

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empower School Business Leaders Through Education*  
**JANUARY 2019**

## SIGN UP FOR SPRING TRAINING!

The chart below shows the dates and locations for the MASBO **Budget Workshops** and **Spring Regional Workshops** and, for new clerks (or those just needing a review) some full-day training 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 2019 SPRING WORKSHOPS			
DATE		BUDGET WORKSHOPS	REGIONAL WORKSHOPS
Fri	March 1		<a href="#">Region 4 – Butte</a> Comfort Inn
Mon	March 4	Budget Workshop - <a href="#">Bozeman</a> C'Mon Inn	
Thurs	March 7	Budget Workshop – <a href="#">Miles City</a> Custer County High School	
Fri	March 8	Budget Workshop – <a href="#">Billings</a> DoubleTree by Hilton	
Wed	March 13	Budget Workshop – <a href="#">Great Falls</a> Holiday Inn	
Thurs	March 14	<a href="#">Budget Basics</a> - Great Falls Holiday Inn	
Fri	March 15	Budget Workshop – <a href="#">Missoula</a> Holiday Inn	
Thurs	March 21		<a href="#">Region 1 – Missoula</a> Courtyard Marriott
Fri	March 22	<a href="#">Budget Basics</a> - Missoula Courtyard Marriott	
Wed	March 27	<a href="#">Budget Basics</a> – Miles City Sleep Inn & Suites	
Thurs	March 28		<a href="#">Region 3 and Region 6 - Miles City</a> Sleep Inn & Suites
Fri	March 29		<a href="#">Region 5 – Billings</a> Red Lion Hotel
Wed	April 3		<a href="#">Region 2 – Great Falls</a> Hampton Inn

## 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 Flath**

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

### MASBO Staff

**Denise Williams**, Executive Director  
406-461-3659

**Marie Roach**, Administrative Assistant  
406-461-8804

### A MESSAGE FROM YOUR MASBO PRESIDENT *Cindy Foley, West Valley Schools*

Happy New Year!!

It seems the New Year rolls around quicker all the time! Sometimes it seems to be difficult to slow things down, enjoy the moment, and appreciate everything going on around us.

With the 2019 legislative session kicking off, please keep your eyes on key bills that will be affecting schools and also the discussions with your trustees and superintendents. As always, we will be greatly affected and can provide expertise to the conversation.



Speaking of expertise... please be sure to attend the valuable trainings offered by MASBO this spring (see the newsletter or the website). The Regional and Budget meetings are always great sources of information and a new training involving Superintendents and Business Officials will be a great opportunity as well. The other area I hope folks are taking advantage of is the Mentor Program. If you aren't currently signed up, please contact Denise Williams or Lorie Carey. The folks that have taken advantage of this are gaining a great leg up in the profession. This is a great way to stay in touch and up to date on current topics.

As we roll through the next few months with the upcoming legislative session; trustee and levy elections; negotiations, and the list goes on, conversations can sometimes get a bit heated. I'd like you to consider the following quote that I have referenced a few times this school year already ... "You ought to fight for the things you believe in, but you don't go after people's character and you don't try to question somebody's integrity just because they disagree with you." Also, don't be afraid to take a deep breath and take a break in order to come back calmer and maybe with a greater perspective.

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. As we begin this new year, I wish you all the best, a year full of promise, good health, and wonderful friends!

Take care!

Cindy

MASBO President

## 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, 2019, 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.

You may nominate someone for Vice-President by doing one of the following:

1. Send an email to Denise at [dwilliams@masbo.com](mailto: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 2019 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.*



**Got Questions?  
Contact Denise**

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

Elections for Region Director for the term July 1, 2019 – June 30, 2022 will be held at the Region 4 and Region 5 spring workshops. 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 2019 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, 2019.**

## C & C SCHOOL ACCOUNTING

Foxie Lady Computers has changed its name to **C&C School Accounting**. With the name change comes a new IP address: [candcschoolaccounting.com](http://candcschoolaccounting.com) and a new email address: [help@candcschoolaccounting.com](mailto:help@candcschoolaccounting.com).

There is no change in the people or service. **C & C School Accounting** is the same great program and David Bardwell and crew will continue to provide the same quality customer service and support as before. Also, the red fox (Foxie) will continue as the company's mascot.

**C & C School Accounting** is named for the company's original founders, Carl Fox (a former school principal) and Cal Walt (a former school superintendent). Foxie Lady Computers has been a member of MASBO since 1993 and David Bardwell is always a friendly face and supporter of the MASBO summer conference.

*Best wishes moving forward, C & C School Accounting!*



## 2019 MEMBERSHIP DIRECTORY

Click [here](#) to place an online order of the 2019 MASBO Membership Directory. We will mail you a hard copy which includes contact information for all MASBO members. The cost is \$10 per copy (includes shipping).

## 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 [here](#) for more information and to register for a session or live stream video.

Chinook	February 5	Frenchtown	February 12
Sidney	February 6	Kalispell	February 13
Lockwood	February 7	Helena	February 14

**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:

- **MTSUIP's Value-Added In-District Training for staff**
- **Effective hiring practices**
- **The employment relationship (the duties and obligations of the District and employees)**
- **Strategies and tools for motivating staff, encouraging innovation, and holding employees to a high standard**
- **The 10 "Hot Topic" issues in employment law**

## MONTANA LEGISLATIVE SESSION - 2019

### MONTANA STATE LEGISLATIVE BRANCH - NEW WEBSITE

Click [here](#) to access the main page of the Montana Legislative Branch website, and then explore a bit to find the Legislative Automated Workflow System ([LAWS](#)) where you can look up and track the status of bills being considered during the session. The website also provides links to [live video-streaming](#) of hearings and meetings, the [2019 session calendar](#) and how to [find](#) and [email](#) your local legislator.

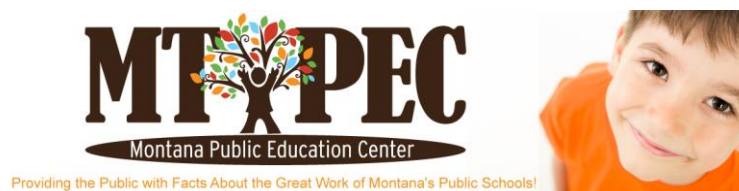
### MONTANA PUBLIC EDUCATION CENTER

#### The Great Works of Montana's Public Schools, Volume VI

The Montana Public Education Center (MT-PEC) is a coalition of public education advocates representing MASBO, MFPE, MQEC, MREA, MTSBA and SAM members who are dedicated to providing the public with facts about the GREAT work of Montana's public schools. Click [here](#) to see Volume VI of the annual *Great Works* publication, which includes the results of an annual public opinion poll to better understand Montana voters' perspectives on K-12 public education issues and an annually updated vision and strategic plan of the K-12 Vision Group. This publication is a **must-read** as we prepare for the upcoming 2019 legislative session. Visit [MT-PEC.org](#) to see the publications and initiatives undertaken by the coalition.

**SAVE THESE DATES:** February 11 and March 18

During the legislative session, MT-PEC organizes and sponsors two public education days of advocacy. Please plan to join us on **February 11** (before transmission of policy bills) and **March 18** (before the transmission of spending bills). Both days will include a special program, an opportunity for you to interact with your local legislators at the Capitol and again at an evening reception. More information and sign-up is coming soon.



## MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services <b>Jacob Bautista</b>, Office Manager 877-589-2544 <a href="mailto:jacob.bautista@americanfidelity.com">jacob.bautista@americanfidelity.com</a> <a href="http://www.americanfidelity.com/home.aspx">http://www.americanfidelity.com/home.aspx</a></p>
	<p>Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program <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>Health, Dental, Vision, Life and Long-Term Disability Benefits <b>Andy Holmlund</b>, Chief Executive Officer 406-457-4400 <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a> <a href="http://mustbenefits.org/">http://mustbenefits.org/</a></p>
	<p>Montana Schools 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>Payne West, Inc. Montana Schools Property &amp; Liability Insurance Plan <b>Rody Holman</b>, Program Manager 406-533-1035 <a href="mailto:RHolman@paynewest.com">RHolman@paynewest.com</a> <a href="http://msplip.com/">http://msplip.com/</a></p>

## IMPORTANT DATES & DEADLINES – FEBRUARY 2019

### 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 <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.	<a href="#">School Nutrition Programs Checklist</a> <a href="#">School Nutrition Programs Administrative Update</a> (see page 18)
2 <sup>nd</sup> 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. <b>The second review should be completed prior to February 1st.</b> The reviews will be maintained on file at the School Food Authority.	<a href="#">Afterschool Snack Self Review Form</a> <a href="#">Afterschool Snack Program Packet</a>

### FEBRUARY 4

Spring Enrollment Count Date	<p>The official spring count day is <b>Monday, February 4</b>. Districts will report spring count date aggregate hours for all students enrolled on 2/4/19, 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 <b>no later than Friday, February 8, 2019.</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><i>should be submitted to the OPI prior to the official enrollment count date</i></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="#">ANB Memo</a> <a href="#">Reporting Instructions</a></p> <p><a href="#">AIM User Guide:</a> <a href="#">AIM &amp; MAEFAIRS Verification</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>
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### FEBRUARY 10

File monthly meal claims for NSLP reimbursement	Monthly lunch, breakfast and snack counts are due the 10 <sup>th</sup> 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 ( <a href="#">MAPS</a> ) log in page  <a href="#">School Nutrition Programs Checklist</a> <a href="#">Reimbursement rates for FY2019</a> <a href="#">FY2019 School Nutrition Payments</a>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<a href="#">E-Grants System</a> Log in to your district's account, or click on Public Access, then Vendor Payee Details



## IMPORTANT DATES & DEADLINES – FEBRUARY 2019

### 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.

- **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](#)

### 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\(1\)\(b\)](#)

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**  
~~\*(TECHF) Technology Funding~~  
~~\*\* (D4A) Data for Achievement~~  
~~\*\*\* (NRD) Natural Resource Development~~

[FY2019 Payment Schedule](#) (scroll to bottom of page  
[State School Payments](#)

~~\* Redirected as per HB390~~  
~~\*\* Suspended for FY2018 per SB261~~  
~~\*\*\* Redirected as per HB647~~

### 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](#)

### FEBRUARY 26

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](#)  
[2019 School Election Calendar](#)  
[2019 School Election Handbook](#)  
 (see page 6)

IMPORTANT DATES & DEADLINES – FEBRUARY 2019		
FEBRUARY 28		
<p>Tax forms under Sections 6055 and 6056 of the Internal Revenue Code are due (Affordable Care Act)</p>	<p><b>SECTION 6055 FORMS:</b> 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><b><a href="#">Form 1094-B</a> Transmittal of Health Coverage Information Returns.</b> Due to IRS by <b>February 28, 2019</b> for paper filers and <b>April 1, 2019</b> for e-filers.</p> <p><b><a href="#">Form 1095-B</a> Health Coverage</b> Due to employees by <b>March 4, 2019</b> for the 2018 tax year.</p>	<p><a href="#">Instructions for Forms 1094-B and 1095-B</a></p> <p>IRS Notice <a href="#">2018-94</a> Extension of Due Date . . .</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><b>SECTION 6056 FORMS:</b> 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><b><a href="#">Form 1095-C</a> Employer-Provided Health Insurance Offer and Coverage</b> Due to employees by <b>March 4, 2019</b> for the 2018 tax year.</p> <p><b><a href="#">Form 1094-C</a> Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns</b> Due to IRS by <b>February 28, 2019</b> for paper filers and <b>April 1, 2019</b> for e-filers.</p>	<p><a href="#">Instructions for Forms 1094-C and 1095-C</a></p> <p>IRS Notice <a href="#">2018-94</a> Extension of Due Date . . .</p>

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.



## FROM THE OFFICE OF PUBLIC INSTRUCTION

### 2020 IMPACT AID APPLICATIONS

The deadline to submit 2020 Impact Aid applications is **Thursday, January 31, 2019** 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](http://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](mailto:nthuotte@mt.gov)

**Fax:** (406) 444-0509

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

#### Questions?

Contact Nicole Thuotte

[nthuotte@mt.gov](mailto:nthuotte@mt.gov) or 406-444-4524

### SCHOOL ELECTIONS

The regular school election day is **May 7, 2019**. 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 13, 2018 and March 28, 2019**. The candidate for trustee must be registered to vote at the time the Oath is filed.
- County superintendents: please log into the County application and complete/verify district classification and board compositions for the 2019 school election season. Click [here](#) to see the Quick Reference Guide: County District Classification Collection.
- The [School Election Handbook](#) and many forms used in school elections have been updated and are posted on the OPI website. Click [here](#) to see the Elections Resources page.

### PLEASE MAKE A NOTE OF IT

Kara Sperle, OPI School Finance Division Administrator, recently changed her name to **Kara Flath**. Her new email address is [Kara.Flath@mt.gov](mailto:Kara.Flath@mt.gov).

### FEBRUARY 4 STUDENT ENROLLMENT COUNT

[FY2019 Student Count for ANB Reporting](#) contains important information about the fall (October 1, 2018) and **spring (February 4, 2019)** enrollment counts. **Read the entire memo.** Some important items to note:

- ✓ Ensure that student enrollment, attendance on official count dates, aggregate hours, and student demographic information is accurate and up-to-date in the AIM system. You may need to coordinate with others in your district to make this happen.
- ✓ In MAEFAIRS, you will import the minimum enrollment information from the AIM system necessary to determine your district's Average Number Belonging (ANB) for the 2019-20 budget year.
- ✓ An explanation of the "10-day rule" is on page 4. If you need to request approval of a variance to the 10-day rule, you must submit your request to the OPI **prior to the count date.**
- ✓ Click [here](#) to access the Reporting Instructions.

**The Spring Enrollment count is due February 8, 2019.** Please make every effort to meet this deadline. The School Finance Division must issue FY2020 Preliminary General Fund Budget Data Sheets by March 1 and they cannot even begin to work on this until every school district has submitted enrollment counts in MAEFAIRS.

## MASBO EXHIBITOR MEMBERS

<b>American Fidelity Assurance Company</b> Jacob Bautista, Office Manager <a href="mailto:jacob.Bautista@americanfidelity.com">jacob.Bautista@americanfidelity.com</a>	<b>Anderson, Zurmuehlen &amp; Co.</b> Stefeni Freese, CPA <a href="mailto:sfreese@azworld.com">sfreese@azworld.com</a>	<b>Edie Barnard</b> <a href="mailto:Edie.barnard56@gmail.com">Edie.barnard56@gmail.com</a>
<b>Black Mountain Software</b> Teresa Van Buren <a href="mailto:teresav@blackmountainsoftware.com">teresav@blackmountainsoftware.com</a>	<b>Bruco, Inc.</b> Adam Uselman, V.P.-C.O.O. <a href="mailto:adambruco@gmail.com">adambruco@gmail.com</a>	<b>C &amp; C School Accounting</b> David Bardwell <a href="mailto:Help@CandCSchoolAccounting.com">Help@CandCSchoolAccounting.com</a>
<b>D.A. Davidson &amp; Co.</b> Bridget Ekstrom <a href="mailto:Bekstrom@dadco.com">Bekstrom@dadco.com</a>	<b>Fellon Insurance Services</b> Dale Fellon <a href="mailto:fellonins@msn.com">fellonins@msn.com</a>	<b>Frontline Technologies</b> Peter Lane <a href="mailto:plane@frontlineed.com">plane@frontlineed.com</a>
<b>Horace Mann</b> Keith Jorgensen <a href="mailto:keith.jorgensen@horacemann.com">keith.jorgensen@horacemann.com</a>	<b>Infinite Campus</b> Stephanie Sondrol <a href="mailto:Stephanie.sondrol@infinitecampus.com">Stephanie.sondrol@infinitecampus.com</a>	<b>Insurance Management Services of Montana</b> John R Boyer <a href="mailto:john@imsvest.com">john@imsvest.com</a>
<b>Joint Powers Trust</b> Cyndy Maxwell <a href="mailto:cyndy@jointpowerstrust.com">cyndy@jointpowerstrust.com</a>	<b>Klimas Financial Services, Inc.</b> Charles Klimas <a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a>	<b>Montana Public Employees Retirement Administration</b> Jenny Weigand <a href="mailto:jweigand@mt.gov">jweigand@mt.gov</a>
<b>MSGIA-WCRRP</b> Shawn Bubbs <a href="mailto:sbubbs@mstba.org">sbubbs@mstba.org</a>	<b>Montana Schools Unemployment Insurance Program (MTSUIP)</b> Theresia LeSueur <a href="mailto:tlesueur@mtsba.com">tlesueur@mtsba.com</a>	<b>Montana Unified School Trust (MUST)</b> Andy Holmlund <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a>
<b>National IPA and TCPN</b> Shelley Andrews <a href="mailto:shelley.andrews@nationalipa.org">shelley.andrews@nationalipa.org</a>	<b>New Hope Technology Foundation</b> John Hughes <a href="mailto:john@newhopetech.org">john@newhopetech.org</a>	<b>Payne West, Inc./MSPLIP</b> Rody Holman <a href="mailto:RHolman@paynewest.com">RHolman@paynewest.com</a>
<b>Pine Cove Consulting</b> Brandan Bassett <a href="mailto:bbassett@pinecc.com">bbassett@pinecc.com</a>	<b>Schoolhouse IT</b> Jeffrey Patterson <a href="mailto:jeffp@schoolhouseit.com">jeffp@schoolhouseit.com</a>	<b>Southwest MT School Services</b> Thomas Franta <a href="mailto:tfranta@swmss.coop">tfranta@swmss.coop</a>
<b>Stifel Nicolaus</b> Bryan Stelmack <a href="mailto:yroybal@stifel.com">yroybal@stifel.com</a>	<b>Tandy Enterprises</b> Donna M. Tandy <a href="mailto:donnatandy77@gmail.com">donnatandy77@gmail.com</a>	<b>TimeClock Plus</b> James Baker <a href="mailto:sales@timeclockplus.com">sales@timeclockplus.com</a>
<b>Tyler Technologies</b> Carrie Hughes <a href="mailto:carrie.hughes@tylertech.com">carrie.hughes@tylertech.com</a>	<b>VALIC</b> Michael Hart <a href="mailto:michael.hart@valic.com">michael.hart@valic.com</a>	<b>Todd Watkins Consulting Services</b> Todd Watkins <a href="mailto:Toddwatkinsconsulting101@gmail.com">Toddwatkinsconsulting101@gmail.com</a>
<b>Felt, Martin, Frazier &amp; Weldon, PC</b> Jeffrey Weldon <a href="mailto:JWeldon@feltmartinlaw.com">JWeldon@feltmartinlaw.com</a>	<b>Wipfli LLP</b> Kim Dare, CPA <a href="mailto:kdare@wipfli.com">kdare@wipfli.com</a>	



In a recent study of 1,700 people who kept a food diary for 6 months, lost 2 times as much weight as those who kept no food record.

## BENEFITS OF A FOOD DIARY?

### Weight Loss

In a recent study of 1,700 people dieters who kept a food diary for six months lost twice as much weight as those who kept no food record. **The reason:** Writing down what you eat makes you accountable for every bit of food that goes into your mouth, including high-calorie indiscretions. It can also reduce or eliminate mindless eating.

### Better Nutrition

A food diary will allow you to spot at a glance any shortchanged food groups that could be potentially depriving you of important nutrients. You may also notice that you're eating more processed foods and fast foods than healthy, nutrient-dense foods.

### Food Intolerance Detection

In addition to what you eat, you should also record how you feel physically after eating to help pinpoint food intolerances. If you consistently feel bloated, nauseous or have diarrhea an hour after drinking milk or eating ice cream, you could be lactose intolerant. Similarly, if you have digestive discomfort after eating bread or another wheat-containing food, you could be gluten intolerant. Moreover, if you have a chronic disease, such as diabetes or hypertension, keeping a food diary can help you avoid problematic foods and stick to your special eating plan, such as a low-sodium diet. In a study published in 1995, keeping a food diary for two weeks **helped 75 percent of patients with chronic medical conditions identify problem foods.**

### DAILY FOOD DIARY

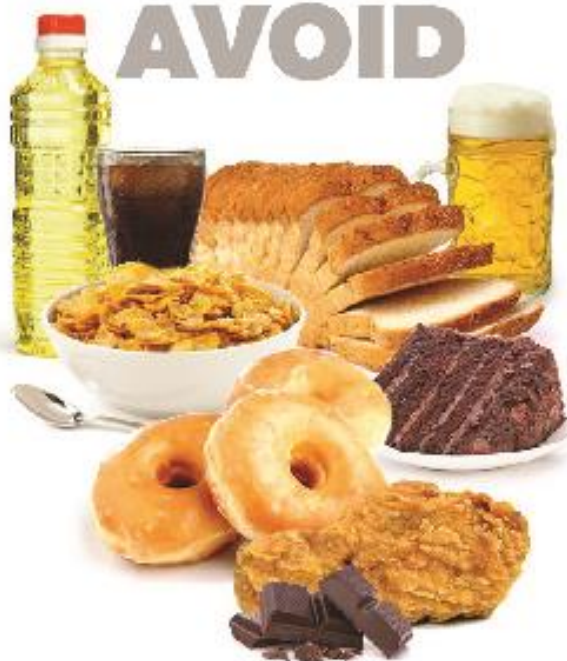
MEAL	TIME	WHAT YOU ATE	CALORIES	SERVINGS	NOTES
BREAKFAST					
LUNCH					
DINNER					



# EAT



# AVOID



## TYPES OF FOODS TO AVOID

Everyone loves having choices – options to choose from. There are some choices that can have positive pay offs for both your body and health.

However, when we think about food as either good or bad we feel deprived. The fact is small changes in your diet can provide long term benefits. By making a few mindful choices daily, you will improve your health and overall wellbeing.

### SUGARY DRINKS

Added sugar is the single worst ingredient in the modern diet. Sugar consumed in large amounts can drive insulin resistance in the body and is strongly linked to non-alcoholic fatty liver disease. It is also associated with various serious diseases, including type 2 diabetes and heart disease. Sugary drinks are the most fattening aspect of the modern diet and can drive fat gain and obesity.

**Alternatives:** Drink water, soda water, coffee or tea. Adding a slice of lemon to water or soda water can add some taste if you don't like it plain.

### HIGH-CALORIE "COFFEE" DRINKS

Coffee is loaded with antioxidants. Studies show that coffee drinkers have a lower risk of serious diseases like type 2 diabetes and Parkinson's. Unfortunately, things we add to our coffee can turn this beverage into harmful sludge. Using artificial creamers and sugar, the health benefits of coffee has been erased with empty calories.

**Alternatives:** Drink plain coffee instead. Black is best, but small amounts of heavy cream or full-fat milk are fine as well.

### PROCESSED AND FAST FOODS

Don't be fooled by imitations. Processed cheese, processed meats, and junk foods contain ingredients designed to look like the real thing. Remember REAL

food doesn't need an ingredients list, because the REAL food is the ingredient. If you don't recognize an ingredient, your body won't either!

Junk foods are generally mass-produced, highly engineered foods with little nutritional value. While these foods are often less expensive, every penny saved can cost us more later. Poor health is expensive.

**Alternatives:** Fortunately, menus at many restaurants and fast food chains now include fresh and healthier options, including caloric content. Use available options and information to make better choices.

### BAD FATS

There are two groups of fats: saturated and unsaturated.

The good guys are the unsaturated fats. Unsaturated fats include polyunsaturated fatty acids and monounsaturated fats. When eaten in moderation, these can help lower cholesterol levels and reduce your risk of heart disease.

The bad guys are saturated and artificial trans fats. These can raise cholesterol levels, clog arteries, and increase the risk for heart disease. While dietary guidelines recommend saturated fats be limited to 10% or less of total calories, the American Heart Association recommends keeping to just 7%. Some experts suggest artificial trans fats – or referred to as partially hydrogenated fats – are unhealthy and more dangerous than saturated fats.

**Good guy options:** Use vegetable oils, Omega-3s (salmon, flaxseed, walnuts), and olive, canola, and peanut oils. Eat olives, avocados, hazelnuts, almonds, Brazil nuts, cashews, sesame seeds, and pumpkin seeds.

Sources: <https://www.webmd.com/diet/obesity/features/skinny-fat-good-fats-bad-fat#1>