MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

JUNE 2020

SUMMER E-GRANTS TRAINING

Due to the pandemic, travel limitations, and social distancing guidelines, the Office of Public Instruction (OPI) will not be able to do an onsite, in-person E-grants Tour this summer. The OPI will conduct the summer trainings virtually over Zoom.

Each session is limited to 40 participants. Attendees will sign up on a first-come, first-served basis. Should a session hit maximum capacity, participants with be asked to sign up for another date.

To register for a session, please send an email to <a>Sheri Harlow with the date that you would like to attend.

One day before each training, those who sign up will receive an email to join the Zoom meeting. This email will contain a pass code to enter the room.

Below are the seven dates for the trainings:

- July 16, 2020 registration closes at noon on July 14, 2020
- July 28, 2020 registration closes at noon on July 24, 2020
- July 29, 2020 registration closes at noon on July 27, 2020
- July 30, 2020 registration closes at noon on July 28, 2020
- August 5, 2020 registration closes at noon on August 3, 2020

For more information, see OPI's July 13 Official Email (click here)

HANDY YEAR-END RESOURCES

OPI Spreadsheets and Other Resources

- ✓ Reconciling Cash to the County Treasurer
- ✓ Fund 15 Recap Worksheet
- ✓ Student Activity Fund Recap Spreadsheet
- ✓ Compensated Absences Spreadsheet
- ✓ Trustees Financial Summary (TFS) Checklist
- ✓ School Accounting Manual
- ✓ ESSA Guidance Document

KEEP CURRENT WITH OPI

Each month, the Office of Public Instruction posts the OPI Summary of Activities which gives lots of information about upcoming deadlines, training opportunities and guidance. Click here to see this month's issue.

FEE BASED ON-SITE TRAINING and INTERIM HELP AVAILABLE

Steve Hamel is available to provide fee based on-site services to school districts that request help in their business office. Interim Services includes ensuring basic duties such as payroll and claims are covered while the district recruits to fill a vacant clerk/business manager position. He can even help to train the newly hired clerk if needed. Interim services and training may also serve to assist a district with processes, such as preparing information for the Trustees Financial Summary and Budgets, data entry in MAEFAIRS, getting set up for the new school year, compensation expenditure reporting, etc. Steve can assist with special projects where additional work or training is needed to address audit findings or to bring the financial records into compliance with state and federal regulations and deadlines. Since every situation is different, it is best to consult with Steve and we'll develop a plan and cost estimate for you. More information is available on the MASBO website (click here).

MASBO Board of Directors

President Lorie Carey, Jefferson Co. High School Vice-President Rita Huck, Huntley Project K-12 Past President Cindy Foley, West Valley K-8 Fiscal Agent Kim Aarstad, East Helena K-12 Ex-Officio, MTSUIP **Denise Williams**

Vacant

Region 1 Director Noreen Anderson, Hellgate K-8 Region 2 Director Belinda Klick, Sun River Valley Region 3 Director Cheri Nygard, Wolf Point Region 4 Director Kevin Patrick, Butte Schools Region 5 Director Rebekah Rhoades, Lewistown Region 6 Director Jen Mettler, Baker K-12

MASBO Staff

Denise Williams Executive Director 406-461-3659

Marie Roach Association Services Coordinator 406-461-8804

Steve Hamel Interim Services/Trainer 406-431-0124

A Message from Out-Going Past President CINDY FOLEY

Dear Friends.

Ex-Officio, OPI

Happy June! It always seems like the end of the school year arrives so fast and with its own challenges, but who could've imagined an end of a school year like this! For me, when I began the 19/20 school year, I knew it would be a culmination of a 31-year career in school business of which I'm very proud of. Never in my life did I think when I started subbing in the office of a couple of school districts, when my kids were little, that I would eventually be where I am now. I'm very grateful!



The years I've gotten to spend on the MASBO Board have been wonderful! I thank all of you for your confidence and support. I'd also like to thank all the Board members who have served before, and who are currently serving, for their dedication and laying the groundwork for all that MASBO is. To join the list of Past Presidents is an honor for me and I stand amongst the company of those I highly respect. I would be remiss to not recognize, and thank, Denise Williams and Marie Roach for their hard work, dedication, and guidance to MASBO and our membership! They have been such a wealth of knowledge and support to me over the years. I am also grateful for all my coworkers, mentors, friends, and family who have helped me to be successful along the way. As you know, this is a profession that we cannot tackle alone and would be lost without the help and guidance of others.

I'm excited about my next adventures in life and getting to spend more time with my family, friends, and watching my grandkids grow up, but not too fast! I'm looking forward to staying in touch (who knows, I may turn up at your school for a cup of coffee :) or definitely at a future summer conference) and wishing all of you much happiness and success!

Love, Cindy

MASBO Service Pins		
Name	School District	
10 YEARS		
Jay Bates	Belgrade	
Teresa Bruce	Olney-Bissell	
Tricia Gruszie	Cleveland	
Jane Knudsen	Malta	
Linda Marsh	Beaverhead County	
Lisa Morgan	Three Forks	
Lacey Porrovecchio	Bigfork	
Joanne Schrupp	Colstrip	
Cinda Self	Arrowhead	
20 YEARS		
Tonnie Decker	Helena Flats	
Carmen Jackson	Hot Springs	
Angie Munroe	Dupuyer	
Cheri' Nygard	Wolf Point	
Janice Ripley	Shepherd	
Betty Sweet	Bridger	
Rhonda Umphres	Centerville	
Jacki Young	Fairview	
30 YEARS		
Dean Blount	Frazer	
Diane Fetterhoff	Somers	
40 YEARS		
Betty Brumwell	Dutton/Brady	



CONGRATULATIONS RETIREES!!

Ginny Holland — Plains
Jill Thornton — Potomac
Cindy Foley — West Valley
Charlene Aberg — Cut Bank
Scott Laird — Cut Bank
Steve Hamel — Fort Benton
Connie Miller — Opheim
Donna Sorenson — Westby
Dennis Clague — Butte
Jeanne Carroll — Canyon Creek
Judy Arnold — Hardin
Kathy Pfister — Musselshell County
Cathy Kalmback - Terry

CERTFICATION PROGRAM RECIPIENTS

Patty Mellinger, Choteau – Standard Certificate Renewal
Ann Econom, Winnett – Professional Level I
TJ Harold-Marmon, Ronan – Professional Level I
Della Van Horn, Vida and Circle – Professional Level I
Serina Nelson, Smith Valley – Professional Level I & II
Shelley Struck, Fair-Mont-Egan – Professional Level I & II
Cheri' Nygard, Wolf Point – Professional Level II
Karsen Drury, Cascade - MCSBO
Arra Rausch, Alberton – MCSBO
Jen Mettler, Baker – MCSBO
Carrie Ruff, Bonner - MCSBO
Gwyn Andersen, Kalispell – MCSBO renewal
Bill Schiele, Stevensville – MCSBO renewal





P-CARD NEWS-----

2020 REBATE GROWS TO \$363,561.15

MASBO received \$363,561.15 for our prorated share of Illinois ASBO's Procurement Card Program rebate for purchases made between April 2019 and March 2020. This is based on over \$26 million in total P-card purchases made by Montana school districts and special education cooperatives, an increase of \$3.3 million over total purchases made in the previous program year. The MASBO Board of Directors will continue to distribute the rebate to reflect the way Illinois ASBO computes the amount generated by each participating district (total purchases and rate of pay). As a result, the 148 participants in the program will receive between 1.14% - 1.45% on their district's total purchases. A distribution list will be posted on the MASBO website soon.

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

- Sidney Schools (\$1,630,859)
- Havre Schools (\$1,385,905)
- Anaconda Schools (\$1,163,014)
- Polson Schools (\$ 1,023,497)
- Harlem (\$817,722)

The following participants had the *Top 5 Highest Purchases per ANB* (based on FY2020 Budget Reports)

- North Star (\$3,006.36)
- Ekalaka (\$2,391.56)
- Reed Point (\$2,071.63)
- Yellowstone Academy (2,037.77)
- Heart Butte (\$1,944.41)



Get your payments to BMO in less than 27 days <u>every</u> month to receive your annual rebate

Rebate earned is dependent on how fast you pay back (7 – 27 days)

ACH Pull or ACH Push can help get your payment to BMO faster!

Contact your bank or County Treasurer.

TRAINING AVAILABLE – just call Holly 3

In past years, we've been extremely fortunate to have Holly Wallace provide in-person training at our MASBO summer conference and MCEL. Holly can provide virtual training as well – on topics ranging from What is a p-card, How to Apply, Fraud, Policy, Spend Dynamics or Best Practices. To set up a webinar, either one-on-one or for your group, contact Holly at hwallace@iasbo.org or (815) 793-4655.

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 DATES & DEADLINES - JULY 2020				
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 (scroll down the page to see chart)		
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) Regulations & Guidelines for Pupil Transportation Reporting		
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 10				
Traffic Education TE06 Year- End Reports due to OPI.	To ensure you receive the annual traffic education reimbursement payment in August, submit your TE06 Year-End Report for Traffic Education program courses ending between July 1, 2019 and June 30, 2020. Check the number of eligible students recorded for your district by logging into TEDRS, then click on Reports/Student Counts. This number is entered on the report at Item H: Total Students. All TE06 Year-End Reports must be submitted via TEDRS this year due to COVID-19 work-at-home requirements. If you need assistance to complete and submit your TE06, send an email to Patti Borneman or call (406) 444-4432.	Form TE06 OPI Traffic Education Forms and Reports OPI Summary of Activities (page 9)		
	Special TE06 Extension for 2020 courses completing after June 30, 2020 Several school districts had to postpone active traffic education classes in March due to the COVID-19 mandatory school closure directive. To keep students enrolled and engaged in classroom coursework, remote online instruction was permitted and supported by the OPI. However, behind-the-wheel instruction could not resume until after May 7, 2020. For those school districts that would have completed these classes during school year 2020, but have extended the course completion date to end after June 30, the OPI asks that the district submit a special reimbursement request when they submit their 2020 TE06 YearEnd Report (due July 10). This online addendum to your 2020 TE06 Year-End Report can be found on the OPI webpage: http://opi.mt.gov/Forms-Reports .			

IMPORTANT DATES & DEADLINES - JULY 2020					
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 (scroll down the page to see chart)			
JULY 25					
Grant cash request due to OPI	Grant cash requests made by this date will be paid on August 10.	OPI State and Federal Grants Handbook			
JULY 27					
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 31	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			
Last day to liquidate funds for grants that ended June 30, 2020	Last day to liquidate funds for grants that ended June 30, 2020: • ABLE Extension • ABLE, El Civics • State ABLE • Carl Perkins and Technical Education • Gifted and Talented • Title IV, 21st Century Community Learning Centers • Indian Education for All • In-State Facilities: Significant Needs Schools	OPI State and Federal Grants Handbook			
1st Semester Bus Inspections must be completed	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)			

AMERICAN FIDELITY - GOT QUESTIONS ABOUT ONLINE BILLING?

Most billing concerns are unique to the group so the best way to get immediate assistance would be to call Jacob Bautista — $\underline{\text{Jacob.bautista@americanfidelity.com}}$, (877) 589-2544

Also, there are two representatives for Montana that share the state:

- ➤ Jim Simkins jim.simkins@americanfidelity.com, (406) 431-2646
- > Jason Galloway Jason.galloway@americanfidelity.com, (509) 464-9235

MASBO EXHIBITOR MEMBERS					
Aflac Rob Cook R_cook@us.aflac.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	Edie Knoke Edie.barnard56@gmail.com	Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com			
Bruco, Inc. Adam Uselman, V.PC.O.O. adambruco@gmail.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	Fisher's Technology Amanda Byrne info@fisherstech.com	Frontline Technologies Elise Ozarowski eozarowski@frontlineed.com			
Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com	Iconergy Carl Hurst churst@iconergyco.com	Infinite Campus Stephanie Sondrol Stephanie.sondrol@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			
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			
TimeClock Plus James Baker marketing@timeclockplus.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com	U.S. Omni 403(b) Retirement Savings Plan Administration Ryan Phillips rphillips@omni403b.com			
Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com	Felt Martin, PC Jeffrey Weldon JWeldon@feltmartinlaw.com	Wipfli LLP Kim Dare, CPA kdare@wipfli.com			



TOMATOES

Basil—This herb helps tomatoes produce greater yields and it repels both flies and mosquitoes.

Marigolds—Repel nematodes and other garden pests.

Asparagus, carrots, celery, the onion family, lettuce, parsley, and spinach are also good companions.

Keep tomatoes away from—Cabbage, beets, peas, fennel, dill, and rosemary. Corn and tomatoes both suffer from the corn earworm, and tomatoes and potatoes are affected by the same blight, so keep these plants separate to prevent the spread of pests or disease.

PEPPERS

Basil—helps repel aphids, spider mites, mosquitoes, and flies. It's also thought that basil improves the pepper's flavor. **Other good companions include onions, spinach, and tomatoes.**

Keep peppers away from—Beans so the vines don't spread among the pepper plants.

GREEN BEANS

Corn and beans grow well together because beans will grow up the cornstalks, which means you won't have to build them a trellis. Beans also fix nitrogen in the soil, which is good for the corn. Marigolds, nasturtiums, rosemary, and summer savory repel bean beetles, and summer savory improves growth rate and flavor. Other companions include broccoli, Brussels sprouts, and other members of the cabbage family along with cucumbers, peas, potatoes, and radishes.

Keep green beans away from—Beets or anything from the onion family. Onions, in particular, impede the growth of bean plants.



CUCUMBERS

To repel aphids and beetles, plant marigolds and nasturtiums among your cucumbers. Beans, celery, corn, lettuce, dill, peas, and radishes are also good companion plants.

Keep cucumbers away from—Aromatic herbs such as sage which will stunt the growth of cucumbers.

ONIONS

Carrots—should be planted near onions because onions will repel the carrot fly. Onions will also chase away the aphids, so plant them near aphid-prone (but onion-friendly) veggies.

Other good friends of onions include beets, cabbage, lettuce, parsnips, tomatoes, and spices like marjoram, savory, and rosemary.

Keep onions away from—Asparagus, beans, and peas.

LETTUCE

Mint—among your lettuce to keep away the slugs that feed on lettuce leaves, or plant chives and garlic to repel aphids. Beans, beets, broccoli, carrots, corn, peas, radishes, and marigolds also work as good companion plants.

Keep lettuce away from—Parsley, because it tends to grow into a small yet bushy plant and can crowd your lettuce.

