

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS MAY 2014

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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LOG IN TO THE MASBO WEBSITE: www.masbo.com

By now, all current MASBO members should have received an email from Marie that provides your user name and password needed to access secure features, such as updating your profile and participating in the Discussion Forum where you can now post questions and replies and see each "thread" of information. Check it out!

If you need your sign in information or have questions about the website, please contact Marie at mroach@masbo.com or 406-443-0631.

LIVE TO BALANCE

BALANCE TO LIVE



MASBO 2014 SUMMER CONFERENCE

~~ New Clerk Academy June 16, 17 & 18 ~~~ Summer Conference June 18, 19 & 20 ~~

Feeling frazzled by elections, negotiations, insurance quotes, yet another survey (!) and overall end-of-year craziness? Register for the MASBO Summer Conference and New Clerk Academy where you will strike a balance between first rate training sessions designed to keep you up to date on the latest info for your job and opportunities for FUN with your colleagues to help you blow off a little steam.

A tentative schedule and session descriptions are posted on the MASBO website at:

<http://www.masbo.com/files/MASBO%202014%20Conference%20Session%20Info.pdf>

Register online by clicking on this link:

http://fs3.formsite.com/masbo/SUMMER_CONFERENCE/index.html

MASBO Board of Directors

President	Mike Arnold, Havre Schools	Region 1 Director	Cindy Foley, West Valley Schools
Vice-President	Tammy Tulberg, Target Range Schools	Region 2 Director	Brigette Clark, Geraldine Schools
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Ex-Officio Director	Janelle Mickelson, OPI	Region 6 Director	Della Van Horn, Circle Schools

THANK YOU SHERRI HESER

The MASBO Board of Directors thanks Sherri Hesar for her service on the MASBO and MSUIP boards and as board liaison to the Certification Committee. Earlier this month, Sherri accepted a position working with a North Dakota school in finance and accounting. We'll miss Sherri's hugs, smiles, knowledge and expertise at MASBO conferences and workshops. Good luck in your new endeavor, Sherri!

MORE ON THE 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 who have incurred extensive medical bills due to illness. Please consider bringing a theme basket or other item for the silent auction with you to the conference (cash donations are accepted, too).

- **PHOTOS FOR NAME BADGES AND MEMBERSHIP DIRECTORY**

Bring your smile! Lifetouch National School Studios has generously offered to have photographers on hand at the registration table to take a quick picture for your conference name badge and they'll also give MASBO a CD with all the photographs so we can include them in our membership directory. Thanks, Lifetouch!

- **DON'T FORGET TO SIGN UP FOR YOGA AND PILATES CLASSES**

American Fidelity Assurance Company is sponsoring chair massages and yoga and pilates classes for our conference attendees. Yoga will be offered on Thursday and Friday morning; Pilates on Wednesday and Thursday afternoon. Chair massages will be available on Thursday afternoon. There is still room in the yoga and pilates classes, so sign up when you register or call Marie if you are interested or have questions.

SAVE THE DATE — VETERAN CLERKS WORKSHOP

Plans are underway for MASBO's 3rd annual Veteran Clerks Workshop. This year's workshop will be held in conjunction with MSGIA to provide a half day of workers comp insurance training and 1½ days of training for school business officials who have 5 or more years' experience in school finance, budgeting and accounting.

- Dates: Thursday, September 11 - Friday, September 12
- Location: MTSBA 4th Floor Training Room – Helena
- Workshop fee: \$125 (lunch provided both days)
- Topics: "Budget Show & Tell" and "Gearing Up for the 2015 Legislative Session"

Greetings fellow MASBO colleagues,

Hope this finds you all having a fun, relaxing end of year.... ha, not! Just know that you're not alone this time of year and whatever can get us through, run with it. There are many things that need to get done in the next 6 weeks: year-end payrolls, TRS/PERS reports, budgets, just to name a few. But the most important thing to squeeze in is our annual summer conference.

Something that I always hear is, "I don't have time to make it this year to the summer conference". My only response is how can you **not** make time to attend? The job of the school district business official is one of constant change. Summer conference is a chance to receive the much needed training on these changes and the biggest thing I personally get out of it is the camaraderie amongst my fellow school business officials. I feel that the sharing of information amongst our peers is the best information you can receive. Yes, we all need to get to the same end point, but how we get there can have many paths. Sharing our hints and tricks is the best knowledge that we can acquire during these few days of the conference. My goal is to help you realize the value of summer conference is **priceless**.

One thing that I have learned about school business officials in Montana is that we all work very hard, but yet realize the importance of having a little fun. So with summer conference, we try to offer up some activities for you to blow off some much built up steam. I don't know if you have noticed, we do not have very many male members. So, being your president, and a member of this select group, our Thursday night activity is going to be one of honoring the men of "MAnSBO." We are going to have an evening full of fun based on the Duck Dynasty theme. If you can, grow your own, and if not bring your fake beard and/or camo. Sorry ladies, but it's going to be an evening full of protein and finger foods. We are also going to have a special live music performance, and you may even get a chance to get up on stage and sing along, so bring your singing voices. Without giving up too much about the evening's activities, I'm just going to have to say, come and join the fun.

It's hard to believe it is the end to another year, but please remember that you're not alone and if you get stuck, don't be afraid to call your neighbor. If they don't know the answer, they more than likely will know someone who does. Happy summer, and hope to see you next month in Billings.

Sincerely,
Mike Arnold
MASBO President



MARK YOUR CALENDAR - - UPCOMING TRAINING OPPORTUNITIES

OPI SCHOOL FINANCE and E-GRANTS EASY TOUR WORKSHOPS

Two separate all-day workshops are coming to you in July at these locations:

Helena:	July 7 and 8	Havre:	July 8 and 9
Kalispell:	July 9 and 10	Missoula:	July 10 and 11
Sidney:	July 14 and 15	Billings:	July 15 and 16
Lewistown:	July 16 and 17	Butte:	July 17 and 18

For more information, including registration, click on this link:

http://opi.mt.gov/Finance&Grants/egrants/#gpm1_3

ASBO INTERNATIONAL ANNUAL MEETING & EXPO

The Association of School Business Officials International is hosting its premier event for school business leaders, the Annual Meeting & Expo in Kissimmee, Florida at the Gaylord Palms Hotel & Convention Center, September 19-22. Conference registration, information and hotel reservations are available at this link:

<http://staging.asbointl.org/meetings/annual-meeting-expo>

MONTANA CONFERENCE OF EDUCATION LEADERSHIP (MCEL)

The 2015 MCEL Conference, "Celebrating Montana's Great Public Schools for over 150 Years", will be held October 15 – 17 and is co-hosted at the Holiday Inn Grand Montana and Billings Hotel & Convention Center.

Registration, schedule and hotel information can be found at this link: www.mcel.org.

MCEL is organized and delivered by MTSBA, SAM, MREA and MASBO.

PUPIL TRANSPORTATION — IMPORTANT UPDATES

FY2014 SECOND SEMESTER TR-5 & TR-6 CLAIM FORMS DUE

By **May 24, 2014**, schools must electronically submit their TR-5 and TR-6 claim forms for second semester to the OPI online Pupil Transportation program. Send a signed hard-copy of the forms to your county superintendent.

By **June 1, 2014**, the county superintendent must electronically authorize the TR-5 and TR-6 claim forms for each district. OPI will verify and disburse the approved amount of state reimbursement for second semester on June 27, 2014. The county superintendent should order the payment of the county transportation reimbursement when they receive the electronic state payment report from OPI.

HANDY RESOURCES

FAMILY AND MEDICAL LEAVE ACT (FMLA) FORMS

The U.S. Department of Labor, Wage & Hour Division website at this link: <http://www.dol.gov/whd/fmla/> has lots of information about the Family and Medical Leave Act (FMLA), including an overview, general guidance, fact sheets and forms.

STATE AND FEDERAL GRANTS HANDBOOK

The Montana State and Federal Grants Handbook provides guidance to school districts, cooperatives, consortia and other recipients of state and federal grants administered by OPI.

http://opi.mt.gov/Finance&Grants/Index.html?gpm=1_9

MASBO ENDORSES THESE PROGRAMS



<http://msplip.com/>

Property & Liability Insurance Plan
Dave Pillatzke, Program Manager
406-457-4531
dpillatzke@paynewest.com



<http://msgia.org/Home.aspx>

Montana School Group Insurance Authority
Workers Compensation Insurance
Shawn Bubb
Director of Insurance Services
406-442-2180
sbubb@mtsba.org



Montana School Unemployment Insurance Program
<http://mtsba.org/InsuranceServices/tabid/98/Default.aspx>

Theresa LeSueur
Director
406-457-4407
tlesueur@mtsba.org



<http://www.americanfidelity.com/home.aspx>

Healthcare Reform, Section 125 and Health Savings Account Services
Debbie Braden
Fringe Benefit Consultant
866-576-0201, ext. 26
Debbie.Braden@af-group.com

GOVERNMENTAL ACCOUNTING & AUDITING NEWS

FY2013 AUDITS DUE JUNE 30, 2014

FY2013 regular (non A-133) audits are due to the Department of Administration, Local Government Services and the Office of Public Instruction on June 30, 2014.

IMPORTANT GRANT DEADLINES and GRANT PAYMENT INFO FROM OPI (April 24, 2014)

The following grants end on June 30, 2014:

- Adult Basic & Literacy Education
- ABLE Incentive Grant – WIA
- ABLE - English Language Civics
- ACT Plus Writing Test Administration Funds
- Carl Perkins
- ESEA Title IV, Part B: 21st Century Community Learning Centers
- IDEA Part B: Students With Disabilities
- IDEA Preschool
- IDEA B: CSPD
- Gifted & Talented
- Oil & Natural Gas Impact
- Services for Significant Needs Students
- State Adult Education
- Indian Education for All*

For grants ending June 30, 2014, the deadline for submitting budgetary amendments is June 1, 2014.

Districts must have one approved Cash Request before a Final Expenditure Report can be submitted.

This year, one additional payment will be made in June to accommodate year-end accounting. The regular June 10th payment will also be processed.

- **Cash requests submitted from April 26th to May 25th will be processed and paid on June 10, 2014.**
- **Cash requests submitted from May 26th to June 18th will be processed and paid on June 27, 2014.**
- There will be no payments made in the month of July.

For program and accounting contact information:

http://opi.mt.gov/Finance&Grants/egrants/index.html?epm=1_1

For E-Grants assistance:

Kate Vatter, kvatter@mt.gov & (406)444-7841

GASB STATEMENT NO. 68 Accounting and Financial Reporting for Pensions

GASB Statement No. 68 requires governments providing defined benefit pensions to recognize, for the first time, their long-term obligation for pension benefits as a liability, and to more comprehensively and comparably measure the annual costs of pension benefits. The requirements will take effect for governments, including school districts, for fiscal years beginning after June 15, 2014 (i.e., FY2015 or later).

More information on GASB Statement No. 68 is available on the GASB website at:

<http://www.gasb.org/cs/ContentServer?c=Page&pagename=GASB%2FPage%2FGASBSectionPage&cid=1176163527868>

The long-term liability and annual costs of pension benefits for FY2015 will be calculated at the state level and communicated to all affected entities for FY2015 financial report preparation and audits. The Montana Department of Administration Accounting Division, Teachers Retirement System, Montana Public Employees Retirement Administration and the Office of Public Instruction are working on appropriate processes and guidance to assist local government business officials and financial auditors with implementation of GASB 68. Stay tuned for more information!

MASBO EXHIBITOR MEMBERS

MSGIA-WCRRP Shawn Bubbs sbubb@mstba.org	Montana Cooperative Services Andy Garland agarland@mrea-mt.org	Pine Cove Consulting Brandon VanCleeve bvanclleeve@pinecc.com
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How to Stay Fired Up, Pumped Up, and Inspired as a School Business Official

Re-printed with permission from Matt Jones

Education like a marathon can be an endurance event due to budget constraints, having to do more with less, and constantly changing workplace. Ralph Waldo Emerson said, "Nothing great was ever achieved without enthusiasm." Every day as a school business official you have the opportunity to help make a difference and impact in the lives of students. In order to do your best you need to stay energized to cross the finish line. In this article you will learn how you can remain fired up, pumped up, and inspired.

On September 11, 2002 my life forever changed. At the age of 23 I was told by my doctor, "You have cancer." After spreading to the fluid in my brain, I slipped into an unconscious state. Doctors did not think I would live. Against all odds, I recovered and had a successful bone marrow transplant. Due to brain damage I had to relearn how to walk and from that went on to run five marathons on five continents. Below are three victory strategies that helped me and you can use to stay fired up, pumped up, and inspired in the marathon of education

1. Visualize Your Victory

When it comes to your victory as a school business official, it's not the outside stuff that matters but the inside stuff that counts. It is easy to get discouraged by day-to-day stresses. To stay fired up, pumped up, and inspired it is essential to be clear on the victory you want to achieve. Once you can see it, believe it's possible, then you can do it. Lying in my hospital bed I visualized myself crossing the finish line of a marathon. The key is focus on the victory you are striving to achieve instead of focusing on all the challenges.

2. Take Action

How do you run a marathon? One-step at a time. In order to fulfill the vision you are visualizing, you must take action every single day. It does not matter how small it is. The key is to do something everyday that moves you closer to your vision. This builds momentum. Think back to science class and inertia. Objects at rest tend to stay at rest, while objects in motion stay in motion. Remember it is not enough to stare up the steps, you have to step up the stairs.

3. Check Your Attitude

In order to complete a marathon I had to have the belief it was possible. Daily I had to check the negative self-talk and the self-defeating inner dialogue. The little voice that says it is impossible. Once you have the attitude that your vision is possible, you will take the necessary action.

Education like a marathon is an endurance event. It is a roller coaster with ups, downs, and surprising turns. Crossing the finish line was one of the greatest victories in my life. Through Visualizing your Victory, Taking Action, and Checking your Attitude you will be able to cross your finish line by staying fired up, pumped up, and inspired.

Matt Jones is considered the top leadership keynote motivational speaker in education. From three-time cancer conqueror to now, life changing inspirational speaker, audiences love Matt. Visit Matt at www.MatthewDJones.com