

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS JANUARY 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

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SIGN UP FOR SPRING TRAINING!

The chart below shows the dates and locations for the MASBO Budget Workshops and Spring Regional Workshops, and we've added some half-day sessions for New Clerks (or those just needing a review) to help with Budget Basics. **Online registration is OPEN!** Click on the link of the workshop you want for more information, and note the deadline for booking your hotel room so you can take advantage of the special rates.

MASBO 2017 SPRING WORKSHOPS			
DATE		BUDGET WORKSHOPS	REGIONAL WORKSHOPS
Wed	March 1	New Clerks (Budget Basics) Great Falls - Heritage Inn	
Thurs	March 2	Budget Workshop Great Falls Heritage Inn	
Fri	March 3		Region 2 Great Falls Heritage Inn
Mon	March 20	New Clerks (Budget Basics) Miles City - Sleep Inn & Suites	
Tues	March 21		Region 3 and Region 6 Miles City - Sleep Inn & Suites
Wed	March 22	Budget Workshop Miles City Sleep Inn & Suites	
Thurs	March 23	Budget Workshop Billings Red Lion Hotel & Convention Center	
Fri	March 24		Region 5 – Billings Red Lion Hotel & Convention Center
Mon	April 3	New Clerks (Budget Basics) Polson - Kwa Taq Nuk Resort	
Tues	April 4	Budget Workshop Polson Kwa Taq Nuk Resort	
Wed	April 5		Region 1 Polson Kwa Taq Nuk Resort
Fri	April 7		Region 4 Three Forks Sacajawea Hotel

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, Billings 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, MTSUIP	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 TAMMY TULBERG, TARGET RANGE SCHOOL

Happy New Year!

The beginning of a new year – a time for reflecting on what we’ve accomplished and looking forward to what’s ahead.

By now, we have rejoiced in seeing the return of children to school; our grants are closed; and we made it through September’s payroll and all of the other fall reports.



Let’s now look ahead to a very busy Spring, which already is starting with a bang.

- W-2’s, 1099’s and 1095’s are due out to the **IRS (new this year)**, employees and vendors by the end of January – I will give both the W-2’s and 1095’s to employees by 1/6/17, with a memo requesting that they look at both forms and notify me immediately if they think there are any errors. This way I will have time to correct any errors before submitting by January 31^h.
- OPI Salary & Compensation Survey is due in February.
- The MT 65th Legislature is in session – look for some interesting things to happen.
- Budget crunch time (due to item listed above); contract negotiations; health insurance renewals.
- MASBO Budget and Spring Region Workshops – My oasis in the midst of storms.
- Elections – need I say more???!!!

Yet as I look at the above, my heart is pondering the friends that we have lost to retirement and also in death. We will miss all of those who are no longer with us – not only their unique talents and personalities, but also their knowledge base. The most important thing that we have is each other! This is the reason that our organization, MASBO, is so critical. Take each opportunity that comes your way to spend time with your fellow members; enjoy each other; always be open to learning something new. Most importantly, realize that you are not alone! Reach out and call someone even if it is to vent.

I wish you peace, love, comfort, strength and joy!
Your MASBO President – Tammy Tulberg



Donnie McVee (Laurel) passed her exams for ASBO’s Administrator of School Finance and Operations (SFO) Certification.

Carmen Jackson (Hot Springs) passed her 3rd and final test for Montana Registered School Business Official (MRSBO) Certification.

Jane Knudsen (Malta) passed her 3rd and final test for Montana Registered School Business Official (MRSBO) Certification.



MASBO P-CARD PURCHASES REPORT

P-Card purchases for eight months of the rebate year (April – November) totaled over **\$12.7 million** with **116** school districts and special education cooperatives participating in the program. At the same time last year, we had 96 participants with \$10.6 million in total purchases.

Click [here](#) to see the current year P-Card purchases report. And, for those of you who are monitoring your purchasing totals, click [here](#) to see a comparison of November 2016 vs. November 2015.



SPEND DYNAMICS

By now, all participating districts should be using *Spend Dynamics*, the new online management tool that replaced *details Online*. Check out the Tutorials page of the new p-Card website (www.illinois-pcard.com) for instructions on the following: Administrator Overview, How to Create a Profile and Order Cards, Granting Access, Basic Reporting, How to View/Print a Statement, Coding Transactions, and Sample Procedure Manual. The Tutorials page also has contact information in case you need special assistance or want to schedule a webinar for your staff or yourself.

DO YOU KNOW AN OUTSTANDING SCHOOL BUSINESS OFFICIAL?

MASBO is accepting nominations for 2017 Outstanding Business Official. Co-workers, teachers, trustees, district administration, other school business officials, OPI employees, and county or state officials may nominate **a current, active MASBO member** (past recipients, current officers and directors of MASBO are not eligible during their term of office).

Please submit a letter of nomination and two letters of recommendation that support the nomination. The letter of nomination should include the nominee’s name, job title and school district and state the specific reasons the person is nominated, including: 1) contributions to public education in Montana at the school, community, county, state and federal levels, 2) contributions to civic and public organizations, and 3) the nominee’s service to students. Nomination materials may be emailed to dwilliams@masbo.com.

NOMINATION DEADLINE IS MARCH 31, 2017.

MASBO 2017 SALARY SURVEY

Please take a few moments to click on [this link](#) and complete the annual salary and benefits survey. We’ll keep it open until **Monday, March 13, 2017**. After that, I’ll send a message with a link to the results and will post it on the MASBO website with the survey results from previous years.

ACCEPTING NOMINATIONS FOR MASBO VICE-PRESIDENT

The MASBO Board of Directors is now accepting nominations for Vice-President. This office is elected at large for a 2-year term beginning July 1, 2017, and shall automatically succeed to the office of President, also for a 2-year term. The office of President automatically succeeds to the office of Past-President for another 2-year term. The total time commitment for this level of leadership is 6 years.

The Vice-President should be familiar with the MASBO by-laws and policies and procedures, perform the duties of the President in his or her absence, attend all board meetings, attend an Executive Board meeting to develop a budget for the upcoming year, oversee the mentoring program, and perform other duties as delegated by the President.

You may nominate someone for Vice-President by doing one of the following:

1. Send an email to Denise at dwilliams@masbo.com, or
2. Nominate the person at your spring regional workshop during the MASBO business meeting, or
3. Nominate the person at the 2017 MASBO summer conference opening business meeting.

Note: Please visit with the person you intend to nominate so that they have a chance to consider the time commitment and discuss it with their family, superintendent and/or board before accepting the nomination.

If more than one person is nominated, there will an election at the summer conference. Questions? Contact Denise at (406) 461-3659.



REGION DIRECTOR ELECTIONS TO BE HELD AT SPRING REGIONAL WORKSHOPS

Elections for Region Director will be held at the following spring workshops:

- **Region 3**
 - Rhonda Opp was elected director for July 1, 2014 – June 30, 2017.
 - Need an election for director for the new term: July 1, 2017 – June 30, 2020
- **Region 6**
 - Jen Mettler was elected director for July 1, 2014 – June 30, 2017.
 - Need an election for director for new term: July 1, 2017 - June 30, 2020.

Nominations may be made:

- via email to Denise Williams or the applicable Region Director prior to the spring workshop, or
- from the floor during the business portion of the spring workshop.

Note: It's a good idea to check with the person you wish to nominate to ensure they are willing and able to make a 3-year commitment to serve on the MASBO board.

IT'S TIME FOR SOME NEW MASBO LOGOWEAR!

Click [here](#) to see the latest selection of MASBO logowear now available to order online.

Choices include:

- Short sleeve polo
- Long sleeve polo
- Long sleeve easy care dress shirt
- Soft shell vest



DON'T FORGET THIS . . .

MTSUIP/MTSBA ANNUAL HR SYMPOSIUM

It's not too late to sign up for the HR (Employment) Symposiums offered by MTSBA and sponsored by MTSUIP! Locations and dates are shown below. Click on the location for more information and to register for the session.

Helena	February 2	Miles City	February 16
Missoula	February 7	Billings	February 17
Whitefish	February 8	Lewistown	February 22
Havre	February 14	Livingston	February 23
Glasgow	February 15		

FREE to MTSUIP member school districts and no limit on the # of attendees from the same member district. Non-member districts may also attend for a fee.

Topics include Strategic Bargaining & Reduction in Force (RIF), Hiring Practices/Interviewing (matching employee with position), Discipline/Termination (proper documentation), Unemployment and a Q&A Session.

WHAT'S HAPPENING AT THE OFFICE OF PUBLIC INSTRUCTION

ELECTION RESOURCES

Click [here](#) to go to the Election Resources page on the OPI School Finance Division website. Download these documents to help you with your May 2, 2017 school election responsibilities:

2017 Election Calendar with Forms
2017 Election Manual
Basic Election Forms
Sample Ballots

Absentee Voter Materials
Special Circumstances
Election Resources
Mail Ballot Election Materials



OPI WEBSITE SURVEY

OPI is looking to redesign their website and they want to know what YOU think! Click [here](#) to complete a 4-question survey and weigh in on potential changes!

2017 PROPOSED SCHOOL BUS STANDARDS



New bus standards are in the works. Click [here](#) to see and send comments to Kara Sperle at OPI (ksperle2@mt.gov).

MONTANA PUBLIC EDUCATION CENTER (MT-PEC)

2017 K-12 ISSUE SPOTLIGHTS

MT-PEC recently released its first Issue Spotlight for this legislative session, *The Third Annual Analysis of Media Coverage of the Great Work of Montana's Public Schools*. Click [here](#) to see a collection of news stories about all the great work happening in our public schools.

UPCOMING ADVOCACY EVENTS – SAVE THE DATES

Join us in Helena for the following special events to promote Montana's public schools and visit with your legislators.

- **Monday, February 13:** School Caucus Day on the Hill
- **Monday, March 13:** Public Education Day of Advocacy



MASBO ENDORSES THESE PROGRAMS



Unemployment Insurance Program
Theresa LeSueur, Director
406-457-4407
tlsueur@mtsba.org
<http://www.mtsuip.org/>



Workers Compensation Insurance
Shawn Bubb, Director of Insurance Services
406-457-4500
sbubb@mtsba.org
<http://www.msgia.org/home>



Montana Schools Property & Liability Insurance Plan
Dave Pillatzke, Program Manager
406-457-4531
dpillatzke@paynewest.com
<http://msplip.com/>



Health, Dental, Vision, Life & Long-Term Disability Benefits
Andy Holmlund, Chief Executive Officer
406-457-4400
aholmlund@ms-sf.org
<http://mustbenefits.org/>



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>

IMPORTANT DATES & DEADLINES — FEBRUARY 2017

FEBRUARY 1

Self-Review of Meal Counting and Claiming System due	Complete the annual self-review of the meal counting and claiming system sometime during the school year before February 1 . Each school site must be reviewed where meals are served to students and counted for reimbursement. Maintain this documentation on file.	School Nutrition Programs Checklist Self-Review Meal Counting and Claiming System
2 nd Afterschool Snack Program Review due	The School Food Authority must review each Afterschool Snack Program two times a year. The first review must be conducted during the first four weeks that the school is in operation each school year. The second review should be completed prior to February 1st. The reviews will be maintained on file at the School Food Authority.	Afterschool Snack Review Form Afterschool Snack Program Packet

FEBRUARY 6

Spring Enrollment Count Date	<p>The 2017 Spring Enrollment & Aggregate Hours Collection begins Monday, February 6. Districts will report spring count date aggregate hours for all students enrolled on 2/6/17, or the first school day that follows the count date if the official count date is not a school day.</p> <p>After verifying student enrollment and aggregate hours in AIM, submit the data to MAEFAIRS. <i>MAEFAIRS Student Count for ANB must be submitted no later than Friday, February 10, 2017.</i></p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance should be submitted to the OPI prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.</p>	<p>A.R.M. 10.20.102 AIM Spring Collection Guide</p> <p>ANB Memo Reporting Instructions Step-by-Step Student Count for ANB Instructions</p> <p>A.R.M. 10.20.102(10)</p>
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FEBRUARY 10

File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10 th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and May and June on the May claim).	School Nutrition Programs Checklist FY2016-2017 Reimbursement Rates
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 th of the previous month.	E-Grants System Log in to your district's account, or click on Public Access, then Vendor Payee Details

IMPORTANT DATES & DEADLINES — FEBRUARY 2017

FEBRUARY 15		
First Semester Transportation Claims due	Submit first semester transportation claims online to the Superintendent of Public Instruction and transmit one copy of each claim to the County Superintendent of Schools. <ul style="list-style-type: none"> TR-5 Claim for State Reimbursement for Individual and Isolated Transportation TR-6 Claim for Reimbursement for School Bus Transportation 	MCA 20-10-145(2) A.R.M. 10-7-104(1)(a) OPI Transportation Forms Calendar
FEBRUARY 21		
Trustees call for an election	At least 70 days prior to Election Day (May 2, 2017), the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon.	MCA 20-20-201 MCA 20-20-203 2017 School Election Calendar 2017 School Election Handbook (see page 4)
FEBRUARY 22		
County Superintendent electronically authorizes first semester transportation claims	County Superintendent electronically authorizes first semester transportation claims (consisting of one copy of each district claim).	MCA 20-10-145(2) A.R.M. 10-7-104(1)(b)
FEBRUARY 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on March 10.	OPI Grants Calendar
FEBRUARY 24		
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 (D4A) Data for Achievement (NRD) Natural Resource Development	FY2017 Payment Schedule State Payments to School and Cooperatives
Last day to file election resolution with the county election administrator	At least 67 days before (within 3 days of passage of the election resolution), file the school election resolution with the county election administrator.	MCA 20-20-201(2)(a) 2017 School Election Calendar 2017 School Election Handbook

IMPORTANT DATES & DEADLINES — FEBRUARY 2017

FEBRUARY 28

<p>Last day to file state form MW-3 and copies of 2016 Form W-2 and Form 1099</p>	<p>On or before February 28 of each year, you are required to file the following with the Montana Department of Revenue:</p> <ul style="list-style-type: none"> • Montana Annual Wage Withholding Tax Reconciliation form (MW-3) supporting the withholding reported on the Forms W-2 and 1099. • Wage and Tax statement (W-2) for each employee Montana wages were paid to, with or without withholding. • Forms 1099 with Montana state withholding. 	<p>2016 Montana Withholding Tax Guide (see page 5 for annual filing requirements)</p>
<p>Last day to file federal copies of 2016 Form W-2, using Transmittal Form W-3</p>	<p>Federal copies of 2016 Form W-2 (with Form W-3 transmittal) are due to the Social Security Administration by February 29, 2017, (March 31, 2017 if filing electronically).</p>	<p>2016 General Instructions for Forms W-2 and W-3</p>
<p>Last day to file federal copies of 2016 Form 1099-MISC, using Transmittal Form 1096</p>	<p>IRS copies of 2016 Form 1099 (with Form 1096 transmittal) are due to the Internal Revenue Service by February 28, 2017 (March 31, 2017 if filing electronically).</p>	<p>Instructions for 2016 Form 1099-MISC</p>

[NOTE: 2016 Forms W-2 & W-3 are due to SSA, and Forms 1099-MISC & 1096 are due to the IRS on **JANUARY 31, 2017**. Click [here](#) for more information.]

NEWS FROM THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)

Financial Reporting Model Reexamination

Heads up! The GASB is working on a project to reexamine several GASB reporting standards, including our favorite, GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. Click [here](#) to read a description of the project. Also, on January 4, 2017, the GASB issued an Invitation to Comment on certain issues related to the project: 1) the measurement focus and basis of accounting for governmental funds, and 2) the presentation of governmental fund financial statements. These are first steps – the opportunity to comment on other topics, such as the MD&A, government-wide statements, and others are on the horizon. Click [here](#) to read the Invitation to Comment, and/or you can watch a five-minute video by clicking [here](#).



Happy Valentines Day

MASBO EXHIBITOR MEMBERS

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

