Need an election for director for new term: July 1, 2018 - June 30, 2021.***

➤ Region 4

- On August 7, 2017, Kevin Patrick was appointed to serve the term vacated by Lorie Carey when Lorie was elected MASBO Vice-President: July 1, 2016 – June 30, 2019.
- ***Need an election for director for the remainder of the term: April 24, 2018 - 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 long-term commitment to serve on the MASBO board.



DO YOU KNOW AN OUTSTANDING SCHOOL BUSINESS OFFICIAL?

MASBO is accepting nominations for 2018 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.

NOMINATION DEADLINE IS MARCH 31, 2018.

MASBO CERTIFICATION PROGRAM

TOP TEN REASONS TO GET YOUR MCSBO

3. Personal Satisfaction/Goal

The best business officials are always stretching themselves, learning and growing their skill set to become the best that they can be. If this is you, earning certification is one more goal you can achieve while gaining personal satisfaction and adding to your self-worth. Make this a goal of yours today. The personal satisfaction will be worth it!



P-CARD NEWS-----

HAVE YOU SENT YOUR ANNUAL AUDIT REPORT TO BMO?



Your master agreement requires you send your annual audit report to the BMO Financial Group. Here's how:

Send an electronic (.pdf) copy to: pcard.reviews@bmo.com

---OR---

Mail a hard copy to (overnight or tracked mail is suggested):

**BMO Harris Bank
Institutional Markets 5/C
Attn: Jeremiah Wallen
111 West Monroe Street
Chicago, IL 60603**

---and, to make it even easier---

Add BMO to your distribution list

If you have an email distribution list of people/entities that you send your audited financials to each year, add pcard.reviews@bmo.com to your list.

FROM THE OFFICE OF PUBLIC INSTRUCTION

2019 Impact Aid Applications

The deadline to submit 2019 Impact Aid applications is **Wednesday, January 31, 2018 at 9:59 pm, Mountain Standard Time**. The application must be completed using G5, the US Department of Education's online grant application system. Click [here](#) (or go to opi.mt.gov, place your cursor on Leadership/ Academic Success and click on Title & Other Federal Programs, then click on the Impact Aid box) to find more information and your district's data, which will be needed for certain portions of the application.

After submitting the application through G5, districts are required to send a copy to Nicole Thuotte at OPI for review. You may send the copy via any of the following methods:

Email: nthuotte@mt.gov

Fax: (406) 444-0509

Mail: PO Box 202501, Helena, MT 59620-2501

Questions?

Contact Nicole Thuotte

nthuotte@mt.gov or 406-444-4524

School Law Books

The school law books are delayed this year due to difficulties at Legislative Services with staff turnover and a new computer system. OPI will send an email to the field along with an update in the next OPI Monthly Summary when the books are ready. The current Montana Code Annotated is available online (click [here](#)). For more information, contact Bev Marlow, OPI Legal Division at 406-444-4402.

DON'T FORGET THIS . . .

MTSUIP/MTSBA ANNUAL HR SYMPOSIUM

Don't forget to sign up for the HR (Employment) Symposium offered by MTSBA and sponsored by MTSUIP. Locations and dates are shown below. Click on the location for more information and to register for the session.

Note the live stream video option on February 21!

Chinook	February 6	Missoula	February 12
Sidney	February 7	Kalispell	February 13
Lockwood	February 8	Helena	February 21
Live Stream Video	February 21		

FREE to MTSUIP member school districts and no limit on the # of attendees from the same member district. Non-member districts may also attend for a fee.

This is a training designed for your school's entire management team. Topics include **Human Resource Fundamentals, Talent Acquisition, Investigating School Claims, Performance Management, and Employee Discipline**.

FROM THE INTERNAL REVENUE SERVICE

IRS ANNOUNCES MILEAGE RATES FOR 2018 (click [here](#))

The Internal Revenue Service issued the 2018 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. **Beginning Jan. 1, 2018**, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) is:

- **54.5 cents** per mile for business miles driven
- **18 cents** per mile driven for medical or moving purposes
- **14 cents** per mile driven in service of charitable organizations



INCOME TAX WITHHOLDING TABLES FOR 2018

The Internal Revenue Service released [Notice 1036](#), which updates the income-tax withholding tables for 2018 reflecting changes made by the tax reform legislation enacted last month. This is the first in a series of steps that IRS will take to help improve the accuracy of withholding following major changes made by the new tax law.

The updated withholding information shows the new rates for employers to use during 2018. Employers should begin using the 2018 withholding tables as soon as possible, but **not later than Feb. 15, 2018**. Continue to use the 2017 withholding tables until implementing the 2018 withholding tables.

MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services Angie Newman, State Manager II 877-589-2544, ext. 352 angie.newman@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>
	<p>Montana Schools Group Insurance Authority Workers Compensation Insurance Shawn Bubbs, Director of Insurance Services 406-457-4500 sbubbs@mtsba.org http://www.msgia.org/home</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>Montana Schools Unemployment Insurance Program Theresia LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
	<p>Montana Schools Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/</p>

IMPORTANT DATES & DEADLINES – FEBRUARY 2018

FEBRUARY 1

Self-Review of Meal Counting and Claiming System due	Complete the annual self-review of the meal counting and claiming system sometime during the school year before February 1 . Each school site must be reviewed where meals are served to students and counted for reimbursement. Maintain this documentation on file.	School Nutrition Programs Checklist School Nutrition Programs Administrative Update (see page 20)
2 nd Afterschool Snack Program Review due	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. The second review should be completed prior to February 1st. The reviews will be maintained on file at the School Food Authority.	Afterschool Snack Self Review Form Afterschool Snack Program Packet

FEBRUARY 5

Spring Enrollment Count Date	<p>The 2018 Spring Enrollment & Aggregate Hours Collection begins Monday, February 5. Districts will report spring count date aggregate hours for all students enrolled on 2/5/18, 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, submit the data to MAEFAIRS. <i>MAEFAIRS Student Count for ANB must be submitted no later than Friday, February 9, 2018.</i></p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance <i>should be submitted to the OPI prior to the official enrollment count date</i> for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.</p>	<p>A.R.M. 10.20.102 AIM Spring Collection Guide</p> <p>ANB Memo Reporting Instructions Step-by-Step Student Count for ANB Instructions</p> <p>A.R.M. 10.20.102(10)</p>
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FEBRUARY 10

File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10th of each month	<p>Montana Agreement and Payment System (MAPS) log in page</p> <p>School Nutrition Programs Checklist Reimbursement Rates for FY2018 FY2018 School Nutrition Payments</p>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 th of the previous month.	<p>E-Grants System</p> <p>Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>

IMPORTANT DATES & DEADLINES – FEBRUARY 2018

FEBRUARY 15

First Semester Transportation Claims due	<p>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.</p> <ul style="list-style-type: none"> • TR-5 Claim for State Reimbursement for Individual and Isolated Transportation • TR-6 Claim for Reimbursement for School Bus Transportation 	MCA 20-10-145(2) A.R.M. 10-7-104(1)(a) Regulations & Guidelines for Pupil Transportation Reporting
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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).	MCA 20-10-145(2) A.R.M. 10-7-104(1)(b)
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FEBRUARY 23

OPI makes K-12 BASE aid payments	<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 * (TECHF) Technology Funding ** (D4A) Data for Achievement *** (NRD) Natural Resource Development</p>	FY2018 Payment Schedule (scroll to bottom of page) State School Payments * Redirected as per HB390 ** Eliminated for FY2018 per SB261 *** Redirected as per HB647
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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.	OPI State and Federal Grants Handbook
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FEBRUARY 27

Trustees call for an election	At least 70 days prior to Election Day (May 8, 2018), 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.	MCA 20-20-201 MCA 20-20-203 2018 School Election Calendar 2018 School Election Handbook (see page 4)
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IMPORTANT DATES & DEADLINES – FEBRUARY 2018		
FEBRUARY 28		
<p>Last day to file state form MW-3 and copies of 2017 Form W-2 and Form 1099</p>	<p>On or before February 28 of each year, you are required to file the following with the Montana Department of Revenue:</p> <ul style="list-style-type: none"> • Montana Annual Wage Withholding Tax Reconciliation form (MW-3) supporting the withholding reported on the Forms W-2 and 1099. • Wage and Tax statement (W-2) for each employee Montana wages were paid to, with or without withholding. • Forms 1099 with Montana state withholding. 	<p>2017 Montana Withholding Tax Guide (see page 5 for annual filing requirements)</p>
<p>Tax forms under Sections 6055 and 6056 of the Internal Revenue Code are due (Affordable Care Act)</p>	<p>SECTION 6055 FORMS: Insurers and employers that sponsor self-insured health plans will use IRS Forms 1094-B and 1095-B to report on individuals enrolled in minimum essential coverage.</p> <p>Form 1094-B Transmittal of Health Coverage Information Returns. Due to IRS by February 28, 2018 for paper filers and April 2, 2018 for e-filers.</p> <p>Form 1095-B Health Coverage Due to employees by January 31, March 2, 2018 for the 2017 tax year (deadline extended).</p>	<p>Instructions for Forms 1094-B and 1095-B</p>
<p>An employer with 50 or more full-time employees during the prior calendar year would file Form 1095-C and Form 1094-C.</p>	<p>SECTION 6056 FORMS: Large employers will use IRS Forms 1094-C and 1095-C to report on offers of health coverage and enrollment in employer-provided plans. Employers that sponsor self-insured plans and that are also applicable large employers will use Forms 1094-C and 1095-C to file a combined report under both section 6055 and 6056.</p> <p>Form 1095-C Employer-Provided Health Insurance Offer and Coverage Due to employees by January 31, March 2, 2018 for the 2017 tax year (deadline extended).</p> <p>Form 1094-C Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns Due to IRS by February 28, 2018 for paper filers and April 2, 2018 for e-filers.</p>	<p>Instructions for Forms 1094-C and 1095-C</p>

MASBO EXHIBITOR MEMBERS

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Montana Schools Property & Liability Insurance Plan (MSPLIP) Dave Pillatzke dpillatzke@paynewest.com	Montana Schools Unemployment Insurance Program (MTSUIP) Theresa LeSueur tlesueur@mtsba.com	Montana Unified School Trust Andy Holmlund aholmlund@ms-sf.org
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You Are What You Eat and Do

Balancing Movement with Healthy Eating

Good eating habits are even healthier when you add staying active. Adults (18-64 years) should get 2 ½ hours of moderate motion each week, or 1 hour and 15 minutes at a very brisk level. Children and teens (6-17 years) need an hour or more of being active each day.

Adults also need to work on building muscles at least twice a week, and children and teens, three times a week.

Know these facts before you get moving:

- Choose movements that match your fitness level.
- Start slowly if you haven't been active, raising your level over time.
- Choose a safe place and the right gear.
- Check with your doctor first to find the motion that's right for you.

Eating right and working out help you stay healthy inside and out.



**BlueCross BlueShield
of Montana**



A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,
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bcbsmt.com