MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education **JULY 2021**

IT'S MAEFAIRS REPORTING TIME

The Office of Public Instruction opened the MAEFAIRS data collection system for FY2021 Trustees Financial Summary (TFS) and FY2022 Budget Reporting. Below are just a few reminders and links to resources to help you in the process.

1	REMINDER	RESOURCES
	 Make sure cash is reconciled: 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 presentations for New Clerks	MASBO New Clerk Webinars Preparing for MAEFAIRS Reporting - TFS Preparing for MAEFAIRS Reporting - Budgets
	Review and refer to OPI's Instructions for Reporting: > 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 FY2022 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. > Trustees Financial Summary (Step 12) > Budget (Step 9)	TFS Instructions Budget Instructions

MASBO Board of Directors

President Rita Huck, Huntley Project K-12 Region 1 Director Lacey Porrovecchio, Bigfork Vice-President Past President Lorie Carey, Jefferson Co. High School Fiscal Agent Kim Aarstad, East Helena Region 1 Director Region 2 Director Region 2 Director Colleen Drury, Cascade Region 3 Director Region 4 Director Kevin Patrick, Butte

Ex-Officio, MTSUIP Jen Mettler, Baker K-12 Region 5 Director Rebekah Rhoades, Lewistown Ex-Officio, OPI Renee Richter, Financial Specialist Region 6 Director Stacy Montgomery, Forsyth

MASBO Staff

Denise WilliamsMarie RoachSteve HamelExecutive DirectorAssociation Services CoordinatorInterim Services/Trainer406-461-3659406-461-8804406-431-0124

A Message from Your MASBO President Rita Huck (Huntley Project K-12)

Greetings MASBO friends,

My name is Rita Huck. I am the Business Manager/District Clerk for Huntley Project Schools in Worden. I have just completed my 20th year in this position. I have worked for the School District for 42 years. My prior position was Elementary Secretary/Assistant Clerk. I enjoy the variety of duties in my position. I previously served as the Region 5 Director for MASBO for six years and have just completed two years as Vice-President. I have met so many new friends through MASBO



I have been married to my husband, Steve, for 43 years, and we have 2 daughters and 3 grandchildren. I enjoy gardening, card making, sewing, and other crafts.

It was so nice to be able to see everyone, in person, at the MASBO Summer Conference!!! I hope you all enjoyed and learned valuable information to help you with the upcoming school year. A big "Thank you" goes out to the MASBO staff, our peers, presenters, and our vendors for a successful conference.

MASBO is such an important part of any Business Manager and/or District Clerk's success in their position. The learning opportunities that are offered by MASBO are essential to survival in these positions. MASBO always offers up-to-date information in our ever-changing world. Being able to visit with other Business Manager/Clerks is also so important to help you with your individual questions. I oftentimes learn as much at a conference from my peers, as I do from the conference presentations. It is always helpful to hear how someone else handles the situation.

I encourage you to become involved in the MASBO organization. There is always the opportunity to present at workshop/conferences. We all have expertise to share. The Mentor/Mentee program is also a great way to help a new Business Manager/Clerk in learning their new job. There is also the opportunity to serve on MASBO committees. Running for a Regional Director is a way to serve on the MASBO Board. These are all opportunities to help you get involved.

Thank you to the membership for the opportunity to serve as the MASBO President for the next two years. I will be working hard for the MASBO membership, along with the other Board members. Working together as a team will help us all succeed.

Enjoy the remainder of your summer! Rita



P-CARD NEWS-----

REBATE CHECKS MAILED on JULY 22

On July 22, we issued rebate checks totaling \$320,108.52 which represents an average of 1.24% rebate on total purchases made April 2020 through March 2021. Click <u>here</u> to see the rebate schedule posted on the MASBO website. <u>Please deposit your check as soon as possible</u>, or, if you don't receive it soon, contact Marie Roach at <u>mroach@masbo.com</u> or (406) 461-8804.

MASBO P-CARD PURCHASES REPORT

P-Card purchases for three months of the current rebate year (April - June) totaled over \$9.3 million with 168 school districts and special education cooperatives participating in the program. At the same time last year, we had 154 participants with almost \$5.4 million in total purchases. Click <u>here</u> to see the current year P-Card purchases report.

CATCH UP on OPI OFFICIAL EMAILS

In cased you missed it, below are some important emails from the Office of Public Instruction that you may want to read. You can go to the OPI website (www.opi.mt.gov), hover your cursor on Leadership and click on OPI Email Communication (in the OPI Communication column), then scroll down the list of recent emails.

E-Grants (virtual) Training – August 10 (registration open August 6)

The OPI will hold one virtual E-Grants training on August 10, from 8:30 a.m. – 2:00 p.m. Click *here* for more information.

Traffic Education Reimbursement Payments - \$117.85 per student

The OPI will soon distribute \$985,000 to Montana school districts that offered state-approved Traffic Education programs during the 2020-2021 school year. The payments will be deposited electronically into school district accounts in August 2021. For more information, click *here*.

Out-of-District Student Attendance Guidance Update

Revised <u>quidance</u> on out-of-district student placement to reflect changes made in <u>House Bill 206</u> is available. Click *here* for more information.

MAEFAIRS is OPEN for TFS and BUDGET REPORTING

MAEFAIRS is now available to report information for the FY2021 Trustees Financial Summary (TFS) and FY2022 Budget. For more information, click *here*.

ELEMENTARY & SECONDARY SCHOOLS EMERGENCY RELIEF (ESSER)

- August 24, 2021. Districts must submit an ARP ESSER Plan to the OPI through the Terms of Employment, Accreditation, and Master Schedule (TEAMS). Use the <u>ESSER Plan Template</u>.
- **September 1, 2021**. Due date to complete and submit ESSER II and ESSER III applications in the OPI E-grants system.
- Slides and video recordings of OPI ESSER trainings can be found by clicking <u>here</u> and look in the Guidance section.
- Fund Coding Information see COVID-19 Federal Grant Guidance (and check out the handy summary chart on the last page (3))

MASBO ENDORSES THESE PROGRAMS



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



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



Health, Dental, Vision, Life and Long-Term Disability Benefits **Andy Holmlund,** Chief Executive Officer 406-457-4400

aholmlund@ms-sf.org http://mustbenefits.org/



Montana Schools Unemployment Insurance Program **Theresia LeSueur,** Director 406-457-4407

tlesueur@mtsba.org http://www.mtsuip.org/



Payne West, Inc.

Montana Schools Property & Liability Insurance Plan Rody Holman, Program Manager

406-533-1035

RHolman@paynewest.com http://msplip.com/

IMPORTANT DEADLINES – AUGUST 2021							
AUGUST 1							
1st Semester Bus Inspections must be completed within 30 days prior to the beginning of the school term	Use form TR-13 Bus Inspection for inspections of yellow school buses. Use form TR-13A Bus Inspection for inspections of Type E buses.	MCA, 20-10-101(4)(a)(i) Regulations & Guidelines for Pupil Transportation Reporting (see page 4)					
AUGUST 2							
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)					
AUGUST 9							
(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)					
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: • 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, 2021 due	Final Expenditure Reports for the following grants are due by August 10:	OPI State and Federal Grants Handbook State and Federal Grants Handbook Section 400 Accounting and Reporting Procedures (see 400.8 Project Closeouts)					

IMPORTANT DEADLINES – AUGUST 2021						
AUGUST 16						
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)				
AUGUST 25						
(not later than August 25)	Trustees adopt final budget.	20-9-131(2), MCA				
	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.	20-9-151(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)				
AUGUST 26						
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	FY2021 Payment Schedule (scroll to bottom of page				

IMPORTANT REMINDER ABOUT LEAD TESTING

<u>Lead Testing</u> – As part of the Department of Public Health and Human Service (DPHHS) revision to the School Administrative Rules in January 2020, all accredited schools are required to sample for lead in their drinking water. Schools have until <u>December 31, 2021</u> to conduct initial sampling for lead in their drinking water.

DPHHS is partnering with the Montana Department of Environmental Quality (DEQ) to provide sampling and remediation technical assistance and guidance to schools. The DEQ has secured funding to cover the cost of the initial laboratory analyses. The grant program is only available to public schools. Funding cannot be used for remediation, but the DEQ and partner organizations are developing resources to help schools identify funding for remediation efforts.

Information on the program requirements can be found on the DEQ's website dedicated to lead testing in schools (http://deq.mt.gov/water/drinkingwater/LeadInSchools). If your school needs assistance or has questions about the program, please contact Greg Montgomery with DEQ at (406) 444-5312 or gregory.montgomery@mt.gov

All sampling results must be made public and remediation must occur if lead concentration is found to be above action levels set in the rules.

The Montana School Boards Association is the final stages of developing example policies to help schools comply with the lead testing and water flushing requirements, as well as the other policy requirements laid out in the administrative rules. These example policies will be shared with school districts in May. Additional guidance on the entire administrative rule package can be found on the DPHHS School Administrative Rules website.



MONTANA COOPERATIVE SERVICES REGIONAL MEETINGS

MCS will be hosting lite-dinner regional meetings at the locations shown below. These small-group meetings are open to all superintendents, trustees, clerk/business managers, food service directors and head custodians.

August 11 – Great Falls

August 19 – Billings

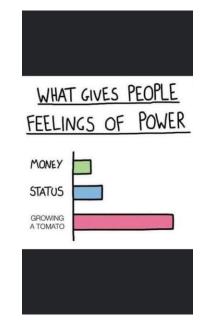
August 25 – Kalispell

August 17 – Glasgow

August 26 – Missoula

August 18 – Miles City

For more information and to register go to www.mtcoop.org



MASBO EXHIBITOR MEMBERS						
ABM Education Solutions James Kleinke james.kleinke@abm.com	AIG RETIREMENT SERVICES Michael Hart michael.hart@valic.com	American Fidelity Assurance Company Jacob Bautista, Office Manager jacob.Bautista@americanfidelity.com				
Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com	Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.co m	Bruco, Inc. Adam Uselman, V.PC.O.O. adamu@bruco.com				
C & C School Accounting David Bardwell Help@CandCSchoolAccounting.com	D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	Fatbeam Graham Taylor graham@fatbeam.com				
Felt Martin, PC Jeffrey Weldon JWeldon@feltmartinlaw.com	Fisher's Technology Amanda Byrne info@fisherstech.com	Frontline Education Lisa Sierra Isierra@frontlineed.com				
Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com	Iconergy Carl Hurst churst@iconergyco.com	Infinite Campus Mariah Ristow mariah.ristow@infinitecampus.com				
Insurance Management Services of Montana John R Boyer john@imsvest.com	Joint Powers Trust Cyndy Maxwell cyndy@jointpowerstrust.com	K12 Montana Jeffrey Patterson jeffp@k12mt.com				
Kalmback Consulting Cathy Kalmback cathymkal@gmail.com	Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com	Montana Public Employees Retirement Administration Terry Dalton tdalton@mt.gov				
MSGIA-WCRRP Shawn Bubb sbubb@mstba.org	Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlesueur@mtsba.com	Montana Unified School Trust (MUST) Andy Holmlund aholmlund@ms-sf.org				
Payne West, Inc./MSPLIP Rody Holman RHolman@paynewest.com	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com	School Services of Montana Thomas Franta tfranta@mt-schools.org				
Teachers On Call Maya Burnaugh mburnaugh@teachersoncall.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com				
Wipfli LLP Kim Dare, CPA kdare@wipfli.com	"It always seems impossible until it is done." – Nelson Mandela					

WATER SAFETY

FOR ALL AGES

NEW BABY

PROTECT YOUR NEW BABY FROM WATER HAZARDS AT HOME

Drowning can happen to any family. It's quick, and it's silent. Never—even for a moment—leave young children alone or in the care of another child while in or near bathtubs, toilets, pools, spas, wading pools, irrigation ditches, ponds, or other standing water. During swim times, designate a "Water Watcher"—an adult who will stay within arm's reach of children in the water.



Never leave a child alone in a bathtub or in the care of another child, even for a moment.

TODDLER

NURTURE THEIR CURIOSITY WHILE KEEPING THEM SAFE

Keep them within arm's reach at all times whenever you're around water. But remember, water safety is not just about pools! Kids can drown in as little as 1 inch of water. Installing bathroom door locks and toilet latches, and emptying all buckets, pools and tubs helps keep curious little ones safe.





Source: healthychildren.org



START SWIM LESSONS EARLY

Everyone should learn how to swim. When to start swimming lessons is an individual decision for parents, based on their child's development. Talk with your pediatrician about whether your child is developmentally ready. Remember, even with swim lessons, other drowning prevention measures are still needed!

Drowning prevention is a family activity!

Swim lessons for parents and toddlers are a first step toward water safety.



TEEN

HELP YOUR TEEN BE WATER SMART

When it comes to water safety, be a good role model for your teen! That means always wearing life jackets when boating and making sure your teen understands how using alcohol and drugs increases the risk of drowning.

Help your teen get water smart:

- Learn to swim from a qualified instructor.
- Choose safe places to swim.
- Learn to recognize hidden obstacles and rip currents.
- Never go in the water after drinking alcohol.
- Never swim alone.

SWIMMING POOLS

MAKE SAFETY A PRIORITY IF YOU OWN A SWIMMING POOL

Do you have a pool at home? Pool alarms and rigid pool covers may provide some layers of protection, but they are not enough. The most effective drowning prevention strategy is a 4-sided fence that is at least 48 inches tall, with self-closing and self-latching gates that completely separates the pool from the house.

Have a pool?

Be sure it's surrounded on all sides by a fence that is

- At least 4 feet high Has a self-latching,
- Non-climbable
- self-closing gate

