

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

MARCH 2018

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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UPCOMING PROFESSIONAL DEVELOPMENT

MASBO SPRING WORKSHOPS

It's not too late to sign up for the remaining MASBO Spring training sessions. Dates and locations for Region 4 and 5 Workshops and half-day sessions for Budget Basics are shown below. Click on the link of the workshop you want - you'll see an agenda, hotel reservation information and a link for registration.

Mon, March 26 (1/2 day)	Budget Basics in Billings
Tues, March 27	Region 5 Spring Workshop in Billings
Wed, April 11	Hi-Line Budget Work Session in Poplar
Mon, April 23	Region 4 Spring Workshop at Fairmont Hot Springs
Tues, April 24 (1/2 day)	Budget Basics at Fairmont Hot Springs



HOT TOPIC EMPLOYMENT SEMINAR April 25 in Helena

FREE to MTSUIP member districts – you can send as many people as you want! All non-MTSUIP members will be charged \$125/participant early registration fee (\$150 onsite registration)
Topics covered: ***Sexual Harrassment, *FMLA & FSLA, *Spring Hiring Decisions, *Ethical Obligations of School District Officials, *Criminal Background Checks and *Q&A Session**
For more information and to register, click [here](#). There's also a video option (click [here](#))!

MSCPA 2018 GOVERNMENTAL ROUNDTABLE AND GAAFR CONFERENCE

Great Northern Hotel - Helena

The Montana Society of CPAs offers the following training on local government accounting and auditing topics:

[Governmental Roundtable](#) – May 9

10:00 am – 3:00 pm 5 hours CPE credit
Montana CPAs discuss various topics

[GAAFR Conference](#) - May 10

8:00 am – 4:00 pm 8 hours CPE credit
Topics: GASB Update by Lisa Parker
Auditing Standards update by Rick Reisig

ASSISTANCE FOR BUSINESS CLINICS

Good training for your human resources and payroll staff!

The Assistance for Business Clinic is hosted by the following Montana state agencies:

- Department of Labor & Industry
- Department of Public Health & Human Services
- Department of Revenue
- Employer Support of the Guard & Reserve.

For more information (schedule, registration link and agenda), click [here](#).

MASBO Board of Directors

President	Cindy Foley , West Valley Schools	Region 1 Director	Noreen Anderson , Hellgate K-8 School
Vice-President	Lorie Carey , Jefferson Co. High School	Region 2 Director	Belinda Klick , Sun River Valley Schools
Past President	Tammy Tulberg , Target Range Schools	Region 3 Director	Cheri Nygard , Wolf Point Schools
Fiscal Agent	Kim Aarstad , East Helena Schools	Region 4 Director	Kevin Patrick , Anaconda Schools
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

REGION 1 & 2 DIRECTORS ELECTED TO SERVE ANOTHER TERM

Noreen Anderson (Hellgate K-8 School) and **Belinda Klick** (Sun River Valley Schools) were elected to serve as Region 1 and Region 2 Director, respectively, for the term **July 1, 2018 through June 30, 2021**. Congratulations Noreen and Belinda!

The election for Region 4 Director for the remainder of the term vacated by Lorie Carey when Lorie was elected MASBO Vice-President is pending. The term ends June 30, 2019. So far, I've received one nomination for Kevin Patrick (Anaconda Schools). Nominations will be taken via email to dwilliams@masbo.com and during the business meeting at the Region 4 Spring workshop on April 23.

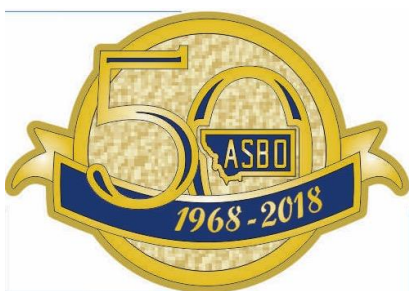


Noreen Anderson
Region 1



Belinda Klick
Region 2

THE EPITOME OF GOOD TASTE!



Order a MASBO 50TH Anniversary Pin!

Designed by Montana Silversmiths, this special 50th anniversary commemorative pin is cast from jewelers bronze and plated in 24 karat gold with hand-painted blue accents.

Cost is \$20 – we'll ship it to you! Click [here](#) to place your order!

2018 MASBO OUTSTANDING BUSINESS OFFICIAL

Time is running out to nominate a current active MASBO member for 2018 Outstanding Business Official. Co-workers, teachers, trustees, district administration, other school business officials, OPI employees, and county or state officials submit a nomination. Past recipients, current officers and directors of MASBO are not eligible during their term of office. Click [here](#) for more information.

Nomination materials may be emailed to dwilliams@masbo.com. NOMINATION DEADLINE IS **MARCH 31, 2018**.

MASBO CERTIFICATION PROGRAM

TOP TEN REASONS TO GET YOUR MCSBO

1. Because You Can!

You have put in the time and you have made the effort to learn the skills to do your job and do it well. Now you can show others you know your stuff! You have the skill, you have the knowledge, you can also have the proof. The only thing stopping you is you. Take the first step and apply today to become a Montana Certified School Business Official **BECAUSE YOU CAN!**



TEST STUDY SESSIONS TO BE OFFERED AT SUMMER CONFERENCE

The Certification Committee will be on hand to provide presentations on topics covered in Tests 1 & 2. For more information, see pages 3 and 7 of the [Certification Manual](#).



P-CARD NEWS-----

MASBO P-CARD PURCHASES REPORT

P-Card purchases for ten months of the rebate year (April - January) totaled almost **\$16.5 million** with **128** school districts and special education cooperatives participating in the program. At the same time last year, we had 119 participants with over \$15.2 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

MASBO SUMMER CONFERENCE & NEW CLERK ACADEMY

This year MASBO celebrates its 50-year anniversary, and your Board of Directors are planning a very special anniversary celebration. Mark your calendar for the **Summer Conference**, which will be held **June 13 - 15**, preceded by the **New Clerk Academy June 11-13**, at the **Billings Hotel & Convention Center**. More information and registration will be coming soon.



50 Years of

Mentoring
Advocacy
Support
Brilliance
Outstanding Leadership

SUMMER CONFERENCE SUNSHINE FUND

Each year at the summer conference, MASBO holds a silent auction of member-donated items to raise money for the Sunshine Fund. The Sunshine Fund is a great way to help MASBO members that have incurred extensive medical bills due to illness or on-going health issues. This year's recipient is **Tammy Tulberg of Target Range Schools**. Put on your shopping shoes and bring items for the silent auction with you to the conference!

HANDY RESOURCES

IRS POSTS NEW W-4 FORM AND WITHHOLDING CALCULATOR

On February 28, the Internal Revenue Service released an updated Withholding Calculator on IRS.gov and a new version of Form W-4 to help taxpayers check their 2018 tax withholding following passage of the [Tax Cuts and Jobs Act](#) in December. Click [here](#) to see the full notice. Click [here](#) to access the most updated version of Form W-4 Employee's Withholding Allowance Certificate.

2008 SCHOOL FACILITY INVENTORY REPORTS

Senate Bill 307, passed in the 2017 regular legislative session, allows a school district to impose a permissive levy in the Building Reserve Fund, subject to limitations. Allowable uses of the funds include addressing items identified as deficiency categories (1) safety, (2) damage/wearout and (3) codes/standards on the district's 2008 School Facility Inventory Report. After addressing these, funds may be used to update the facility condition inventory with the scope and methods of the review to be determined by the trustees, employing experts as the trustees determine necessary. The first update must be completed by **July 1, 2019**, and each district shall certify the completion to the Office of Public Instruction no later than October 31, 2019. Subsequent updates must be certified to the OPI no less than once every 5 years following the first certification.

Click [here](#) to see the 2008 FCI Reports posted on the Montana Department of Commerce website.

[Looking for ways to update your FCI?](#) The University System uses an approach that is consistent with the original study. Click [here](#) to access their manual. Many thanks to Lance Melton, MTSBA, for pointing us to this resource 😊.

OPI SUMMARY OF ACTIVITIES

It's a good idea to check the OPI monthly [Summary of Activities](#), which includes important information from all the divisions at OPI, including School Finance, School Nutrition Program, E-Grants and AIM.

WORKING ON YOUR FY2019 BUDGETS?

Check out the following resources posted on the OPI website:

- [FY2019 General Fund Overview & Worksheets](#)
This document provides descriptions of the various funding components and has worksheets so you can work through the calculations yourself.
- [FY2019 Preliminary General Fund Data Sheets](#)
Find the document for your county, then find your district's report. Use to check your math on the worksheets and/or OPI's Excel spreadsheet.
- [FY2019 General Fund Budget Worksheet](#)
Start at the Inputs tab and use in conjunction with the General Fund Overview and Preliminary Budget Data Sheets.
- [FY2019 Transportation Budgeting Worksheet](#)
Enter your bus routes and individual contracts. This spreadsheet calculates the on-schedule costs and contingency amounts needed for your Transportation Budget calculations.

OPI BUILDING RESERVE FUND GUIDANCE DOCUMENT

It's here! OPI has issued [guidance](#) on the changes to the Building Reserve Fund brought about by Senate Bill 307 passed in the 2017 regular legislative session. The guidance includes information about state major maintenance aid, an overview of the fund as provided in [20-9-502, MCA](#) and accounting guidance for the sub-funds.



MASBO ENDORSES THESE PROGRAMS

	<p>Montana Schools Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlsueur@mtsba.org http://www.mtsuip.org/</p>
	<p>Montana Schools Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/</p>
	<p>Healthcare Reform Section 125 Services Health Savings Account Services Angie Newman, State Manager II 877-589-2544, ext. 352 angie.newman@americanfidelity.com http://www.americanfidelity.com/home.aspx</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>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>

IMPORTANT DATES & DEADLINES – APRIL 2018

MARCH 29 – APRIL 28

Post Notice of Election
(Not less than 10 days, or more than 40 days before election day)

The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include:

- 1) the date and voting locations for the election;
 - 2) voting location hours;
 - 3) each proposition to be considered by the electorate;
 - 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and
 - 5) where and how absentee ballots may be obtained.
- If the polling place has changed from the previous school election, that change must be referred to in the notice.
 - If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.

[MCA 20-20-204](#)

Sample form: [Notice of Annual School Election – Mail Ballot](#)

Sample form: [Notice of Annual School Election – Polling Place](#)

APRIL 3

Test Window Absences & Aggregate Hours Collection is due in AIM

The Test Window Absences & Aggregate Hours Collection is used to collect the Aggregate Hours of Instruction and Absent Counts of all students enrolled on the Test Window Count Date (**March 20, 2018**). The Test Window Count Date is the second Count Date used to calculate the AYP attendance rate.

[AIM Collection Schedule Test Window Absences & Aggregate Hours Guide](#)

Test Window Program Participation Collection is due in AIM

Test Window Program Participation data is used to determine sub-groups for AYP calculations. Sub-groups are calculated by Race/Ethnicity, Meal Status (Free/Reduced Lunch), Limited English Proficiency (LEP Status) and Immigrant Status. The collection looks at student participation as of **March 20, 2018** (Test Window Count Date) and must be completed by April 3, 2018.

[AIM Collection Schedule AIM Program Participation Collection Guide](#)

APRIL 5		
Last day trustee candidates can withdraw from the election.	Any candidate who has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator by 5:00 p.m. on April 5.	MCA 20-3-305 (3)(a)
Deadline for write-in candidate for a trustee position on a school board to file a Declaration of Intent	A person seeking to become a write-in candidate for a trustee position shall file a declaration of intent no later than 5 p.m. on the day before the ballot certification deadline in 20-20-401 (not less than 30 days before election day).	MCA 20-3-305 (2)(b) Declaration of Intent and Oath of Candidacy for Write-In Candidates
APRIL 6		
Notify election judges of appointment	At least 30 days prior to election day, appoint three or more election judges for each precinct, one of whom must be designated chief judge.	MCA 13-4-101 2018 School Election Calendar
Election by Acclamation and Cancellation of Election	If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees may cancel the trustee election and give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy of your election cancellation notice to the county election administrator to aid with the provisions of late registration.	MCA 20-3-313 Sample form: Notice of Trustee Election Cancellation
Election administrator certifies ballot	Not less than 30 days prior to election day, the election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy.	MCA 20-20-401 Sample forms: Ballot – Trustee Election Ballot – General Fund Levy Ballot – Building Reserve Levy MCA 15-10-425
APRIL 9		
Close of regular voter registration	Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Beginning April 10, late registration must be completed at the county election office (not at the school district).	MCA 13-2-301 MCA 20-20-312 MCA 13-2-304
Obtain absentee voter list from the county election administrator	The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	MCA 13-13-212

APRIL 10		
File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10th of each month	Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist Reimbursement Rates for FY2018 FY2018 School Nutrition Payments
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
APRIL 18		
Poll Elections: Absentee ballots available	At least 20 days before election day, the election administrator prepares ballots for absentee voters. Remember to enclose the following in the absentee package: <ol style="list-style-type: none"> 1) The ballot (with stubs removed) 2) Instructions for voting and returning the ballot 3) A secrecy envelope, free of an marks that would identify the voter 4) A self-addressed, return envelope with affirmation printed on the back of the envelope 	MCA 13-13-205(1)(b) MCA 13-13-214 MCA 20-20-401(2) Absentee Voter Materials
APRIL 18 – APRIL 23		
Mail Ballot Elections: Mail ballots mailed to voters	Not before the 20th day nor later than the 15th day prior to election day, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	MCA 13-19-207 Mail Ballot Election Materials
APRIL 20		
FY 2018 Small, Rural School Achievement (SRSA) grant application due	LEAs should only apply for the SRSA grant if they are noted as eligible for the grant in FY 2018. LEAs should check the FY 2018 Eligibility Spreadsheet on the SRSA and RLIS websites to see if they are eligible for the SRSA grant in FY2018. Only SRSA-eligible (including dual-eligible LEAs that choose the SRSA grant) or Hold Harmless eligible LEAs should submit an FY2018 SRSA grant application.	U.S. Department of Education Small Rural School Achievement Program Grants.gov Montana Small Schools Alliance 2018 SRSA/REAP Resources
APRIL 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on May 10.	OPI State and Federal Grants Handbook

APRIL 27		
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 * (TECHF) Technology Funding ** (D4A) Data for Achievement *** (NRD) Natural Resource Development	FY2018 Payment Schedule (scroll to bottom of page) State School Payments * Redirected as per HB390 ** Eliminated for FY18 per SB261 *** Redirected as per HB647
Mid-APRIL		
Carl D. Perkins 'Intent to Apply' AND State CTE/VoEd Funding Applications due	Carl Perkins "Intent to Apply" and State Career and Vocational/ Technical Education electronic application are due to OPI (high school districts only). Only high school districts or K-12s who submit their intent to apply to the OPI will receive a Carl Perkins allocation for the coming year.	OPI State and Federal Grants Handbook Perkins Federal Funding (OPI webpage resources)
APRIL 30		
Form 941 for Quarter 1 is due	Form 941 payroll report for Quarter 1 (January, February and March) is due.	Form 941 Form 941 Instructions
CTE Spring Data Collection due	The Spring Career & Technical Education Data Collection identifies all 12th grade students during the current school year who have met the definition of a CTE Concentrator. This collection meets the accountability requirements for the Carl D. Perkins federal grant.	CTE Quick Reference Guide CTE Tips & Tricks
Indirect Cost Applications for FY2019 grants are due to OPI	<p>Application forms to request an indirect cost rate for fiscal year 2019 are posted on the OPI website. This form is optional, but is required if your district plans to charge indirect costs to federal and state grant awards using an indirect cost rate. Application for an indirect cost rate does not increase the amount of your grant awards.</p> <p>For compatibility with the E-grants system the closing date for applying for an Indirect Cost Rate is April 30.</p>	Indirect Cost Cover Letter Indirect Cost Rate Materials

ASBO INTERNATIONAL

DUES INCREASE

Professional membership dues will increase from \$225 to \$230 starting April 1, 2018. You can renew your ASBO membership when you register for the MASBO summer conference, and when you do, MASBO gets to keep \$10. For information about ASBO International, including member benefits, click [here](#).

EMERGING SCHOOL BUSINESS LEADERS SCHOLARSHIP

The Emerging School Business Leaders Scholarship supports 18 rising school business leaders with a \$2,000 scholarship to put toward travel and registration expenses for the 2018 ASBO International Annual Meeting & Expo (September 21-24 in Kissimmee, Florida) and a strong network of peers and mentors dedicated to helping the development of their school business careers. For more information and application materials, click [here](#).

MASBO EXHIBITOR MEMBERS

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Montana Schools Property & Liability Insurance Plan (MSPLIP) Dave Pillatzke dpillatzke@paynewest.com	Montana Schools Unemployment Insurance Program (MTSUIP) Theresa LeSueur tlesueur@mtsba.com	Montana Unified School Trust Andy Holmlund aholmlund@ms-sf.org
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Take Action to Protect Your Back



Prevention beats treatment

Back pain is one of the most common health problems. Stopping back pain from starting is easier than treating it. Here are a few tips to help make your back stronger and lower your chances of having back pain:

- Build up your back with strengthening and stretching work-outs.
- Stay active.
- Be aware of your posture. Stand and sit up straight.
- Try not to do a lot of heavy lifting. When you do have to lift something, lift with your legs, not your back.
- Watch your weight. Carrying too many pounds adds stress to your back.
- Get plenty of calcium and vitamin D.
- Do not wear high heels. Make sure your shoes are well cushioned.
- Try not to stand for long periods of time.
- Make sure that if you carry a backpack, laptop bag or briefcase, that it is not too heavy. The same goes for your children's school back packs.
- To lower your chances of back pain, try to quit smoking if you smoke. If you're a non-smoker, stay that way. Smokers are more likely to have back problems. Nicotine restricts the blood flow to discs in your spine which means your back ages faster. Smoking also lowers calcium absorption by bones resulting in twice the number of fractures for smokers.



BlueCross BlueShield
of Montana



www.mustbenefits.org

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