

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empower School Business Leaders Through Education
JULY 2019

WE'RE MOVING!

The MASBO office is moving to a new location. Please update your records with our new address:

Montana Association of School Business Officials
P.O. Box 400
East Helena, MT 59635

IT'S MAEFAIRS REPORTING TIME

The Office of Public Instruction will soon announce the opening of the MAEFAIRS data collection system for FY2019 Trustees Financial Summary (TFS) and FY2020 Budget Reporting. Estimated date is July 26. Below are just a few reminders and links to resources to help you in the process.

✓	REMINDER	RESOURCES
	Make sure cash is reconciled : <ul style="list-style-type: none"> ➤ County treasurer (or bank statements) by fund ➤ Fund 15 Misc. Programs Fund – PRCs to total cash ➤ Fund 84 Student Activity Fund – sub-accounts to total cash 	Excel spreadsheets: Reconciling Cash to the Treasurer Miscellaneous Fund Worksheet Student Activity Fund Worksheet
	Review TFS Checklists and presentation for New Clerks <ul style="list-style-type: none"> ➤ OPI website ➤ MASBO website 	TFS Checklist Trustee Financial Summary Checklist TFS presentation for New Clerks
	Review and refer to OPI's Instructions for Reporting : <ul style="list-style-type: none"> ➤ Trustees Financial Summary ➤ Budget 	TFS Instructions Budget Instructions
	After inputting expenditures in the TFS, check the Special Education Reversion Report (TFS Step 11 in MAEFAIRS). Consider re-coding expenditures if reversion was not met.	20-7-431, MCA 20-9-321 (6) and (7), MCA FY2019 Preliminary Budget Data Sheet Sec. 8(a) – (g)
	Complete Transportation Fund Budget Spreadsheet to help with revenue estimates and budget input.	Transportation Fund Budgeting Spreadsheet
	Complete Special Education Tuition Levy Spreadsheet to help with revenue estimates and budget input.	Special Education In-District Levy Calculator
	Make sure to enter an amount for operating reserves in the General (01), Transportation (10), Retirement (14) and Adult Education (17) funds.	MAEFAIRS Budget Instructions 20-9-104, MCA General Fund Operating Reserve 20-10-144(3)(j), MCA Transportation Fund 20-9-501(4)(a)(iv), MCA Retirement Fund 20-7-713, MCA Adult Education Fund
	Run and review a validation report . Resolve/fix any corrective warnings. Be sure to read ALL validations (even warnings and red warnings) and act upon them, if necessary. <ul style="list-style-type: none"> ➤ Trustees Financial Summary (Step 12) ➤ Budget (Step 9) 	TFS Instructions Budget Instructions

MASBO Board of Directors

President [Lorie Carey](#), Jefferson Co. High School
Vice-President [Rita Huck](#), Huntley Project Schools
Past President [Cindy Foley](#), West Valley Schools
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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 Lorie Carey (Jefferson County High School)

Hello MASBO members!!

After realizing that I needed to prepare a speech as I transitioned to the president of MASBO, my thoughts turned to the speeches given by past presidents of this organization and others. It appears that the most well-liked speeches are quite short (I can DO short), to the point, somewhat inspirational, and at least a little funny. For those of you who know me, you understand the first and last come fairly easily to me. However the “to the point” and “somewhat inspirational” parts in the middle could be a challenge. This all was complicated when I had to miss the last two days of summer conference. The following is what I planned to say with much elocution and many appropriate hand gestures.



(With gusto!) Have you enjoyed the MASBO summer conference? I hope so. It is such a great opportunity to learn from presenters and peers, spend time with each other, and meet new friends. What other educational organization supports its members like MASBO does? I would encourage all of you **(right arm extended and sweeping from left to right)** to consider the various opportunities available to serve the organization and each other.

One way is through the Mentorship Program. This is our **(hand quotes in the air)** “official” way to help new clerks/business managers and I would encourage those of you who have been a clerk/business manager for 5+ **(hold up 5 fingers)** years to become an official mentor.

In recent years, thanks to Denise Williams and members of the board **(gesture to her and board members)**, the number of trainings available to MASBO members has increased in number and variety. Please consider taking the time to attend a few of these each year. As often as one says, “I can’t afford to be away” **(hold out left hand)** there is another saying “I can’t afford not to attend these trainings.” **(hold out right hand)** A nugget gleaned here and there can make all the difference at times.

One of my goals is to reach out to members for their ideas for trainings, collaboration, activities at summer conference, etc. The needs and wants of the members are extremely important and the board can only provide for those if we know what they are. **(Change voice to loud stage whisper)** Beware, we may ask you to help lead a session. If we don’t, volunteer!!! **(Resume regular voice)** No worries!! We will never ask more of you than you are willing to give. Do not hesitate to reach out to me, **(point to self)** any member of the board, **(indicate board)** or the MASBO office **(gesture to Denise and Marie)** to share ideas or concerns.

{Okay. It’s still pretty short, hopefully a little funny, and pretty to-the-point. Now for the inspirational part.}

To all you hard-working, under-appreciated clerks and business managers, I salute you! You are the “doers” of our schools. Together, we are Team MASBO. Which brings me to a quote by Vala Afshar: “We are not a team because we work together. We are a team because we respect, trust, and care for each other.” Doesn’t that pretty much describe our organization to a “T”?

Thank you so much for the opportunity to serve you as MASBO’s president for the next two years.



P-CARD NEWS-----

REBATE CHECKS MAILED on JULY 17

On July 17, we issued rebate checks totaling \$275,110.53 which represents between 1.12% - 1.46% rebate on total purchases made April 2018 through March 2019. 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 or (406) 461-8804.

MASBO P-CARD PURCHASES REPORT

P-Card purchases for three months of the current rebate year (April - June) totaled **\$7.436 million** with **141** school districts and special education cooperatives participating in the program. At the same time last year, we had 130 participants with \$6.270 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

UPCOMING TRAINING OPPORTUNITIES

MASBO SCHOOL FACILITIES PLANNING & FINANCING

Registration is now open for the School Facilities Planning & Financing workshop. Trustees, superintendents, facilities directors and business officials are invited to join us **September 16 – 17 in Helena** for this 1½ day training designed to provide guidance and ideas on how to approach school facilities planning and financing. Click [here](#) to see the agenda and to register.

NEW CLERK AND VETERAN CLERK WORKSHOPS – save the date!

Mark your calendar for one of these workshops – an agenda and registration will be coming soon.

- **Veteran Clerks:** September 26 in Billings and September 30 in Missoula
- **New Clerks:** September 27 in Billings, October 1 in Missoula and October 2 in Great Falls

MONTANA CONFERENCE OF EDUCATION LEADERSHIP

The 2019 MCEL Conference, **"Every Child. Every School."** will be held **October 16 – 18** at the **Double Tree in Billings**. Registration for video and in person attendance is available at mcel.org. Check out the conference schedule at a glance and hotel reservation information, too. The MASBO track will include sessions by Holly Wallace: Intro to P-Cards, Spend Dynamics and Best Practices for Managing District Credit Cards. There will also be a session to talk about board meeting packets. Don't miss this important joint leadership training!

SUMMER E-GRANTS TRAINING

There's still a few more E-Grants training sessions in July and August. Click [here](#) for more information.

- July 30 Glacier High School in **Kalispell**
- July 31 Sentinel High School in **Missoula**
- August 6 **Helena** High School



THE TECHNOLOGY FUND PAYMENT IS BACK!

In the 2017 legislative session, the appropriation for your technology fund payment was redirected from the school facility and technology state special revenue account to the Department of Commerce for providing funds for schools to use as a match for e-rate broadband matching funds in FY2018 and FY2019. The 2019 legislature approved the appropriation to resume the technology fund payment for FY2020 and FY2021. Click [here](#) to see your district's share of the entitlement and don't forget to factor it in as a funding source for your FY2020 Technology Fund budget.

MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services Jacob Bautista, Office Manager 877-589-2544 jacob.bautista@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>
	<p>Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program Shawn Bubb, Director of Insurance Services 406-457-4500 sbubb@mtsba.org http://www.msgia.org/home</p>
	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits Andy Holmlund, Chief Executive Officer 406-457-4400 aholmlund@ms-sf.org http://mustbenefits.org/</p>
	<p>Montana Schools Unemployment Insurance Program Theresia LeSueur, Director 406-457-4407 tlsueur@mtsba.org http://www.mtsuip.org/</p>
	<p>Payne West, Inc. Montana Schools Property & Liability Insurance Plan Rody Holman, Program Manager 406-533-1035 RHolman@paynewest.com http://msplip.com/</p>

IMPORTANT DEADLINES – AUGUST 2019

AUGUST 1

1st Semester Bus Inspections must be completed 30 days prior to the beginning of the school term	Use form TR-13 Bus Inspection for 1st semester bus inspections. The Highway Patrol must inspect the buses at least 30 days prior to the beginning of the school term.	MCA, 20-10-101(4)(a)(i) Regulations & Guidelines for Pupil Transportation Reporting (see page 4)
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AUGUST 5

(first Monday in August) 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 OPI Budget Timeline (scroll down the page to see chart)
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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 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: <ul style="list-style-type: none"> • date, time, and place that the trustees will meet for the purpose of considering and adopting the final budget of the district • state that the meeting of the trustees may be continued from day to day until the final adoption of the district's budget • stating that any taxpayer in the district may appear at the meeting and be heard for or against any part of the budget 	20-9-115, MCA OPI Budget Timeline (scroll down the page to see chart)
Final Expenditure Reports for grants ended June 30, 2019 due	Final Expenditure Reports for the following grants are due by August 10: <ul style="list-style-type: none"> • Adult Basic and Literacy Education • Carl Perkins and Technical Education • Title IV, Part B, 21st Century Community Learning Centers • Gifted and Talented • Indian Education for All • In-State Facilities: Significant Needs Schools • Pre-School Development Grant • State Adult Education 	OPI State and Federal Grants Handbook State and Federal Grants Handbook Section 400 Accounting and Reporting Procedures (see 400.8 Project Closeouts) OPI Email 5/14/2019 Grant Deadlines

AUGUST 12

(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 OPI Budget Timeline (scroll down the page to see chart)
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IMPORTANT DEADLINES – AUGUST 2019

AUGUST 15

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 OPI Budget Timeline (scroll down the page to see chart)
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 OPI Budget Timeline (scroll down the page to see chart)
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 OPI Budget Timeline (scroll down the page to see chart)

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 OPI Budget Timeline (scroll down the page to see chart)
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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 OPI Budget Timeline (scroll down the page to see chart)
Grant cash request due to OPI	Grant cash requests made by this date will be paid on September 10.	OPI State and Federal Grants Handbook

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 OPI Budget Timeline (scroll down the page to see chart)
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AUGUST 30

OPI makes K-12 BASE aid payments	Direct State Aid Quality Educator Component At Risk Student Component Indian Education for All Student Achievement Gap Data for Achievement State Special Education Payments Technology Funding Transportation Pre-Payment	FY2020 Payment Schedule (scroll to bottom of page) State School Payments
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MASBO EXHIBITOR MEMBERS

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SUMMER EYE HEALTH

SHORT-TERM EFFECTS

Briefly exposing an unprotected eye to UV rays usually won't cause any symptoms. But prolonged or intense UV exposure without eye protection can cause a condition called photokeratitis.

This can be thought of as sunburn of the cornea, the clear window on the front of the eye. UV rays cause death of the outermost layer of cells of the cornea. This results in severe pain affecting both eyes, which begins 6 to 12 hours after exposure.

LONG-TERM EFFECTS

Repeated exposure to UV radiation without adequate eye protection can result in permanent eye damage. Eye diseases associated with chronic UV exposure include the following:

Cataracts—The normally transparent lens of the eye becomes cloudy. This causes blurred vision and eventually blindness if untreated. It is estimated up to 20% of cataract cases are caused or made worse by UV exposure. Wearing sunglasses remains one of the most effective ways of preventing cataract formation.

Pterygium—This is a benign growth of conjunctival tissue on the cornea. The conjunctiva is the transparent membrane overlying the sclera (the white part of the eye) and usually does not cover the cornea. Although non-cancerous, the presence of a pterygium can cause chronic irritation, redness and inflammation.

Macular degeneration—This is a degenerative disease affecting the central part of the retina (the macula) responsible for central vision. Macular degeneration may result in severe visual impairment. Wearing sunglasses is therefore important to limit excessive light exposure of the retina.

Cancer—Although less common, chronic UV exposure is associated with increased rates of certain types of eye cancers. These are: squamous cell carcinoma of the conjunctiva, melanoma within the eye, and skin cancers of the eyelid and around the eye where people do not routinely apply sunscreen.

WHEN SHOULD SUNGLASSES BE WORN?

Sunglasses should be worn at all times when outdoors during the day when the UV index is 3 or above as there is no defined "safe level" of eye exposure to UV radiation. They should also be worn regardless of cloudiness, as more than 90% of UV rays can penetrate through clouds. UV rays also reflect off sand, water and snow.

The eyes of children are particularly susceptible to UV radiation, so children should be encouraged to wear sunglasses as soon as they can tolerate them.

Source: theconversation.com/health-check-will-i-damage-my-eyes-if-i-dont-wear-sunglasses-68582



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