

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empowering School Business Leaders Through Education*

**JANUARY 2020**

## UPCOMING TRAINING OPPORTUNITIES

MASBO 2020 SPRING WORKSHOPS			
Click on the links below for more information and to register.			
DATE		BUDGET WORKSHOPS	REGIONAL WORKSHOPS
Wed	Feb 26	Budget Workshop – <a href="#">Miles City</a> Sleep Inn & Suites	
Thurs	Feb 27	Budget Workshop – <a href="#">Billings</a> DoubleTree 27	
Fri	Feb 28	Budget Workshop – <a href="#">Bozeman</a> C'mon Inn	
Thurs	March 5	Budget Workshop – <a href="#">Missoula</a> Courtyard by Marriott	
Fri	March 6	Budget Workshop – <a href="#">Great Falls</a> Heritage Inn	
Tues	March 10	*MTSBA/MASBO Budget Symposium - <a href="#">Malta</a>	
Wed	March 11	*MTSBA/MASBO Budget Symposium - <a href="#">Glendive</a>	
Thurs	March 12	*MTSBA/MASBO Budget Symposium - <a href="#">Laurel</a>	
Thurs	March 19		<a href="#">Region 3</a> and <a href="#">Region 6</a> - Miles City Sleep Inn & Suites
Tues	March 24	*MTSBA/MASBO Budget Symposium – <a href="#">Kalispell</a>	
Wed	March 25	*MTSBA/MASBO Budget Symposium - <a href="#">Missoula</a>	
Tues	March 31	*MTSBA/MASBO Budget Symposium - <a href="#">Helena</a>	
Wed	April 1		<a href="#">Region 2</a> – Great Falls Holiday Inn
Thurs	April 2		<a href="#">Region 5</a> – Billings “2905 “
Wed	April 8		<a href="#">Region 1</a> – Missoula Courtyard by Marriott
Thurs	April 9		<a href="#">Region 4</a> – Butte Copper King

\*free registration for MTSUIP member districts; \$125 for non-MTSUIP members.

## MASBO Board of Directors

President	<u><b>Lorie Carey</b></u> , Jefferson Co. High School	Region 1 Director	<u><b>Noreen Anderson</b></u> , Hellgate K-8
Vice-President	<u><b>Rita Huck</b></u> , Huntley Project K-12	Region 2 Director	<u><b>Belinda Klick</b></u> , Sun River Valley
Past President	<u><b>Cindy Foley</b></u> , West Valley K-8	Region 3 Director	<u><b>Cheri Nygard</b></u> , Wolf Point
Fiscal Agent	<u><b>Kim Aarstad</b></u> , East Helena K-12	Region 4 Director	<u><b>Kevin Patrick</b></u> , Butte Schools
Ex-Officio, MTSUIP	<u><b>Denise Williams</b></u>	Region 5 Director	<u><b>Rebekah Rhoades</b></u> , Lewistown
Ex-Officio, OPI	<u><b>Kara Flath</b></u>	Region 6 Director	<u><b>Jen Mettler</b></u> , Baker K-12

## MASBO Staff

Denise Williams, Executive Director  
406-461-3659

Marie Roach, Administrative Assistant  
406-461-8804

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

Elections for Region Director for the term July 1, 2020 – June 30, 2023 will be held at the **Region 3** and **Region 6** spring workshop on March 16 in Miles City.

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 2020 Outstanding Business Official (click [here](#)). 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 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, 2020.**



LOL!

Gym companies on the 1st of January 2020:





## P-CARD NEWS-----

P-Card purchases for nine months of the current rebate year (April - December) totaled over **\$20 million** with **147** school districts and special education cooperatives participating in the program. At the same time last year, we had 133 participants with \$16.9 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

### P-CARD PURCHASING IDEAS

Each year, districts that participate in MASBO's P-Card program earn a cash rebate based on total purchases during the period April – March. More purchases = more rebate! So what types of purchases are our members paying using their P-card? Here's some ideas: electric bill, maintenance supplies, uniforms, phone (land lines or cell) bills, Pitney Bowes lease payments, activities travel and lodging, internet service, online orders, if no fee is charged, fuel for vehicles, and garbage service.

### FEBRUARY 3 STUDENT ENROLLMENT COUNT

[FY2020 Student Count for ANB Reporting](#) contains important information about the **spring (February 3, 2020)** enrollment count. **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 2020-21 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 7, 2020.** Please make every effort to meet this deadline.

The School Finance Division must issue FY2021 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.

### SCHOOL ELECTIONS

The regular school election day is May 5, 2020. 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 12, 2019 and March 26, 2020**. 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 2020 school election season. Click [here](#) to see the Quick Reference Guide: County District Classification Collection.
- Trustees must **call for an election** no later than **Tuesday, February 25** (70 days prior to election day).
- **File the election resolution with the county election administrator** 3 days after the trustees adopt it (no later than **Friday, February 28**).
- Running a mail ballot election? Make sure the Secretary of State's office receives your **written plan, including timetable and sample instructions**, no later than **Friday, March 6**.
- The [School Election Handbook](#) is posted on the OPI website.
- Click [here](#) to see the **Elections Resources page**, and click [here](#) to see the power point presentation used at the Elections workshops last fall.

## 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 2020

### December 12, 2019 – March 26, 2020

Candidates for trustee election on May 5, 2020 may file a Declaration of Intent and Oath of Candidacy	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with the election administrator. <b>No candidate may appear on the ballot unless the candidate files between <i>Thursday, December 12, 2019 and Thursday, March 26, 2020</i>.</b> The candidate for trustee must be registered to vote at the time the Oath is filed.	<a href="#">Declaration of Intent and Oath of Candidacy</a>  <a href="#">School Election Calendar 2020</a>
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### 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 20)
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 3

Spring Enrollment Count Date	<p>The official count day for 2020 Spring Enrollment is <b>Monday, February 3</b>.</p> <p>To give district AIM staff the opportunity to verify and finalize enrollment data, the Student Count for ANB must be imported on or after February 3, 2020. You may import as many times as necessary.</p> <p><b><i>Student Count for ANB must be submitted to the MAEFAIRS system no later than Friday, February 7, 2020.</i></b></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>	<a href="#">A.R.M. 10.20.102</a> <a href="#">OPI Official Email</a> <a href="#">ANB Memo</a> <a href="#">Reporting Instructions</a>  <a href="#">AIM User Guide:</a> AIM & MAEFAIRS Verification  <a href="#">Step-by-Step Student Count for ANB Instructions</a>  <a href="#">A.R.M. 10.20.102(10)</a>
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## IMPORTANT DATES & DEADLINES – FEBRUARY 2020

### 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 FY2020</a> <a href="#">FY2020 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

### 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"> <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="#">Regulations &amp; Guidelines for Pupil Transportation Reporting</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 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on March 10.	<a href="#">OPI State and Federal Grants Handbook</a>
Trustees call for an election	At least 70 days prior to Election Day (May 5, 2020), 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="#">2020 School Election Calendar</a> <a href="#">2020 School Election Handbook</a> (see page 6)

### FEBRUARY 28

OPI makes K-12 BASE aid payments	<b>Direct State Aid</b> <b>Quality Educator Component</b> <b>At Risk Student Component</b> <b>Indian Education for All</b> <b>Student Achievement Gap</b> <b>Data for Achievement</b> <b>(SPED) State Special Education Payments</b>	<a href="#">FY2020 Payment Schedule</a> (scroll to bottom of page) <a href="#">State School Payments</a>
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## IMPORTANT DATES & DEADLINES – FEBRUARY 2020

### FEBRUARY 28 (continued)

Last day to file election resolution with the county election administrator	At least 67 days before (and 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="#">2020 School Election Calendar</a> <a href="#">2020 School Election Handbook</a>
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## K-12 MONTANA

K12 Montana is Jeff Patterson's brand new educational technology leadership company. Jeff's been a leader in technology for education in Montana for over a decade. Beginning his education career as Director of IT for an AA district, Jeff has extensive experience with districts and budgets of all sizes. His team has years of K12 experience. Prior to education, Jeff was a technology leader and senior manager in Fortune 500 companies.



K12 Montana's mission is to meet your objectives. We have extensive experience working with administrators, teachers, elected boards, students and parents. Look to K12 Montana, Inc. for support with thought leadership and strategic planning, budgeting and refresh cycles, technology levy planning, policy and procedures development, managed technology services including helpdesk, cloud strategies, disaster recovery and backup strategies, wired and wireless projects and custom solutions to meet the unique challenges of K12 education.

## SCHOOL BUS DRIVER TRAINING

Saturday, February 22 (8:00 a.m. – 5:00 p.m.) in Bozeman

School Services of Montana (SSoM) is hosting an 8-hour bus driver training course for school bus drivers. This training can be used to fulfill 8 of the mandatory 15 hours of annual training as required in the [2018 Montana School Bus Standards](#) (see Driver Inservice Training Program on page 55). Bruce Kubler from MAPT (Montana Association for Pupil Transportation) will be the instructor.



Click [here](#) for complete information and to register.

## 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.

February 4 – Malta  
February 5 – Lockwood  
February 11 – Frenchtown

February 12 – Whitefish  
February 13 – Helena  
Video Option – click [here](#)

**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.

## MASBO EXHIBITOR MEMBERS

<b>Aflac</b> Rob Cook <a href="mailto:R_cook@us.aflac.com">R_cook@us.aflac.com</a>	<b>AIG RETIREMENT SERVICES</b> Michael Hart <a href="mailto:michael.hart@valic.com">michael.hart@valic.com</a>	<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 Knoke</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>Fatbeam</b> ← <b>NEW</b> Graham Taylor <a href="mailto:graham@fatbeam.com">graham@fatbeam.com</a>	<b>Fellon Insurance Services</b> Dale Fellon <a href="mailto:fellonins@msn.com">fellonins@msn.com</a>	<b>Fisher's Technology</b> Amanda Byrne <a href="mailto:info@fisherstech.com">info@fisherstech.com</a>
<b>Frontline Technologies</b> Elise Ozarowski <a href="mailto:eoazarowski@frontlineed.com">eoazarowski@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>K12 Montana</b> ← <b>CHANGE</b> Jeffrey Patterson <a href="mailto:jeffp@k12mt.com">jeffp@k12mt.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> Terry Dalton <a href="mailto:tdalton@mt.gov">tdalton@mt.gov</a>	<b>MSGIA-WCRRP</b> Shawn Bubb <a href="mailto:sbubb@mstba.org">sbubb@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>OMNIA Partners</b> Bethany Tate <a href="mailto:bethany.tate@omniapartners.com">bethany.tate@omniapartners.com</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>School Services of Montana</b> Thomas Franta <a href="mailto:tfranta@mt-schools.org">tfranta@mt-schools.org</a> ← <b>CHANGE</b>
<b>Teachers On Call</b> Maya Burnaugh <a href="mailto:mburnaugh@teachersoncall.com">mburnaugh@teachersoncall.com</a>	<b>TimeClock Plus</b> James Baker <a href="mailto:marketing@timeclockplus.com">marketing@timeclockplus.com</a>	<b>Tyler Technologies</b> Carrie Hughes <a href="mailto:carrie.hughes@tylertech.com">carrie.hughes@tylertech.com</a>
<b>U.S. Omni 403(b) Retirement Savings Plan Administration</b> Ryan Phillips <a href="mailto:rphillips@omni403b.com">rphillips@omni403b.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>	<b>GO FORTH AND BE AWESOME</b>	



# NEW YEAR. NEW *You!*

## ELF FOR HEALTH PARTNER CHALLENGE

Grab a partner at work, at home or a friend and complete four weeks of working on your fitness, yourself, eating habits, and building comradery in the workplace. You and your partner will swap ideas and support each other over the 4 weeks to stay motivated, and meet new people if you participate as an office.

**Monday**—Send your buddy an email to help them with the challenges for that week. Ideas of things to include/attach: your own personal tips & tricks, inspiring words and/or images, a new, healthy recipe or workout to try.

**Tuesday-Sunday**—Any time during these days, check in with your buddy! For example, ask them if they tried a new recipe, workout, or had fun with any certain challenges. Feel free to tell them how you did with your challenges, too!

Source: [init4thelongrun.com](http://init4thelongrun.com)

## ELF for HEALTH WEEK 1

**MONDAY**—Try a new smoothie recipe and add a handful of spinach

**TUESDAY**—Pick up a new book and read for at least 15 minutes each night

**WEDNESDAY**—Take 15 minutes to stretch and or foam roll after your workout

**THURSDAY**—Listen to a new podcast around a skill or topic you want to learn more about

**FRIDAY**—Try a new healthy dinner recipe and share it with friends or family

**SATURDAY**—Do a plank for 1 minute (or 2 if you're looking for a challenge)

**SUNDAY**—Digital detox



[mustbenefits.org](http://mustbenefits.org)  
406.457.4400  
f @MUSTbenefits

## ELF for HEALTH WEEK 2

**MONDAY**—Gather a bag of clothes to donate to your local thrift store

**TUESDAY**—Stand (instead of sitting) at your desk for at least 2 hours or take 2 walking breaks during the day

**WEDNESDAY**—Journal for 15 minutes

**THURSDAY**—Try a new workout class or workout routine

**FRIDAY**—Write down 5 things you are grateful for today

**SATURDAY**—Call a friend you haven't talked to in a while

**SUNDAY**—Meal plan and prep for next week

## ELF for HEALTH WEEK 3

**MONDAY**—Share a healthy snack with a co-worker

**TUESDAY**—Get at least 8 hours of sleep tonight

**WEDNESDAY**—Donate this week's lunch money/coffee money to your favorite charity and pack a lunch

**THURSDAY**—Drink 2 full glasses of water before your AM coffee

**FRIDAY**—Unsubscribe from 5 emails you delete without opening- you can use a service to do this called [unroll.me](http://unroll.me)

**SATURDAY**—Bundle up and take your workout outside and get some vitamin D

**SUNDAY**—Take the stairs whenever possible

## ELF for HEALTH WEEK 4

**MONDAY**—Find a way to pay it forward

**TUESDAY**—Park in a far away spot to get some extra steps

**WEDNESDAY**—Have a fitness date with a friend

**THURSDAY**—Add a new veggie (or two) to your dinner tonight

**FRIDAY**—Take some YOU time

**SATURDAY**—Create a new playlist to jazz up your next workout

**SUNDAY**—Write down 5 goals for the coming year