

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## JULY 2017

*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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Marie Roach, Administrative Assistant/  
E-rate Specialist  
406-461-8804 or [mroach@masbo.com](mailto:mroach@masbo.com)

## TRAINING OPPORTUNITIES

### 2017 SUMMER E-GRANTS TRAINING

There's still time to send staff members who work in the E-Grants system to OPI's E-grants workshops. Participants work on their application and gain more knowledge and insight into the program. Bring your E-grants login information, enrollment and free/reduced lunch count by school, Community Eligibility (CEP) data, homeless student data, and private school enrollment and low income numbers (if necessary) so that you will be able to fill out your ESSA Consolidated Application and any of the Title programs in which your district receives federal funding.

- **August 1** Helena: Helena High School Computer Lab  
1300 Billings Avenue
- **August 8** Butte: East Middle School Computer Lab  
2600 Grand Avenue

**No registration is necessary.**  
Questions? Contact Shawna Pieske at  
406-444-5660 or [spieske@mt.gov](mailto:spieske@mt.gov)

### NEW CLERK ACADEMY – SEPTEMBER 12 in BOZEMAN

We're restructuring training for new clerks! This one-day workshop in September will concentrate on the duties and deadlines that take place in the ensuing four months. Topics include Student Enrollment Counts, Quarterly & Annual Payroll Reports, Audits, Pupil Transportation and Grant Accounting.

Click [here](#) to see the agenda; then click [here](#) to register.

### ASBO 2017 Annual Meeting & Expo

The ASBO Annual Meeting & Expo will be held **September 22-25** in Denver, CO. This conference offers a lot of valuable workshops and seminars on school business topics and best practices, top notch keynote speakers, and opportunities to meet and network with school business officials nationwide.

Click [here](#) to learn more and to register.

**Early registration ends July 28.**



The 2017 MCEL Conference, "**Leadership for Transforming Education, Empowering Montana Students**" will be held **October 18 - 20** and is co-hosted at the DoubleTree Inn and Northern Hotel in Billings. Go to [www.mcel.org](http://www.mcel.org) for registration, conference schedule and hotel reservation information.

## MASBO Board of Directors

President	Cindy Foley, West Valley Schools	Region 1 Director	Noreen Anderson, Hellgate K-8 School
Vice-President	Lorie Carey, Jefferson Co. High School	Region 2 Director	Belinda Klick, Sun River Valley Schools
Past President	Tammy Tulberg, Target Range Schools	Region 3 Director	Rhonda Opp, Medicine Lake Schools
Fiscal Agent	Kim Aarstad, East Helena Schools	Region 4 Director	Vacant
Ex-Officio, MSUIP	Denise Williams	Region 5 Director	Rita Huck, Huntley Project Schools
Ex-Officio, OPI	Kara Sperle	Region 6 Director	Jen Mettler, Baker Schools

### ***A Message from Your MASBO President Cindy Foley (West Valley Schools)***

Happy Summer everyone!

Summer conference was a great time to see everyone and get up to speed on various topics from legislative updates, to spreadsheets, to facilities management, to legal issues, etc. I needed that boost to keep me going!

Being a part of the MASBO organization has provided me with a great education through workshops, mentors, as well as contacts outside of MASBO. I encourage all of you to take part in this organization, and that can be done through attendance at workshops, being active on MASBO committees, enrolling in the Mentor program (we had 40+ new clerks at Summer Conference, so mentors are needed), running as a Regional Representative or volunteering to be a presenter at workshops to share your expertise. We all have something to offer, so please don't count yourself out!! Denise is preparing agendas for the workshops to be held this fall so jump on those registrations when they come out.

Another meeting I would encourage you to consider is the ASBO Conference in Denver, September 22-25. There is nothing like a national conference to see what happens outside of our state and to pick up great information! I know folks are busy and think they just "can't afford to be out of the office", but I don't know how you can afford not to given all the changes that keep coming down the pike.

I'm looking forward to serving you as your MASBO President for the next two years! As I said at Summer Conference, I will work hard for you as part of the MASBO Board, as I know other board members will also. To work for the common good of all of our members is a service that I don't take lightly and I strive to do my very best for all of you.

Find some enjoyment in your summer; I know I've got some "lake time" with the grandkids on my radar still, as well as some fishing at Fort Peck!

Take care!  
Cindy



### **SAVE THESE DATES!**

Registration and agendas will be available soon for these workshops:

**September 13** – Veteran Clerks Workshop – Bozeman

**September 14-15** – School Facilities Planning & Financing - Bozeman



## P-CARD NEWS-----

### REBATE CHECKS WILL BE MAILED on JULY 28

On July 28, we'll issue rebate checks totaling \$196,971.90, which represents a 1.05% rebate on total purchases made April 2016 through March 2017. Click [here](#) to see the rebate schedule posted on the MASBO website. **Please deposit your check as soon as possible**, or, if you don't receive it soon, contact Marie Roach at [mroach@masbo.com](mailto:mroach@masbo.com) or (406) 461-8804.

### MASBO P-CARD PURCHASES REPORT

P-Card purchases for two months of the rebate year (April and May) totaled **\$3.717 million** with **120** school districts and special education cooperatives participating in the program. At the same time last year, we had 110 participants with \$3.698 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

### SEND YOUR ANNUAL AUDIT REPORT TO BMO

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

Send an electronic (.pdf) copy to: [pcard.reviews@bmo.com](mailto: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](mailto:pcard.reviews@bmo.com) to your list.

### HANDY RESOURCES

[Purchasing Card Handbook](#)

a step-by-step guide on all things p-Card

[P-Card Statement Manager](#)

How to get statement and how to export to Excel

[Helpful Hints for p-Card Users](#)

Credit limits, changing grace days, Client Services, etc.

[BMO Spend Dynamics Instructions](#)

How to perform various functions in *Spend Dynamics*

[Spend Dynamics Tutorials](#)

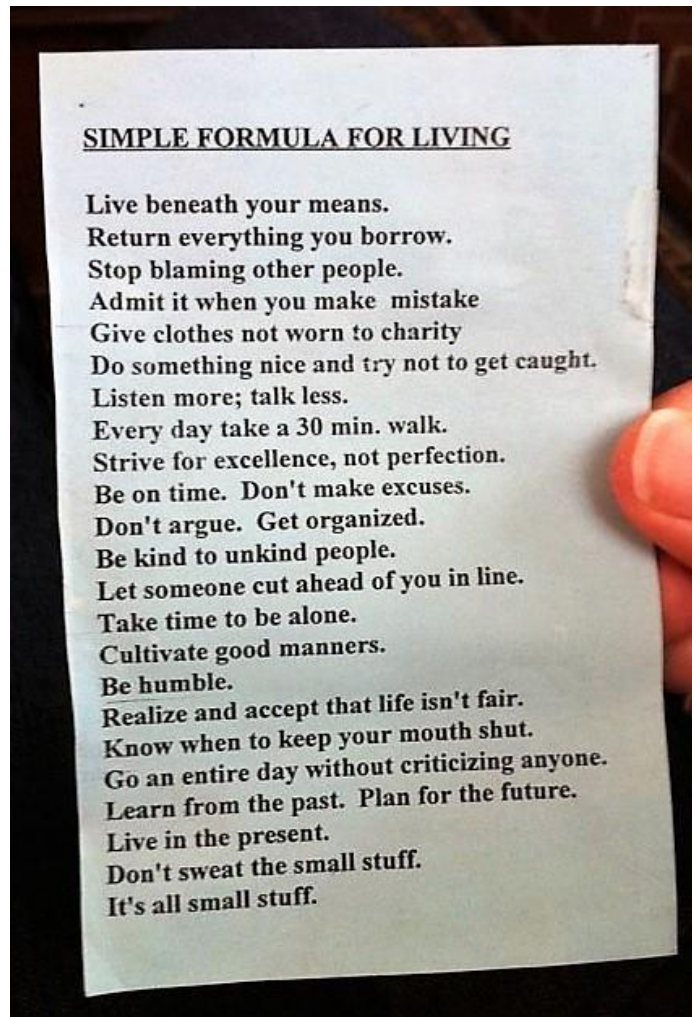
Administrator Overview

Statements

Basic Reporting

Coding Transactions

... and more!

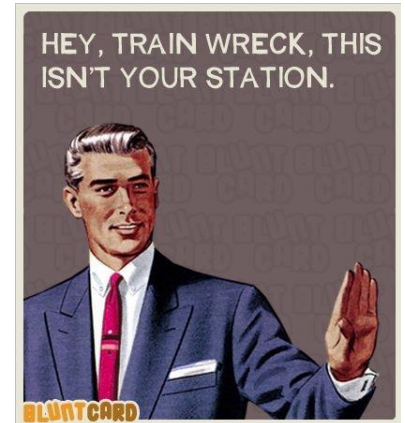


## LEGISLATIVE NEWS

### Senate Bill 261 Potential Reductions in FY2018 State Payments to Schools

On July 13, the Office of Public Instruction sent an [Official Email](#) about Senate Bill 261. In anticipation of potential budget cuts, the OPI School Finance Division has posted a [spreadsheet](#) showing estimates of the payment reductions under Level 2 and Level 4 triggers so that school districts can plan for and prepare their FY2018 budgets which must be adopted no later than August 20, 2017. There is also a helpful [chart](#) which helps sort out the various trigger levels and cuts.

Recognizing that spending needs, budget strategies and available funding sources vary from district-to-district, the Montana Public Education Center (MT-PEC) issued [guidance](#) intended to make school districts aware of decisions to consider when adopting their FY2018 budgets and managing finances for the next two fiscal years as a result of the impending SB261 reductions. Please contact us or consult with the OPI if you have questions.



### RISE4Montana Progress Update

Please take a moment to read the July 2017 [Progress Update](#) published and posted on the MT-PEC website under RISE4Montana. The publication includes a list of administrative rules changes adopted by the Board of Public Education and legislation passed in the 2017 session affecting recruitment and retention of quality educators, and a handy chart listing existing options to address recruitment and retention through flexible licensing.

### OPI 2017 Legislative Session Wrap Up Packet

For another handy resource to help you sort out legislation affecting school districts in the 2017 session, click [here](#) to access OPI's 2017 Legislative Summary.

### Legislative Interim Committees

The following Interim Committees have held their first meeting to organize, receive reports and develop a work plan for the next 14 months. Click on the committee name to access the applicable web page. There you can see which legislators are serving on the committee, the proposed work plan, upcoming meeting dates, meeting materials and audio and video recordings of the meetings.

Interim Committee Name	Date Last Met	Next Meeting	Topics of Interest
<a href="#">Education</a>	June 13	August 22	<ul style="list-style-type: none"><li>• School funding</li><li>• HJ1 study of funding for educational programs for students with special needs</li><li>• SB261 Revenue Triggers and Budget Cuts Related to Education</li><li>• School Funding Interim Commission</li></ul>
<a href="#">Revenue and Transportation (RTIC)</a>	June 12	September 14	<ul style="list-style-type: none"><li>• Property Reappraisal and Assessment</li><li>• State Revenue Monitoring</li><li>• Tax Increment Financing</li></ul>
<a href="#">State Administration &amp; Veteran Affairs (SAVA)</a>	July 20	To Be Determined	<ul style="list-style-type: none"><li>• Elections</li><li>• PERS and TRS</li><li>• Board of Investments</li></ul>



## MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services <b>Angie Newman</b>, State Manager II 877-589-2544, ext. 352 <a href="mailto:angie.newman@americanfidelity.com">angie.newman@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 Insurance <b>Shawn Bubbs</b>, Director of Insurance Services 406-457-4500 <a href="mailto:sbubbs@mtsba.org">sbubbs@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>Theresia 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>Montana Schools Property &amp; Liability Insurance Plan <b>Dave Pillatzke</b>, Program Manager 406-457-4531 <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</a> <a href="http://msplip.com/">http://msplip.com/</a></p>

## IMPORTANT DEADLINES – AUGUST 2017

### 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.	<a href="#">20-9-122, MCA</a> <a href="#">OPI Budget Timeline</a>
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### AUGUST 10

Deadline for publishing a notice of budget meeting	<p>Between July 1 and August 10, the district clerk must publish one notice of the date, time and place of the annual budget meeting in the local or county newspaper that the trustees of the district determine to be the newspaper with the widest circulation in the district. Include the following information in your notice:</p> <ul style="list-style-type: none"> <li>• date, time, and place that the trustees will meet for the purpose of considering and adopting the final budget of the district</li> <li>• state that the meeting of the trustees may be continued from day to day until the final adoption of the district's budget</li> <li>• stating that any taxpayer in the district may appear at the meeting and be heard for or against any part of the budget</li> </ul>	<a href="#">20-9-115, MCA</a> <a href="#">OPI Budget Timeline</a>
Final Expenditure Reports for grants ended June 30, 2017 due	<p>Final Expenditure Reports for the following grants are due by August 10:</p> <ul style="list-style-type: none"> <li>• ABLE Extension</li> <li>• ABLE, EI Civics</li> <li>• State ABLE</li> <li>• ACT Plus Writing (Gear-Up)</li> <li>• Carl Perkins and Technical Education</li> <li>• Title IV, 21<sup>st</sup> Century Community Learning Centers</li> <li>• Indian Education for All</li> <li>• In-State Facilities: Significant Needs</li> <li>• Pre-School Development Grant (check with the program administrator or grant accountants for specific deadlines)</li> </ul>	<a href="#">OPI Grants Calendar</a>  <a href="#">State and Federal Grants Handbook Section 400</a> Accounting and Reporting Procedures (see 400.8 Project Closeouts)

### AUGUST 14

(second Monday in August) County superintendent computes revenue for transportation budget	County superintendent computes revenue available to finance the transportation budget	<a href="#">20-10-144, MCA</a> <a href="#">OPI Budget Timeline</a>
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.	<a href="#">20-9-151, MCA</a> <a href="#">OPI Budget Timeline</a>

<b>AUGUST 15</b>		
Trustees Financial Summary (TFS) due to county superintendent	Trustees report annual financial activities of each fund maintained by the district to the county superintendent.	<a href="#">20-9-213(6), MCA</a> <a href="#">OPI Budget Timeline</a>
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.	<a href="#">20-9-213(6), MCA</a> <a href="#">OPI Budget Timeline</a>
<b>AUGUST 20</b>		
(on or before August 20) Annual Final Budget Meeting	Trustees meet to consider all budget information and any attachments required by law.	<a href="#">20-9-131(1), MCA</a> <a href="#">OPI Budget Timeline</a>
<b>AUGUST 25</b>		
(not later than August 25) Adopt final budget	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.	<a href="#">20-9-131(2), MCA</a>  <a href="#">20-9-151(1), MCA</a> <a href="#">OPI Budget Timeline</a>
Grant cash request due to OPI	Grant cash requests made by this date will be paid on September 10.	<a href="#">OPI Grants Calendar</a>
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 <a href="#">(TRSNPP) Transportation PrePayment</a> (D4A) Data for Achievement <a href="#">(NRD) Natural Resource Development</a>	<a href="#">FY2018 Payment Schedule</a>
<b>AUGUST 28</b>		
(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.	<a href="#">20-9-131(3), MCA</a> <a href="#">OPI Budget Timeline</a>

## PUPIL TRANSPORTATION NEWS

### 1<sup>st</sup> Semester Bus Inspections Due

At least 30 days prior to the beginning of first semester, the Montana Highway Patrol must inspect all school buses used to transport students. If necessary, the buses must be re-inspected before the beginning of the semester (see [ARM 10.7.101\(2\)\(e\)](#)).

### Updated Bus Standards Effective October 13

At its July 13 meeting, the Board of Public Education adopted [new bus standards](#) that are effective **October 13, 2017**. Please review the changes, which are highlighted throughout the document, and share with your pupil transportation director and other staff involved in your district's pupil transportation program.

## MASBO EXHIBITOR MEMBERS

<b>Aflac</b> Rob Cook <a href="mailto:r_cook@us.aflac.com">r_cook@us.aflac.com</a>	<b>American Fidelity Assurance Co.</b> Angie Newman <a href="mailto:angie.newman@americanfidelity.com">angie.newman@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>Judy Cheff</b> <a href="mailto:hjcheff@msn.com">hjcheff@msn.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>Ron Foltz CPA firm</b> Ron Foltz, CPA <a href="mailto:Ron.foltz@ronfoltzcpa.com">Ron.foltz@ronfoltzcpa.com</a>	<b>Foxie Lady Computers, Inc.</b> David Bardwell <a href="mailto:foxieladyc@aol.com">foxieladyc@aol.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 MT</b> John R Boyer <a href="mailto:john@imsvest.com">john@imsvest.com</a>
<b>Intermountain Building Operators Association (IBOA)</b> Clarence Wieting <a href="mailto:iboa@intBOA.org">iboa@intBOA.org</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 Bubb <a href="mailto:sbubb@mstba.org">sbubb@mstba.org</a>	<b>Montana Schools Property &amp; Liability Insurance Plan (MSPLIP)</b> Dave Pillatzke <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</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</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>Pine Cove Consulting</b> Brandan Bassett <a href="mailto:bbassett@pinecc.com">bbassett@pinecc.com</a>	<b>Rudd &amp; Company, PLLC</b> Julie Kostecky, CPA, CVA <a href="mailto:jkostecky@ruddco.com">jkostecky@ruddco.com</a>	<b>School Specialty</b> Scott Wilkey <a href="mailto:scott.wilkey@schoolspecialty.com">scott.wilkey@schoolspecialty.com</a>
<b>Schoolhouse IT</b> Jeffrey Patterson <a href="mailto:jeffp@schoolhouseit.com">jeffp@schoolhouseit.com</a>	<b>Southwest MT School Services</b> Bruce Grubbs <a href="mailto:bgrubbs@swmss.ccsend.com">bgrubbs@swmss.ccsend.com</a>	<b>Stifel Nicolaus</b> Bryan Stelmack <a href="mailto:yroybal@stifel.com">yroybal@stifel.com</a>
<b>Teachers to Teachers.com</b> Laurie Layton, Account Manager <a href="mailto:llyayton@teachers-teachers.com">llyayton@teachers-teachers.com</a>	<b>TimeClock Plus</b> Blake Pitchford <a href="mailto:sales@timeclockplus.com">sales@timeclockplus.com</a>	<b>Todd Watkins Consulting Services</b> Todd Watkins <a href="mailto:Toddwatkinsconsulting101@gmail.com">Toddwatkinsconsulting101@gmail.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>Jeffrey Weldon</b> Felt, Martin, Frazier & Weldon, PC <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>		



# Heating up the grill?



## Keep safety first when heading to the barbecue

Before any outdoor cooking starts, make sure you know the facts about fire safety.

- Both propane and charcoal grills pose fire dangers. They are also sources of carbon monoxide.
- Grills should always be used away from the home, deck railings and out from under eaves and overhanging branches.
- All grills should only be used outdoors.
- Keep children and pets away from the grill area.
- Keep your grill clean by removing grease or fat buildup.
- Never leave your grill unattended.

### Propane grills:

- Check hoses for any signs of damage like cracking, brittleness, holes and leaks. Replace if needed.
- Make sure there are no sharp bends in the hose or tubing.
- Check for gas leaks. Open the valve that carries the gas. Put a soapy solution with a brush at the connection point. If bubbles appear, you have a leak. Try making the connection tighter. If that does not help, close the valve and have the grill repaired by someone who is trained to do it.
- If you have a leak that you cannot stop, call the fire department.
- If you smell gas while cooking, get away from the grill and call the fire department. Do not move the grill.

### Charcoal Grills:

- If you use a starter fluid, use only charcoal starter fluid.
- Never add charcoal fluid or any other flammable liquids to the fire.
- Keep charcoal fluid away from heat sources.
- If you use an electric charcoal starter, be sure to use an outdoor extension cord.
- Let the coals cool before throwing away in a metal container.



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# Know the Facts



## Food safety matters whether inside or out

Whether you're cooking a gourmet meal in your kitchen or hot dogs and hamburgers on the grill, following safe food handling guidelines can mean the difference between a healthy meal and a doctor's visit. Here are some tips for safe grilling:

- Never marinate food outside. Always marinate food in the refrigerator.
- If you want to use some of the marinade as a sauce, set some unused sauce aside for that. Don't use sauce that was used to marinate raw meat or poultry on cooked food.
- If you partially cook food to reduce grilling time, put the food on the grill right away. Don't wait.
- Cook food completely. Meat and poultry cooked on a grill can brown quickly on the outside. Use a food thermometer to be sure the food has reached a safe minimum internal temperature.
- Keep hot food hot. You can keep food hot on the grill by moving it to the side until you're ready to serve.
- Always keep cold foods cold. Have ice chests on hand to keep cold food cold until you're ready to eat.
- Always use a clean plate when taking food off the grill. Once your safely grilled food is ready, it's tempting to reuse the same plate that held the raw meat, poultry or seafood. But doing that could add harmful germs that were present in the raw food and contaminate the cooked food.
- When you're finished eating, refrigerate leftovers right away.

Barbecues and outdoor grilling have become a year-round way of cooking for many. But whether it's a summer cook-out or grilling the New Year's Day dinner, keeping safety in mind is key.



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