

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

MARCH 2020

COVID-19 RESOURCES

As you maneuver your way through each day and need information, check the following resources:

- **Office of Public Instruction:** [COVID-19 Information for Schools](#)
Includes information about serving meals to students, Transportation Fund (allowable expenditures and funding sources), School Elections, and Traffic Education, just to name a few.
- **Montana Public Education Center (MT-PEC):** [Home Page](#)
Includes a helpful FAQ document covering the Governor's directives, board meetings, staffing and funding questions
- **U.S. Department of Labor:** [Families First Coronavirus Response Act](#)
Includes Fact Sheets, Q & A documents and posters about the Families First Coronavirus Response Act (FFCRA) Also see [H.R. 6201](#)
- **Governor's Coronavirus Task Force:** [Joint Information Center](#)
Resources related to COVID-19 by state agency, including MT Department of Labor & Industry, which has FAQ documents for [employers](#) and [employees](#), Coronavirus Aid, Relief and Economic Security ([CARES](#)) Act
- **MT Department of Public Health & Human Services:** [Coronavirus Disease 2019](#)
- **ASBO International Coronavirus Update:** [What Should SBOs Know?](#)
Includes a section on federal guidance available to schools

AMERICAN FIDELITY ADMINISTRATIVE SERVICES

COVID-19 and Your Employees

Impacts on Leave and Benefits

Please join us on [Friday, April 3 at 1:00 – 2:30 p.m. Mountain Time](#) for a free [benefits-focused webinar](#) regarding COVID-19 and Paid Leave and other benefits.

Here are the topics to be discussed during the training:

- Paid time off: Families First Coronavirus Response Act information on emergency paid sick including eligibility, reasons for leave, pay rules, job protection
- Family Medical Leave: Families First Coronavirus Response Act information including eligibility, allowable reasons, pay rules and calculations
- Plan design considerations: Health Savings Account guidance, plan document changes, utilization of telemedicine, Coronavirus testing benefits, prescription drug refill/refill administration changes
- HIPAA: Privacy concerns related to Coronavirus diagnosis and access to other leave benefits
- Retirement: Discuss how the stock market conditions may impact the employee's ability to retire and address financial stress

[Register Now For This Webinar](#) (click [here](#))

MASBO Board of Directors

President	<u>Lorie Carey</u> , Jefferson Co. High School	Region 1 Director	<u>Noreen Anderson</u> , Hellgate K-8
Vice-President	<u>Rita Huck</u> , Huntley Project K-12	Region 2 Director	<u>Belinda Klick</u> , Sun River Valley
Past President	<u>Cindy Foley</u> , West Valley K-8	Region 3 Director	<u>Cheri Nygard</u> , Wolf Point
Fiscal Agent	<u>Kim Aarstad</u> , East Helena K-12	Region 4 Director	<u>Kevin Patrick</u> , Butte Schools
Ex-Officio, MTSUIP	<u>Denise Williams</u>	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	<u>Kara Flath</u>	Region 6 Director	<u>Jen Mettler</u> , Baker K-12

MASBO Staff

Denise Williams, Executive Director
406-461-3659

Marie Roach, Association Services Coordinator
406-461-8804

DIRECTORS FOR REGIONS 3 AND 6 ELECTED

Since the Spring Region workshops were cancelled, the Region 3 and Region 6 Director elections were conducted via email. For the term July 1, 2020 – June 30, 2023, the following were elected:

- Region 3: **Colleen Drury**, Scobey Schools District Clerk/Business Manager
- Region 6: **Nicole Buerkle**, Plevna School District Clerk/Business

Congratulations Colleen and Nicole!

DO YOU KNOW AN OUTSTANDING SCHOOL BUSINESS OFFICIAL?

Note: The nomination deadline has been extended to **Thursday, April 30, 2020**.

MASBO is accepting nominations for 2020 Outstanding Business Official (click [here](#)). 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 school, community, county, state and federal levels,
- 2) contributions to civic and public organizations, and
- 3) the nominee's service to students.

You can email nomination materials to dwilliams@masbo.com.

MASBO DISCUSSION FORUM – check it out!

Lots of good information has been shared on the Discussion Forum. Here's how to post a question or comment:

1. Log in
2. Go to Discussion Forum
3. Select applicable forum/category
4. Click +New Thread
5. Type your subject & message (to attach a file, select "Browse" to upload)
6. Post

Note: Every MASBO member receives an email when an entry is posted. To minimize the amount of emails everyone receives, please move conversations between two or more individuals to a private email string.

MASBO ENDORSES THESE PROGRAMS

	<p>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</p>
	<p>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</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>
	<p>Montana Schools Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
	<p>Payne West, Inc. Montana Schools Property & Liability Insurance Plan Rody Holman, Program Manager 406-533-1035 RHolman@paynewest.com http://msplip.com/</p>

IMPORTANT DATES & DEADLINES – APRIL 2020

MARCH 26 – APRIL 25

<p>Post Notice of Election (Not less than 10 days, or more than 40 days before election day)</p>	<p>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:</p> <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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. 	<p>MCA 20-20-204</p> <p>Sample form: Notice of Annual School Election – Mail Ballot</p> <p>Sample form: Notice of Annual School Election – Polling Place</p>
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MARCH 1– APRIL 30

<p>CTE Data Collection March 1 through April 30</p>	<p>The Spring CTE 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.</p>	<p>Tips & Tricks – Spring CTE Data Collection</p>
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APRIL 2

<p>Last day trustee candidates can withdraw from the election.</p> <p>Deadline for write-in candidate for a trustee position on a school board to file a Declaration of Intent</p>	<p>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 4.</p> <p>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).</p>	<p>MCA 20-3-305 (3)(a)</p> <p>MCA 20-3-305 (2)(b)</p> <p>Declaration of Intent and Oath of Candidacy for Write-In Candidates</p>
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IMPORTANT DATES & DEADLINES – APRIL 2020

APRIL 3

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
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 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

[OPI email 3/31/2020](#) [Updated 2020 Election Calendar](#)

NOTE: In accordance with the [Governor’s directive on elections](#) issued March 25, 2020, the close of regular registration and the opening of late registration have changed. The new date of close of regular registration is 10 days prior to the election, Monday, April 27th, and the opening of late registration is Tuesday, April 28th.

School districts and county election administrators will need to collaborate to **determine a reasonable date for obtaining a list of registered electors to ensure school districts have ample time to prepare ballot materials for the election and to develop a plan for communication about subsequent updates to the voter registration list.** Absentee ballots must be available by April 15th (13-13-205, MCA). Mail ballots must be ready for mailing between April 15 – 20 (in accordance with the date on the mail ballot plan).

Once late registration starts on April 28th, the late registration process will be the same as for prior elections (electors will receive a certificate of late registration and must give it to the school district clerk in order to receive a ballot).

Contact your county election administrator for the absentee ballot list. Work with your county election administrator to develop a plan for voter registrations that come in after you receive the initial list.

APRIL 6 CHANGED TO APRIL 27

Close of regular voter registration	Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Beginning April 9 April 28, late registration must be completed at the county election office (not at the school district).	OPI email 3/31/2020 Updated 2020 Election Calendar MCA 13-2-301 MCA 20-20-312 MCA 13-2-304 MCA 13-13-212
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IMPORTANT DATES & DEADLINES – APRIL 2020

APRIL 15

Poll Elections: Absentee ballots available	<p>At least 20 days before election day, the election administrator prepares ballots for absentee voters. Remember to enclose the following in the absentee package:</p> <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 marks that would identify the voter 4) A self-addressed, return envelope with affirmation printed on the back of the envelope 	<p>MCA 13-13-205(1)(b) MCA 13-13-214 MCA 20-20-401(2) Absentee Voter Materials</p>
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APRIL 15 – APRIL 20

Mail Ballot Elections: Mail ballots mailed to voters	<p>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.</p>	<p>MCA 13-19-207 Mail Ballot Election Materials</p>
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APRIL 10

File monthly meal claims for NSLP reimbursement	<p>Monthly lunch, breakfast and snack counts are due the 10th of each month. Counts are submitted in the Montana Agreement and Payments System (MAPS) for National School Lunch Program (NSLP) reimbursement.</p>	<p>Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist Reimbursement rates for FY2020 FY2020 School Nutrition Payments</p>
OPI pays grant cash requests	<p>OPI pays grant cash requests submitted by the 25th of the previous month.</p>	<p>E-Grants System Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>

APRIL 24

OPI makes K-12 BASE aid payments	<p>Direct State Aid Quality Educator Component At Risk Student Component Indian Education for All Student Achievement Gap Data for Achievement (SPED) State Special Education Payments</p>	<p>FY2020 Payment Schedule (scroll to bottom of page State School Payments</p>
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APRIL 25

Grant cash request due to OPI	<p>Grant cash requests made by this date will be paid on April 10.</p>	<p>OPI State and Federal Grants Handbook</p>
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IMPORTANT DATES & DEADLINES – APRIL 2020

APRIL 30		
Form 941 for Quarter 1 is due	Form 941 payroll report for Quarter 1 (January, February and March) is due.	IRS Form 941 Instructions for Form 941
Federal Carl D. Perkins 'Intent to Apply' AND State CTE/VoEd Funding application	<p>You can apply for one or both funding programs using this one electronic form. Authorized Representatives of Local Education Agencies (LEAs) will use the online link to access and complete the brief electronic form for the 2020-2021 E-Grants cycle.</p> <p><i>Districts will NOT receive a 2020-2021 Perkins allocation unless this electronic form is completed and submitted online at the OPI on or before the deadline.</i></p>	OPI Email 3/31/2021 The online link to access and complete the combined Federal and State Funding application is available here .
Indirect Cost Applications for FY2021 grants are due to OPI	Application forms to request an indirect cost rate for fiscal year 2021 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.	Indirect Cost Cover Letter Indirect Cost Rate Materials

SCHOOL ELECTIONS

The regular school election day is **May 5, 2020**. Click [here](#) to see the (updated) School Election Calendar, which has been updated to reflect recent changes in the regular registration and late registration deadlines (see [OPI Official Email](#) of 3/31/2020).

Key dates in April:

- Last day for a candidate to withdraw from the election is **April 2** (must send a statement of withdrawal to the election administrator).
- Deadline for a write-in candidate to file a Declaration of Intent is **April 2**. **Note:** The form must be filed with the district clerk, regardless of who is running the election.
- The trustees may call the election by acclamation, cancel the election and give notice that the election will not be held on **Friday, April 3**.
- Deadline to notify election judges of appointment is **Friday, April 3**.
- Election administrator certifies the ballot on **Friday, April 3**. Any resolutions stating exact levy amounts must be passed by this date.
- School districts must have **absentee ballots** available by **April 15th** (see 13-13-205, MCA) and **mail ballots** ready for mailing **between April 15th and 20th** (in accordance with the date on the mail ballot plan).

Click [here](#) to see the OPI **Elections Resources** page, including the [School Election Handbook](#).

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
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Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlesueur@mtsba.com	Montana Unified School Trust (MUST) Andy Holmlund aholmlund@ms-sf.org	OMNIA Partners Bethany Tate bethany.tate@omniapartners.com
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	<p style="text-align: center;"><i>The only option is to live and work together harmoniously and keep in our minds the interest of the whole of humanity. That is the only outlook and way we must adopt for our survival.</i></p> <p style="text-align: center;"><i>~ Dalai Lama</i></p>	

PHYSICAL ACTIVITY

AND WHY IT'S SO IMPORTANT TO YOUR HEALTH

IMPORTANCE OF PHYSICAL ACTIVITY

Physical activity provides long-term health benefits for everyone! By being active, you will burn calories that you store from eating throughout the day and—it can be as easy as walking the dog or as rigorous as running a marathon. Providing opportunities for children to be active early on puts them on a path to better physical and mental health. It's never too late to jumpstart a healthy lifestyle.

PHYSICAL ACTIVITY & OBESITY

Physical activity, along with proper nutrition, is beneficial to people of all ages, backgrounds, and abilities. It is important that everyone gets active.

The health implications of obesity in America are startling:

- One-third of all children born in the year 2000 or later may suffer from diabetes at some point in their lives, while many others are likely to face chronic health problems such as heart disease, high blood pressure, cancer, diabetes, and asthma.

- Studies indicate that overweight youth may never achieve a healthy weight, and up to 70% of obese teens may become obese adults. The cumulative effect could be that children born in the year 2000 or later may not outlive their parents.

Obesity also has personal and financial implications. Medical costs are \$1,429 more than those of normal weight (roughly 42% higher).

By incorporating physical activity into your daily life—30 minutes for adults and 60 minutes for children—as well as healthy eating, you will experience positive health benefits and be on the path for a better future.

Source: www.hhs.gov/fitness/be-active/importance-of-physical-activity/index.html

About one-third of U.S. adults (33.8%) are obese and approximately 17% (or 12.5 million) of children and adolescents (aged 2-19 years) are obese.



THE IMPACT OF PHYSICAL ACTIVITY ON YOUR HEALTH

Regular physical activity can produce long-term health benefits. It can help:

- Prevent chronic diseases such as heart disease, cancer, and stroke (the three leading health-related causes of death)
- Control weight
- Make your muscles stronger
- Reduce fat
- Promote strong bone, muscle, and joint development
- Condition heart and lungs
- Build overall strength and endurance
- Improve sleep
- Decrease potential of becoming depressed
- Increase your energy and self-esteem
- Relieve stress
- Increase your chances of living longer



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