

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

JUNE 2016

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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MASBO NAMES JEANNETTE NELSON 2016 OUTSTANDING SCHOOL BUSINESS OFFICIAL

Jeannette Nelson has been the District Clerk/Business Manager at Fort Benton Public Schools for 40 years. Along with the numerous on-going duties required of a school business official, Jeannette is noted for her work organizing and providing the district's Adult Education program, remodeling the school's concessions area, serving as cheerleading sponsor and chaperone for student field trips, and fundraising for various student activities and causes. Her regular attendance at MASBO and MTSBA trainings enables her to mentor and assist other clerks in small, rural schools with budgets and TFS reports. She also helps other clerks with questions about their accounting and payroll software. Jeannette is very involved with her community, serving as President of the local Jaycees chapter and as a director on the Rainbow Board. In these roles, she's helped with many projects and fundraisers.



Her nominators describe Jeannette as loyal, diplomatic, efficient, cool, hardworking, positive and "the best." Says Jeannette: "I love this district and have dedicated most of my career to help promote education, our school and the students."

Jeannette was honored on June 16 at MASBO's annual summer conference in Billings. She received an engraved crystal crescent award and a life-time membership in MASBO. In October, Jeannette will be recognized along with other school administrators at the Montana Conference of Education Leadership (MCEL).

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 students, 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 2016 award:

Brigette Clark, Geraldine

Anna Guesanburu, Jordan

Jeannette Nelson, Fort Benton

Danelle Reisch, Whitefish

Jacki Young, Fairview

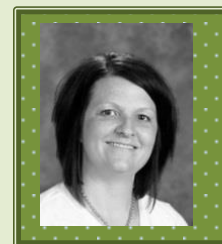
MASBO Board of Directors

President	Tammy Tulberg, Target Range Schools	Region 1 Director	Noreen Anderson, Hellgate K-8 School
Vice-President	Cindy Foley, West Valley Schools	Region 2 Director	Belinda Klick, Sun River Valley 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	Vacant	Region 6 Director	Jen Mettler, Baker Schools

MEET YOUR MASBO BOARD OF DIRECTORS

JEN METTLER, REGION 6 DIRECTOR

Hi. I am Jen Mettler and I have served on the MASBO board since October 2014; I have really enjoyed it! This is such a great organization of people who know the meaning of teamwork and fun all at the same time.



I have lived in Montana for most of my life and I can't imagine really living anywhere else. After graduating from Montana State University-Billings with a BSBA in Accounting & Finance, I started out my career in the public sector with the Fallon County Clerk & Records Office. I worked there for a year and then once the job at Baker Schools became available, I knew that was the job I wanted! I had worked in the summers at the school helping out and I never thought I would love that type of work, but I certainly do. I started at the school in July 2008 and haven't looked back since!

My husband and I have been married for 9 years and have two children, Pyper 5 and Myles 18 months – they certainly keep us very busy. We love to spend time outside and try to golf with our kids as much as possible. I love to craft and sew and try to squeeze it in in any free time I can find!

This organization has helped me more times than I can count and I am so happy to be a part of the board that facilitates all of it!

READY TO ROCK 2017!

***Many thanks to the
Board of Directors
for your dedication
and service to
MASBO***





IMPORTANT - - we need your feedback!

SUMMER CONFERENCE AND NEW CLERK ACADEMY ATTENDEES:

If you haven't done so already, please complete the 2016 Summer Conference & New Clerk Academy Evaluation. Click [here](#) to get started!

2016 SUMMER CONFERENCE FOLLOW-UP

Thanks to all who were able to take time away from the office during the week of June 13 - 17 to join us at the R & R in MT summer conference and New Clerk Academy in Billings. There were 169 attendees, 24 exhibitors and 59 presenters providing training in 50 sessions. Much learning, networking and FUN was had by all. Here are some highlights:

- **TRAINING SESSIONS**

The Billings Hotel & Convention Center provided a variety of meeting rooms and setups for us. The session schedule was designed to provide a wide variety of topics delivered with different teaching/learning styles. New this year was a 3-hour Excel Skills Building class consisting of 4 different substations providing projects to learn and practice Excel and finish with a relevant work product to take home. Many members asked for training more specific to small schools, so we added a Small School Jam Session to the roster. Back by popular demand was General Fund Budget Calculations (5 hours total), Getting Ready for the TFS and Roundtable Discussions.

Thanks to the numerous presenters for their time, effort and travel to make this year's conference a success.

- **SPONSOR AND EXHIBITOR SUPPORT**

MASBO is extremely fortunate to have on-going support from our five major sponsors and several key vendor/exhibitors. These organizations help us with training on important topics and also provide financial resources for our meals, breaks, conference supplies, door prizes and social events. More information is found on page 9 of this newsletter.

- **MEMBERSHIP RECOGNITION AND AWARDS**

At the Thursday luncheon and business meeting, the MASBO board of directors announced and gave out 10-year, 20-year and 30-year membership pins, and recognized 12 retirements and 4 certification program achievements (see list on page 10 of this newsletter). Kevin Noren, from BMO Harris Bank and representing the Illinois ASBO Procurement Card Program presented the annual rebate check and awards to p-card districts that had the highest purchases overall and highest purchases per ANB. Jeannette Nelson from Fort Benton Schools was named the 2016 Outstanding Business Official.

- **SUNSHINE FUND**

Thank you to everyone who brought an item for the silent auction, bought surplus logo wear from the garage sale and/or donated cash. Your efforts and generosity brought in a total of **\$1,840.10**, which we promptly forwarded 50/50 to Betty Sweet (Bridger Schools) and Carol Williams (Lincoln Schools). Also, we send a huge thanks to Bunky Wirtz for organizing and handling this event each year.

- **It's SHOW TIME every day!**

I think everyone can agree that keynote speaker Murray Banks was a big hit. As promised, Murray sent us his presentation cartoons and highlights handout. Marie has posted them on the MASBO website. Click [here](#).

MASBO MEMORIAL SCHOLARSHIP FOR NEW CLERKS

The Clerk/Business Manager is an integral member of the district's administrative team, responsible for a diverse, complex, and challenging array of duties and deadlines. Most can recall their first days on the job as intimidating, overwhelming and scary. Through perseverance and determination, along with the network of support services available through their membership in MASBO, many have been able to say they rose above the fear, became experts in their field, made a lot of friends and had fun along the way.

In recent years, we've mourned the loss of several members who have departed this world while still serving at their schools. In memory of Clerk/Business Managers who are no longer with us, the MASBO board has created the *Memorial Scholarship for New Clerks*.

Criteria for Eligibility

A person eligible to receive the New Clerk Scholarship will meet the following criteria:

- Must be an active MASBO member, as defined in the association's by-laws; and
- Must be employed as the Clerk, Clerk/Business Manager, Business Manager, Director of Business Services, or other similar title in a Montana public school district; and
- Must have no more than 3 years' experience in the position in a Montana public school district.

Presentation of Award

Beginning with the 2016 Summer Conference, at the Closing Session, the names of all eligible New Clerks will be entered into a drawing. Winner need not be present to win.

Scholarship Award

The scholarship award may be used as follows:

- Free registration to the Fall New Clerk Academy, **or**
- Free registration to the next summer New Clerk Academy, **or**
- Free registration to any two (2) of the following workshops;
 - a. Elections
 - b. Technology
 - c. Budget for New Clerks
 - d. Spring Regionals

If the scholarship is not used by June of the year following the award, the award is forfeited. The scholarship must be used by the recipient; it is not transferrable.

Mandy Sunford, Saco Schools won the Memorial Scholarship for New Clerks for FY2017. **Congratulations!!**

MONTANA CONFERENCE OF EDUCATION LEADERSHIP (MCEL)

The 2016 MCEL Conference, "*Collaboration is the Glue that holds G.R.E.A.T. together*" will be held **October 19 - 21** 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.



Montana's Public Schools are G.R.E.A.T.!

Governed by Elected Trustees
Responsive to the Needs of Each Community
Excellent, Efficient, Equitable and Empowered
Advancing Student Achievement for Each Child
Trusteed through Transparency and Openness



2016 REBATE HITS ALL TIME HIGH OF **\$193,905.92**

MASBO received \$193,905.92 for our prorated share of Illinois ASBO's Procurement Card Program rebate for purchases made between April 2015 and March 2016. This is based on just under \$16 million in total P-card purchases made by Montana school districts, an increase of \$3 million over total purchases made in the previous program year. The MASBO Board of Directors approved a rebate to its 104 P-card participants equal to 1.05% of that district's purchases. Click [here](#) to see the distribution list posted on the MASBO website.

The following participants had the **Top 5 Highest Total Purchases**:

- Havre Schools (\$1,370,964.05)
- Sidney Schools (\$1,318,928.17)
- Harlem Schools (\$741,134.99)
- Polson Schools (\$726,814.10)
- Browning Schools (\$500,854.08)

The following participants had the **Top 5 Highest Purchases per ANB** (based on FY2016 Budget Report)

- Plevna Schools (\$3,909.11)
- Ekalaka Schools (\$2,152.06)
- Hinsdale Schools (\$1,825.38)
- Highwood Schools (\$1,820.54)
- North Star Schools (\$1,782.90)

Sidney Schools won a free registration to the 2017 MASBO Summer Conference. Congratulations!!

UPCOMING TRAINING OPPORTUNITIES

OPI Summer Workshops

The OPI School Finance Division will provide its annual summer workshops as follows:

- Thursday, July 7th – Missoula
- Tuesday, July 12th – Billings
- Thursday, July 14th – Helena

Topics include school elections, tuition, TFS, audit, transportation and more.

To register online, [CLICK HERE](#). For more information, contact [Nicole Thuotte](#), 406-444-4524.




MAEFAIRS Training

The School Finance Division will offer a free full day MAEFAIRS training on **Friday, July 29, 2016**, at the 1227 OPI building in Helena. This training is designed for school district personnel responsible for completing the Trustees Financial Summary (TFS) and Budget reports. Due to limited seating, space is reserved for district clerks with *two years or less* experience and *one* person per district. For more information, contact [Debbie Casey](#), 406-444-3096.

ASBO Annual Meeting & Expo

The ASBO Annual Meeting & Expo will be **held September 23-26** in Phoenix, AZ. 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 read more, register and make hotel reservations.

MASBO ENDORSES THESE PROGRAMS

 <p>MSGIA 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://www.msgia.org/home</p>
 <p>MUST MONTANA UNIFIED SCHOOL TRUST</p>	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits Christi Sharp, Chief Executive Officer 406-457-4510 csharp@ms-sf.org http://mustbenefits.org/</p>
 <p>MTSUIP Montana Schools Unemployment Insurance Program</p>	<p>Montana Schools Unemployment Insurance Program Theresia LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
 <p>Montana Schools Endorsed by MREA & MASBO Property & Liability Insurance Plan</p>	<p>Montana Schools Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/</p>
 <p>AMERICAN FIDELITY a different opinion</p>	<p>Healthcare Reform Section 125 Services Health Savings Account Services Cheryl Brandt, State Manager 877-589-2544, ext. 353 Cheryl.Brandt@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>

IMPORTANT DATES & DEADLINES

JULY 1

First day of fiscal year	The school fiscal year begins on July 1 and ends on June 30	MCA 20-1-301
First day to advertise budget meeting	Between July 1 and August 10 of each year, the clerk of each district shall publish a notice of the annual budget meeting.	MCA 20-9-115 OPI Budget Timeline
Individual transportation contracts (TR-4) are due to the County Superintendent and to the Office of Public Instruction	A school district must complete and sign a TR-4 Individual Transportation Contract (3 copies) for the ensuing year. Send to the county superintendent and submit electronically to the OPI.	MCA 20-10-121 MCA 20-10-124 A.R.M. 10-7-101(2)(b) Pupil Transportation Forms Calendar
Last day to send bus contracts to the county superintendent	By July 1, a district must send copies of all completed school bus contracts to the county superintendent.	MCA 20-10-125 A.R.M. 10.7.101(2)(a)

JULY 11

MPERA's Public Employee Retirement Information System (PERIS) goes live	<p>The Montana Public Employee Retirement Administration (MPERA) will launch its new administrative reporting system, PERIS on July 11. The new employer web reporting system is called ERIC (Employer Reporting and Information Center).</p> <p>Hold all <u>July payrolls</u> until July 11, 2016. This means payroll you paid in July needs to be reported in the new ERIC system with the new employer contribution rates.</p> <p>Report <u>payroll paid in June</u> in the current Web Reporting System. These reports need to be completely processed <u>by no later than 12:00 noon on Friday, July 8, 2016.</u></p>	Employer Reporting Manual Employer Call Center (toll free 1-844-304-5452) (in Helena 444-3994)
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JULY 15

OPI allocates the annual statutory appropriation for the technology fund by the 3 rd Friday in July	The annual distribution to school districts is based on the ratio that each district's BASE budget bears to the statewide BASE budget amount for all school districts; multiplied by \$1 million a year as is statutorily appropriated. The payment is deposited to the district's Technology Acquisition Fund (28) in August.	MCA 20-9-534(2) MCA 20-9-533 OPI Entitlement Payments to Schools (In the section Additional Entitlements, look for a link to 'FY17 Technology Fund Entitlements') OPI Budget Timeline
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JULY 20

County treasurer provides statement of cash balances and bond information	County treasurer provides bond, endowment fund and cash balances for school trustees' financial summary (TFS) and cash balances for county school funds supported by countywide levies.	MCA 20-9-121 MCA 20-9-604(5) OPI Budget Timeline
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IMPORTANT DATES & DEADLINES

JULY 22

County transportation committee must meet to approve bus routes and additional payments on individual transportation contracts by the fourth Monday in July

A county transportation committee (CTC) must act to approve or not approve all bus routes established by districts. The CTC must also act on all applications for increased individual payments due to isolation. Approval of board of trustees for increased payments is required prior to CTC action.

[MCA 20-10-132](#)
[A.R.M. 10.7.101\(2\)\(c\)](#)

JULY 25

Grant cash request due to OPI

Grant cash requests made by this date will be paid on August 10.

[OPI Grants Calendar](#)

JULY 31

Form 941 for Quarter 2 is due

Form 941 payroll report for Quarter 2 (April, May, June) is due.

[Form 941](#)
[Form 941 Instructions](#)

EFFECTIVE JULY 1, 2016 — RETIREMENT SYSTEM CONTRIBUTION RATES

PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)

School Districts and Special Education Cooperatives Employer Rate

School District Contribution Rate	6.80%
Employer additional contribution rate (paid by employer)	1.30%
Total Contribution for School District Employers	8.10%
Employer additional contribution rate (paid by the state)	0.27%
State Contribution for School Districts	0.10%
Total	8.47%

Member Rate

Employee Contribution Rate for all members	7.90%
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For more information, see <http://mpera.mt.gov/ContributionRates.shtml>

TEACHERS' RETIREMENT SYSTEM (TRS)

Start Date	End Date	Active Members	Working Retirees
EMPLOYER RATES			
7/1/2016	6/30/2017	8.770%	11.150%

Start Date	End Date	Tier One Member	Tier Two Member
EMPLOYEE RATES			
7/1/2013	Present	* 8.150%	** 8.150%

* **Tier One:** become a member *before* July 1, 2013

** **Tier Two:** became a member *on or after* July 1, 2013

For more information, see <https://trs.mt.gov/trs-info/RatesCharts>

***A special 'Thank You' to our sponsors & exhibitors for their support
of the 2016 Summer Conference & New Clerk Academy!***

Montana Schools Unemployment Insurance Program (MTSUIP)

Name badge holders and New Clerk Academy luncheon and breaks

Lifetouch National School Studios

Photos for conference name badges and MASBO membership directory

Montana Schools Group Insurance Authority (MSGIA)

Wednesday luncheon and Keynote Speaker

Black Mountain Software, Inc.

Wednesday dinner for golfers and walkers

D.A. Davidson & Company

Wednesday afternoon break

Horace Mann Companies

Transportation for Wednesday golf and walking activities

Montana United School Trust (MUST)

Thursday and Friday breakfasts

Foxie Lady Computers, Inc.

Thursday a.m. and p.m. breaks and Friday a.m. break

Montana Schools Property & Liability Insurance Program (MSPLIP)

Thursday luncheon, Hawaiian luau dinner, Venture Improv show and DJ/karaoke party

American Fidelity Assurance Company

Thursday chair massages

Door Prizes and other support:

Infinite Campus

Montana Public Employee Retirement Administration (MPERA)

Pine Cove Solutions

Bruco, Inc.

Tyler Technologies

Frontline Technologies/AESOP

Fellon Insurance Services

Aflac

BMO Harris Bank (MASBO p-Card Program)

School Specialty

Teachers-Teachers.com

MT Recruitment Project

National IPA and TCPN

Klimas Financial Services

**MASBO Service Pins
Summer Conference June 16, 2016**

10 YEARS

Name	School District
Lonnie Morin	Arlee
Lori Kane	Carbon County
Dustin Zuffelato	Columbia Falls
Nick Marshall	Creston
Jessica McWilliams	Garfield County
Kym Kern	Hardin
Amber Link	Hardin
Arlene Hartman	Highwood
Pat McHugh	Missoula
JaLayne Obert	Roberts
Diana Miller	Savage
Melit Flynn	Shelby
Tina Hill	St. Regis
Dee Johnson	Swan River
Sandi Fitzpatrick	Valley View

20 YEARS

Name	School District
Brigette Clark	Geraldine
Ann Heisler	Manhattan
Shari Hurst	Plentywood
Mary Smith	Trout Creek

30 YEARS

Name	School District
John Fuchs	Woodman



CONGRATULATIONS RETIREES!!

*Nick Marshall – Creston
 Donna Tiegs – Evergreen
 Joni Wolstad – East Glacier
 Cindy McMurray – Frenchtown
 Gayle Munson – Thompson Falls
 Luanne Baumann – Victor
 Mickie McQuery – DeerLodge
 Sylvia Larsen – Whitehall
 BJ Young – Wolf Creek
 Sheri Weidinger – Billings
 Margy Lehman – Hardin
 Kathy Alexander – Park City*



CERTIFICATION PROGRAM RECIPIENTS

Denise Grant, Fairfield – Standard Certificate
 Deb Anderson, Polson – Standard Certificate
 Serina Nelson, Smith Valley – Standard Certificate
 Carmen Jackson, Hot Springs – Professional Level III

MASBO EXHIBITOR MEMBERS

NEW!!

Bruco, Inc. Adam Uselman, V.P.-C.O.O. adambruco@gmail.com	Schoolhouse IT Jeffrey Patterson jeffp@schoolhouseit.com	Teachers to Teachers.com Laurie Layton, Account Manager llayton@teachers-teachers.com
Southwest MT School Services Bruce Grubbs bgrubbs@swmss.ccsend.com	D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	Montana Schools Property & Liability Insurance Plan (MSPLIP) Dave Pillatzke dpillatzke@paynewest.com
Foxie Lady Computers, Inc. David Bardwell foxieladyc@aol.com	CHMS, P.C. Doris Leader, CPA doris@chmspc.com	Stifel Nicolaus Bryan Stelmack yroybal@stifel.com
Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlsueur@mtsba.com	VALIC John Wing John.wing@valic.com	Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com
Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com	Ron Foltz CPA firm Ron Foltz, CPA Ron.foltz@ronfoltzcpa.com	Fellon Insurance Services Dale Fellon fellonins@msn.com
Infinite Campus Stephanie Sondrol Stephanie.sondrol@infinitecampus.com	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com	Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com
MSGIA-WCRRP Shawn Bubba sbubba@mstba.org	Montana Unified School Trust Christi Sharp csharp@ms-sf.org	Wipfli/GHG Kim Dare, CPA kdare@wipfli.com
Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com	National IPA and TCPN Shelley Andrews shelley.andrews@nationalipa.org	American Fidelity Assurance Co. Cheryl Brandt Cheryl.Brandt@americanfidelity.com
Edie Barnard Edie.barnard56@gmail.com	Jeffrey Weldon Felt, Martin, Frazier & Weldon, PC JWeldon@feltmartinlaw.com	Rudd & Company, PLLC Julie Kostecky, CPA, CVA jkostecky@ruddco.com
Tyler Technologies Darlene Markegard Darlene.Markegard@tylertech.com	Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com	Frontline Technologies Jim O'Halloran johalloran@frontlinetechnologies.com
Aflac Rob Cook r_cook@us.aflac.com	School Specialty Scott Wilkey scott.wilkey@schoolspecialty.com	

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