

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS JULY 2015

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

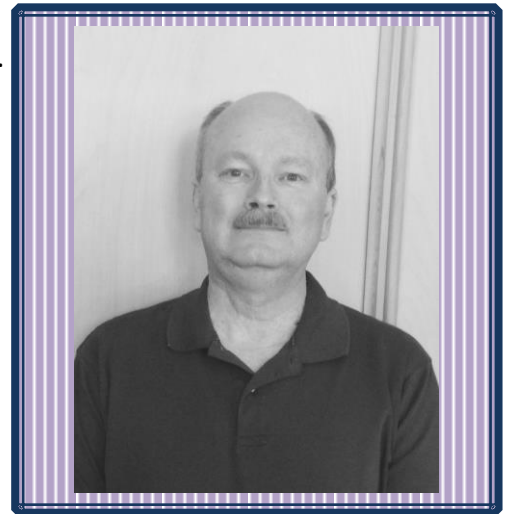
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CONGRATULATIONS, BOB MARTELLE, 2015 OUTSTANDING SCHOOL BUSINESS OFFICIAL!

Robert Martelle, CPA, and Business Manager/Clerk for Forsyth Schools and S H Elementary School, has been a business official for over 24 years. He is Chairman of the Board of the Big Country Educational Cooperative and serves on the Board of Directors of the Montana Schools Property and Liability Insurance Plan. Bob has been a member of MASBO for 24 years and is a member of the American Institute of Certified Public Accountants (AICPA) and the Association of School Business Officials, International (ASBO).

Bob has judged at local, divisional and state Speech and Drama events and at local FFA Sales and Service competitions. He has helped students prepare for public speaking events that have led to a state office in a leadership organization and was a job shadowing mentor for a senior who was interested in pursuing an accounting degree.



For the past 10 years, Bob has served on the Forsyth City Council, including work on the Council Pool Committee, Police Commission and City's Negotiation Team. He is currently Council President. He is President of the Forsyth Development Foundation and Treasurer of the Forsyth Lions Club.

Bob keeps current on school finance, budgeting and accounting by attending MASBO sponsored training, such as regional meetings, MCEL and summer conference. He uses his work experience and knowledge to explain school finance information to trustees, district staff and local civic organizations.

"I feel that one important service we can give our students is to ensure that all funds available are utilized efficiently and to provide an accurate accounting of those funds. This will help ensure that students will have all the opportunities that the local school is able to provide."

CONGRATULATIONS, BOB!

The Outstanding School Business Official Award recognizes the indispensable role school business officials have in educating children. Trustees, superintendents, co-workers and MASBO members are encouraged to nominate individuals they believe are committed to the student, staff, taxpayers and members of their community, and also for their contribution to MASBO. Congratulations to the following business officials who were nominated for the 2015 award:

Charlene Aberg Cut Bank

Tina Hill St. Regis

Robert Martelle Forsyth

Cheri Nygard Wolf Point

Connie Miller Opheim

Diane Smith Montana City

Peggy Tobin Sunburst

Stephanie Zindler Rapelje

MASBO Board of Directors

President	Tammy Tulberg, Target Range Schools	Region 1 Director	Vacant
Vice-President	Cindy Foley, West Valley Schools	Region 2 Director	Lucinda Woodland, Cascade Schools
Past President	Mike Arnold, Havre Schools	Region 3 Director	Rhonda Opp, Medicine Lake Schools
Fiscal Agent	Kim Aarstad, East Helena Schools	Region 4 Director	Lorie Carey, Jefferson Co. High School
Ex-Officio, MSUIP	Denise Williams	Region 5 Director	Rita Huck, Huntley Project Schools
Ex-Officio, OPI	Janelle Mickelson	Region 6 Director	Jen Mettler, Baker Schools

MEET YOUR MASBO BOARD OF DIRECTORS

[To help you get to know the Board of Directors, we'll feature the bio of a different board member each month.]

TAMMY TULBERG, MASBO PRESIDENT



Hello my friends!

My name is Tammy Tulberg. I am just starting my term as your president. I have spent two years as the MASBO Vice-President and prior to that I was the Region 1 Director.

I am the business manager/district clerk at Target Range School. We are one mile south of Big Sky High School in Missoula. We are a standalone K-8. I have been working at Target Range for 10 years and previously worked at the Missoula County Finance department where my main responsibility was posting transactions and reporting to schools. That opportunity gives me the prospective that there are two sides to every story. Having worked the county side of the story, when I saw that there was a position open at Target Range, I thought what a great way to continue with my "education". Almost my entire working career has been spent working with finances. I started in high school working at banks. I have been a check sorter, proof operator, teller, accounting clerk, and auditor and worked with loans in my last position. After 25 years of that, I was **definitely** ready for a change!

My favorite part of my job is the variety of duties. There is a never-ending opportunity to do or learn something different every day.

I have always believed that together people can achieve great things and there is strength in numbers. I joined MASBO as soon as I could because from day one in the position I realized that my friends and mentors were going to save my bacon! And boy howdy has that happened. 😊 I rely on my network more than I think they even know. That is the most wonderful part of being a member of MASBO and is what drove me to become more involved by being appointed as the Region 1 director. Then it just seemed like a natural progression to serve as the MASBO vice-president and now president.

On a personal note, my family is devoted to the Grizzlies where my son, Dustin, is a football and basketball manager. I sing in the Treasure State Chorale, love to read and if I have any spare time love to crochet. We are currently completing a little (in a few years) home at Coeur d' Alene Lake. You will find us there almost every weekend boating, biking or ATVing. If you ever find yourself biking the Coeur d' Alene trail, stop by and we'll take you on a boat ride.



Once again, I would like to thank all of you for your support. Let's together make the next two years some of the best!

UPCOMING TRAINING OPPORTUNITIES

MASBO SCHOOL FACILITIES PLANNING & FINANCING – September 17 in Bozeman

Register now for a full day of training designed to provide guidance and ideas on how to approach school facilities planning and financing. We'll hear from all the appropriate experts and round out the day with presentations from your peers on their experiences with recent construction projects. For more information and to register, go to <http://www.masbo.com/i4a/ams/conference/conference.cfm?conferenceID=114>

MASBO VETERAN CLERKS WORKSHOP – September 18 in Bozeman

Open to clerks and business managers with 5 or more years' experience in school finance, budgeting and accounting. Topics include Tuition Calculations; Public Records under HB123; Medicaid, MAC and Direct Care Services and Round Table Discussions. For more information and to register, go to: <http://www.masbo.com/i4a/ams/conference/conference.cfm?conferenceID=115>

MONTANA CONFERENCE OF EDUCATION LEADERSHIP (MCEL)

The 2015 MCEL Conference, *"Adapting and Innovating to Advance Student Achievement for Each Child Served in Montana's Public Schools"* will be held **October 14 - 16** and is co-hosted at the Holiday Inn Grand Montana and Billings Hotel & Convention Center. Go to www.mcel.org for registration, conference schedule and hotel reservation information.

MCEL is organized and delivered by MTSBA, SAM, MREA and MASBO.

ASBO INTERNATIONAL ANNUAL MEETING & EXPO

The Association of School Business Officials International is hosting its premier event for school business leaders, the Annual Meeting & Expo in Grapevine, Texas at the Gaylord Palms Hotel & Convention Center, **October 23 - 26**. Conference registration, information and hotel reservations are available at this link: <http://asbointl.org/meetings/annual-meeting-expo>

MARK YOUR CALENDAR

MEA-MFT/TRS/PERS RETIREMENT BENEFITS WORKSHOPS

The MEA-MFT is working together with staff at the Teachers Retirement System (TRS) and Public Employees Retirement System (PERS) to provide regional opportunities for members to learn about the retirement systems and the benefits offered. A tentative schedule for Fall 2015 is shown below:

- September 29 Hamilton
- September 30 Frenchtown
- October 6 Dillon
- October 7 Butte
- October 13 Bozeman
- October 16 Billings (MEA-MFT Educators' Conference)

Members from surrounding school districts will be invited to attend the meetings, which are scheduled for 4:30 p.m. to 6:30 p.m. Each meeting will begin with a 20-minute general session with all present. Then PERS members will go to a break out room for a separate session from the TRS members. Attendees will hear from experts from each system and time will be allotted for Q&A. Stay tuned for more information on these important workshops.

IN CASE YOU MISSED THE OPI SUMMER WORKSHOPS . . .

You can download the presentation files from the OPI website at:

http://opi.mt.gov/Finance&Grants/SchoolFinance/Index.html#gpm1_17

There's lots of good information here!

A MESSAGE FROM YOUR MASBO PRESIDENT . . .

Greetings to all of my MASBO friends!

While I ponder the beginnings of my role as your President, I would like to first thank you for the vote of confidence that you have placed in me.



I am going to take some liberty with a quote from *Legally Blonde*: “passion, courage or conviction... and that you must have faith in people”. These words and phrases resonate with my personality and my hope is that they can become words of encouragement for you.

What are passion, conviction and faith? According to the dictionary passion is “a strong feeling of enthusiasm or excitement for something or about doing something”; conviction means “the feeling of being sure that what you believe or say is true” and faith means “strong belief or trust in someone or something”.

Sometimes our roles as business manager, district clerk, counselor and overall “watch dog” of our school communities extends much further than I think any of us anticipated. Whatever your role is, I challenge you to approach things with passion, courage of conviction, belief in yourself and faith in others.

Look for opportunities to seek out the wisdom of those in your “circle of influence”. There is no bad question! Almost every situation has happened to one of us at one time or another. I am so happy to see that some of you have utilized the posts on the MASBO website. While I haven’t responded to a lot of the posts, I have enjoyed seeing the sharing of information.

I can’t emphasize the importance of attending the training opportunities that have been offered by MASBO and other educational organizations. While I know it is difficult to cut out a portion of your time to attend trainings, conferences and workshops, the opportunities for information are invaluable. There always seems to be at least a couple of golden nuggets that I take home. Make your knowledge a priority!! Emphasize to your administration and board the importance of staying on top of the constant change of the school business official’s world.

I am very passionate about making sure that all of you receive all of the assistance and encouragement that you need. I have the courage of conviction to believe that we have a very important role within the school world; and I have faith to believe that we all will strive to be the best that we can be.

Think outside of the box and become more involved in MASBO by serving on a committee or becoming a regional director that has an open position. Challenge yourself to attend more workshops and/or conferences (even if it is one more than last year). Join us in sharing knowledge and let’s make 2015-2016 a barnburner of a year!!

Warmest wishes!

Tammy Tulberg,
MASBO President

WAY TO GO!!

- ✓ **Arlene Hartman**, Highwood Schools passed her 3rd and final test for Montana Registered School Business Official (MRSBO) Certification.
- ✓ **Patricia Hubbard**, Billings Schools passed her exams for ASBO’s Administrator of School Finance and Operations (SFO) Certification .



MASBO ENDORSES THESE PROGRAMS

 <p>Western States <i>School Program</i></p>	<p>Montana Schools Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/</p>
 <p>Montana Schools Unemployment Insurance Program</p>	<p>Montana School Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://mtsba.org/InsuranceServices/tabid/98/Default.aspx</p>
 <p>WORKERS COMPENSATION RISK RETENTION PROGRAM</p>	<p>Montana Schools Group Insurance Authority Workers Compensation Insurance Shawn Bubb, Director of Insurance Services 406-457-4500 sbubb@mtsba.org http://msgia.org/Home.aspx</p>
	<p>Healthcare Reform Section 125 Services Health Savings Account Services Debbie Braden, Fringe Benefit Consultant 866-576-0201, ext. 26 Debbie.Braden@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>
 <p>MONTANA UNIFIED SCHOOL TRUST</p>	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits Eric L. Schindler, Chief Executive Officer 406-457-4510 eschindler@ms-sf.org www.mustbenefits.org</p>

IMPORTANT DEADLINES

AUGUST 1

Taxable valuation is available from Department of Revenue

The Department of Revenue (county assessor) delivers taxable valuation information to the county superintendent of schools.

[20-9-122, MCA](#)

AUGUST 10

Deadline for publishing a notice of budget meeting

Between July 1 and August 10, the district clerk must publish one notice of the date, time and place of the annual budget meeting.

[20-9-115, MCA](#)

(second Monday in August)
County superintendent computes revenue for transportation budget

County superintendent computes revenue available to finance the transportation budget

[20-10-144, MCA](#)

Final Expenditure Reports for grants ended June 30, 2015 due

Final Expenditure Reports for the following grants are due by August 10:

- ABLE Extension
- ABLE, El Civics
- State ABLE
- ACT Plus Writing (Gear-Up)
- Carl Perkins and Technical Education
- Title IV, 21st Century Community Learning
- Gifted and Talented
- Indian Education for All
- In-State Facilities Significant Needs

[OPI Official Email](#)

- Click on View Official Emails
- Find Deadlines for Grants Ending June 30 posted on Tuesday, July 7

AUGUST 14

OPI Form FP-8 due

Located and non-located counties exchange information between August 10 and August 15 in order to determine what percentage of the joint district their county supports.

[20-9-151, MCA](#)

AUGUST 15

Trustees Financial Summary (TFS) due to county superintendent

Trustees report annual financial activities of each fund maintained by the district to the county superintendent.

[20-9-213\(6\), MCA](#)

TFS for joint school districts due to county superintendents

Annual fiscal reports for joint districts must be submitted to the county superintendent of each county in which the part of the joint district is situated.

[20-9-213\(6\), MCA](#)

AUGUST 20

(on or before August 20) Annual Final Budget Meeting

Trustees meet to consider all budget information and any attachments required by law.

[20-9-131\(1\), MCA](#)

IMPORTANT DEADLINES

AUGUST 21		
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 (TRSNPP) Transportation Payment (D4A) Data for Achievement (NRD) Natural Resource Development	FY2016 Payment Schedule
AUGUST 25		
(not later than August 25)	Trustees adopt final budget. Trustees of a joint district shall adopt a budget according to school budgeting laws and send a copy to the county superintendent of each county in which a part of the joint district is located.	20-9-131(2), MCA 20-9-151(1), MCA
Grant cash request due to OPI	Grant cash requests made by this date will be paid on September 10.	OPI Grants Calendar
AUGUST 28		
(within 3 days of final adoption of budget; not later than Aug. 28) Deliver adopted budget to county	Upon final approval of budgets, trustees deliver adopted budget, including amounts to be raised by tax levies, to county superintendent.	20-9-131(3), MCA

HANDY RESOURCES

MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION (MPERA)

MPERA's Education Calendar shows scheduled OnSite trainings and webinars. Click on this link: <http://mpera.mt.gov/EducationCalendar.shtml> to see what's happening this month.

OFFICE OF PUBLIC INSTRUCTION

Summary of Legislation Related to K-12 Education:

<http://www.opi.mt.gov/pdf/Superintendent/2015LegSummary.pdf>

Check out the following to help you with fiscal year-end tasks and FY2016 Budgeting:

RECONCILING CASH ACCOUNTS

Reconciling Cash to the County Treasurer: http://opi.mt.gov/pdf/schoolfinance/Balance_to_CoTreas_03_04.xls

Fund 15 Recap Worksheet: http://opi.mt.gov/pdf/schoolfinance/Acct/Fund_15_Recap_Worksheet.xls

Student Activity Fund Recap Worksheet: <http://opi.mt.gov/pdf/schoolfinance/Acct/StudActFund.xls>

BUDGETS

Budget Timeline: <http://opi.mt.gov/pdf/SchoolFinance/Budget/BudgetTimelines.pdf>

Elementary, High School or K-12 General Fund Budget Spreadsheets:

http://opi.mt.gov/pub/index.php?dir=School%20Finance/PreliminaryBudgetDataSheets/PBDSSupport/BudgetSpreadsheet/&file=GFbudget_FY16_POSTSESSION_F0%20.xlsx

Transportation Budgeting Spreadsheet: <http://opi.mt.gov/pdf/schoolfinance/Budget/TransBudgetWrkSht.xls>

Technology Fund Levy Spreadsheet: <http://opi.mt.gov/pdf/schoolfinance/Budget/TechFundLevy.xlsx>

MASBO EXHIBITOR MEMBERS

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