

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

MARCH 2021

UPCOMING TRAINING OPPORTUNITIES

MASBO SPRING REGIONAL WORKSHOPS

Registration is open for spring regional workshops. Click on the region you'd like to attend to see more information (agenda, sleeping room reservations) and to register:



- [Region 1 Kalispell - April 19](#)
- [Region 2 Great Falls - April 28](#)
- [Region 3 Sidney - April 22](#)
- [Region 4 Butte - April 8](#)
- [Region 5 Lewistown - April 14](#)
- [Region 6 Sidney - April 22](#)

2021 ELECTION CHECK-IN MEETINGS

Join Nicole Thuotte (OPI) and MASBO for the following bi-weekly one-hour Zoom meetings. All meetings will be from **9:00 a.m. – 10:00 a.m.** No registration required – just show up with your election questions.

- April 9: Absentee/Mail Ballots
- April 23: Preparing for the Election, Provisional Ballots
- May 7: Election Wrap Up

MTSBA/MASBO EMPLOYMENT HOT TOPICS VIRTUAL TRAINING

[Register](#) for the Employment Hot Topics virtual training offered by MTSBA and MASBO and sponsored by MTSUIP. All sessions take place on the following Tuesdays in April from **1:00 – 3:00 p.m.**



"Good morning, everyone. I brought doughnuts."

April 6: During this session we will provide [HB 143](#) scenario planning, discuss issues relating to mandatory bargaining over changes in terms and conditions of employment during COVID and beyond, and discuss under what circumstances it is appropriate to convene the board of trustees in a closed session for employment-related issues.

April 13: The focus of this session will be MTSBA's guidance to schools on the process for non-renewal of non-tenured teachers and principals, requirements under FMLA and FLSA and practical considerations, and contract issues (including a discussion on coaching and extra-duty contracts).

April 20: This session will focus on effective tools to elevate staff performance, tips on effective conflict resolution between district officials and employees, and ethical obligations of school district officials (trustees and employees).

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.

MASBO Board of Directors

President	<u>Lorie Carey</u> , Jefferson Co. High School	Region 1 Director	<u>Lacey Porrovecchio</u> , Bigfork
Vice-President	<u>Rita Huck</u> , Huntley Project K-12	Region 2 Director	<u>Belinda Klick</u> , Sun River Valley
Past President	<u>Jacki Young</u> , Fairview	Region 3 Director	<u>Colleen Drury</u> , Scobey
Fiscal Agent	<u>Kim Aarstad</u> , East Helena	Region 4 Director	<u>Kevin Patrick</u> , Butte
Ex-Officio, MTSUIP	<u>Jen Mettler</u> , Baker K-12	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	<u>Renee Richter</u> , Financial Specialist	Region 6 Director	<u>Stacy Montgomery</u> , Forsyth

MASBO Staff

Denise Williams
Executive Director
406-461-3659

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Association Services Coordinator
406-461-8804

Steve Hamel
Interim Services/Trainer
406-431-0124

MEET YOUR MASBO BOARD OF DIRECTORS RENEE RICHTER, OPI EX-OFFICIO

Hi there!

A lot of you already know me from previous MASBO summer conferences and/or trainings! My name is Renee Richter. I was hired at the Office of Public Instruction in January 2020 as a Financial Specialist. My main job focus is the Trustees' Financial Summary and Budgets and the Compensation Expenditure Reports.

Before coming to the OPI, I was the business manager/clerk at Chester-Joplin-Inverness School for 8 years (replacing Steve Hamel) and the High School Administrative Assistant for 7 years prior to that. My job experiences before CJI School were mostly in finance and business administration.

I was very happy to be accepted as the OPI Ex-Officio for the MASBO Board. As a member of MASBO for the 8 years at CJI, MASBO was a great help to me with all the trainings that they offered at the summer conference, regional meetings, and workshops. I hope that I can offer them some assistance in trainings from the OPI and keep them informed on what is happening at the OPI.

The most rewarding part of my job at the OPI is helping school clerks! I remember how hard the job was when I first began. I did not think I would ever get all the reports and paperwork done on time! I wanted to attend "New Clerks" training for more than 3 years! I really did not feel like a "Veteran Clerk" still after 5 years! I was lucky to be part of the Hi-Line Clerks group that met once a month to discuss what was going on in school finance. We had some great mentors in Kathy Preeshl, Teresa Cornell, Mike Arnold, Jane Knudsen, and others! The group still has great people in it who are always willing to help others. Not only were we colleagues, but we became friends.

My favorite time of year is the summer! I love the sunshine and prefer to be on the water somewhere on a boat or in my kayak. My newest interest/hobby is checking out all the breweries in Montana (I am about halfway there), so lots of little road trips on the weekends for me. I also enjoy walking and golfing. I have two grown children. My son lives in Fort Benton and my daughter lives in Chester. I grew up in Helena, so I feel like I am back home after 30+ years on the hi-line. It is good for me to be back and closer to my brothers and sisters and old friends.

I look forward to working with you and do not hesitate to contact me. If I do not know the answer, I will find someone in the office who does. I look forward to seeing you at the trainings. Please introduce yourself to me if I do not know you already. I really like to have a face to a name!





P-CARD NEWS

P-card purchases for the ten months of the current rebate year (April – January) totaled over **\$23 million** with **164** school districts and special education cooperatives participating in the program. At the same time last year, we had 147 participants with over \$22 million in total purchases. Click [here](#) to see the current year P-card purchases report.

Audits No Longer Required

Guess what? You are no longer required to send a copy of your annual financial audit to BMO. However, if your account is delinquent BMO may ask for a copy of it.

DO YOU KNOW AN OUTSTANDING SCHOOL BUSINESS OFFICIAL?

MASBO is accepting nominations for 2021 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** (i.e., a school employee directly connected with business administration of schools in the State of Montana and FY2021 MASBO member).

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)** service in civic and public organizations, and **3)** the nominee's service to students. For complete instructions, click [here](#).

Nomination materials may be emailed to dwilliams@masbo.com.

NOMINATION DEADLINE IS 5:00 p.m. APRIL 30, 2021

MASBO SUMMER CONFERENCE & NEW CLERK ACADEMY – JUNE 14 - 18 in BILLINGS

It's on. **"FAMILY REUNION"** is the theme for the MASBO Summer Conference. Conference week kicks off with the New Clerk Academy on June 14, a special schedule for June 15 and even more sessions on June 16. Summer Conference starts on Wednesday, June 16 and runs through noon on Friday, June 18. The schedule is shaping up to provide both in-person and virtual learning opportunities. Watch for a special email announcing registration and the conference schedule. For hotel reservation information, please see the MASBO website (click [here](#) and scroll down to 2021 Summer Conference).

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. Please notify your Region Director or the MASBO office if you know of a MASBO member who might need this help. Also, put on your shopping shoes and bring items for the silent auction with you to the conference!

KNOW OF ANYONE RETIRING THIS YEAR?

If you're planning to retire or know of anyone who is retiring, please contact us at the MASBO office by May 15, 2021. The Board of Directors would like to give special recognition to retirees at the annual summer conference in June.

MASBO ENDORSES THESE PROGRAMS

 <p>AMERICAN FIDELITY a different opinion</p>	<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>MSGIA WORKERS COMPENSATION RISK RETENTION PROGRAM</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>must MONTANA UNIFIED SCHOOL TRUST</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>MT\$UIP Montana Schools Unemployment Insurance Program</p>	<p>Montana Schools Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
 <p>MONTANA SCHOOLS PROPERTY & LIABILITY INSURANCE PLAN</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 2021

MARCH 25 – APRIL 24

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](#)

[2021 School Election Calendar](#)
[2021 School Election Handbook](#)

APRIL 1

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 1.

[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 2

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](#)

[Certificate of Trustee Election by Acclamation](#)

IMPORTANT DATES & DEADLINES – APRIL 2021

APRIL 2 (continued)

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
Election administrator certifies ballot	<p>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.</p> <p>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.</p>	MCA 20-20-401 Sample forms: Ballot – Trustee Election Ballot – General Fund Levy Ballot – Building Reserve Levy MCA 15-10-425

APRIL 5

<p>Close of regular voter registration</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Synonym <i>(noun)</i> A word used in place of the one you can't spell.</p> </div>	<p>Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Beginning April 6, late registration must be completed at the county election office (not at the school district).</p> <p><i>Contact your county election administrator for the absentee ballot list and work with them to develop a plan for registrations that come in after initial absentee lists are sent.</i></p>	MCA 13-2-301 MCA 20-20-312 MCA 13-2-304 MCA 13-13-212
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APRIL 14

Poll Elections: Absentee ballots available	At least 20 days before election day, the election administrator prepares ballots for absentee voters.	MCA 13-13-205(1)(b) MCA 13-13-214 MCA 20-20-401(2) Absentee Voter Materials
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APRIL 14 – APRIL 19

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
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APRIL 10

File monthly meal claims for NSLP reimbursement	Monthly lunch, breakfast and snack counts are due the 10 th of each month. Counts are submitted in the Montana Agreement and Payments System (MAPS) for National School Lunch Program (NSLP) reimbursement.	Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist Reimbursement rates for FY2021 FY2021 School Nutrition Payments
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IMPORTANT DATES & DEADLINES – APRIL 2021

APRIL 10 (continued)

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
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APRIL 24 through MAY 2

Publish Absentee/Mail Ballot Counting Notice	Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day.	MCA 13-15-105 Absentee/Mail Ballot Counting Notice
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APRIL 27

OPI makes K-12 BASE aid payments	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	FY2021 Payment Schedule (scroll to bottom of page)
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APRIL 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on April 10.	OPI State and Federal Grants Handbook
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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
Indirect Cost Applications for FY2022 grants are due to OPI	<p>Application forms to request an indirect cost rate for fiscal year 2022 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, including ESSER funds, 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> <p>Click here to access the application materials and information.</p>	<p>Indirect Cost Cover Letter Indirect Cost Rate Materials</p> 
MASBO 2021 Outstanding Business Official Nominations due	Nominations for 2021 Outstanding Business Official must be received by Denise Williams by 5:00 p.m. on April 30, 2021.	2021 OBO Nomination Instructions

SCHOOL ELECTIONS

The regular school election day is May 4, 2021. Click [here](#) to see the School Election Calendar. The calendar also shows the forms related to each task.



- Last day for a candidate to withdraw from the election is **April 1** (must send a statement of withdrawal to the election administrator).
- Deadline for a write-in candidate to file a Declaration of Intent is **April 1**.
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 2**.
- Deadline to notify election judges of appointment is **Friday, April 2**.
- Election administrator certifies the ballot on **Friday, April 2**. Any resolutions stating exact levy amounts must be passed by this date.
- School districts must have **absentee ballots** available by **April 14th** (see 13-13-205, MCA) and **mail ballots** ready for mailing **between April 14th and 19th** (according to the date on your mail ballot plan).
- Publish your Absentee/Mail Ballot Counting notice no earlier than **April 24** and no later than **May 2**.
- Late voter registration is closed between noon and 5:00 p.m. on **May 3**.
- The deadline for absentee ballot requests is noon on **May 3**.

The [School Election Handbook](#) is posted on the OPI website. Click [here](#) to see the **OPI Elections Resources page**. Click [here](#) to see the power point presentation used at the Elections workshop in December.

NEWS from the MONTANA BOARD OF INVESTMENTS

The Board of Investments INTERCAP Revolving Loan Program variable interest rate for the period February 16, 2021 through February 15, 2022 is **1.65%**. For more information, click [here](#).

[Savannah Morgan](#) is the new MBOI Office Manager. The Bond Program Officer position will be posted soon. Here is a brief description: Full time INTERCAP Bond Program Officer, \$22.13-\$37.40/hr. (depending on experience) with benefits. This position performs underwriting, bond issuance/remarketing, and programmatic work for the Montana Board of Investments' (MBOI) INTERCAP program. Based in Helena, MT. Some in-state travel is required.

BUS DRIVER TRAINING OPPORTUNITY

The Laurel Public Schools will be hosting an 8-hour bus driver training course for school bus drivers. This training can be used to fulfill 8 of the mandatory 15 hours of training requirements.

When: Saturday, April 24, 2021

Where: Laurel High School 203 E. 8th Street Laurel, MT

Time: 8:00 a.m. to 5:00 p.m. (lunch on your own)

Cost: \$45.00 per driver

For more information, contact Zada Stamper at 406-628-7630 or email zada_stamper@laurel.k12.mt.us

[Register online by April 21, 2021](#)

www.laurel.k12.mt.us Departments/Transportation

Mailing address: 300 East Maryland Ave Laurel, MT 59044

MASBO EXHIBITOR MEMBERS

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
Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com	Bruco, Inc. Adam Uselman, V.P.-C.O.O. adamu@bruco.com	C & C School Accounting David Bardwell Help@CandCSchoolAccounting.com
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Frontline Education Lisa Sierra lsierra@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
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Teachers On Call Maya Burnaugh mburnaugh@teachersoncall.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.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	ABM Education Solutions James Kleinke james.kleinke@abm.com



EAT *to* SLEEP BETTER

HEALTHY EATING LEADS TO HEALTHY SLEEPING

What you eat has more of an effect on how you snooze than you may think. Following these three simple food-related strategies can help you hit the sack better each night and feel more refreshed each morning.

- 🍏 **LOW FIBER & HIGH SATURATED FAT DIETS** decrease the amount of deep, slow-wave sleep that you get during the night
- 🍏 **TOO MUCH SUGAR** could result in more midnight wake-ups
- 🍏 **A HEALTHY BALANCED DIET** high in fiber and low in added sugars could help you to drift off faster, and log as many as two extra hours of sleep a week

DIET-INDUCED HEARTBURN CAN KEEP YOU UP AT NIGHT

Anyone who has suffered from gastroesophageal reflux (GERD) knows just how miserable it can be to go to bed with heartburn. In fact, people with nighttime heartburn are more likely to have sleep problems and disorders like insomnia, sleep apnea, restless legs syndrome, and daytime sleepiness. Luckily, the right diet can make a difference.

FOODS TO AVOID (especially close to bedtime)

- 🍏 Fried or high-fat meals
- 🍏 Spicy foods
- 🍏 Alcohol
- 🍏 Soda

Your sleep—and your waistline—will thank you.

THE BEST DIET FOR SLEEP IS ALSO GOOD FOR YOUR TOTAL HEALTH

For your best night's sleep, strive to eat a balanced diet that emphasizes **fresh fruits, vegetables, whole grains, and low-fat proteins that are rich in B vitamins, like fish, poultry, meat, eggs, and dairy.** B vitamins may help to regulate melatonin, a hormone that regulates your sleep cycles.

LOSING WEIGHT CAN LEAD TO BETTER SLEEP

Eating well is the first step to losing weight. And that can pay dividends when it comes to your sleep. A reduction in body fat, especially around your midsection, makes you less likely to struggle with sleep problems like sleep apnea, restlessness, or insomnia, and less likely to fight sleepiness

Source: www.sleep.org



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