

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## MAY 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

Denise Williams, Executive Director  
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Marie Roach, Administrative Assistant  
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## MASBO SUMMER CONFERENCE & NEW CLERK ACADEMY

### JUNE 11 – 15, 2018 at BILLINGS HOTEL & CONVENTION CENTER

### CELEBRATING 50 YEARS OF MASBO

### TRAINING SCHEDULE-AT-A-GLANCE

[Click [here](#) for schedule and session descriptions]

#### **MONDAY, JUNE 11**

New Clerk Academy

#### **TUESDAY, JUNE 12**

Software User Group Meetings  
(**New!** Quickbooks, Quicken, Excel & manual systems)

#### **WEDNESDAY, JUNE 13**

Certification Program & Test Preparation (3 hours)  
MCS Online Marketplace  
A Program Fraud Awareness Briefing  
An A/P Clerk's Perspective on P-cards  
Payroll for New Clerks  
New Clerks TRS  
AFAC: Health Care Reform: What's Next  
Special Education Cooperatives Jam Session  
Sustainable Technology Budgeting  
Infinite Campus – Campus Payments

Tyler Technology User Group  
Preparing for the Audit  
Internal Controls over Expenditures  
What's in YOUR Wallet?  
New Clerks PERS  
School Nutrition Basics for New Clerks  
School Nutrition Programs Refresher  
How to Survive Teacher Retirement  
Prepping for Retirement  
Essential Oils – What's the Big Deal?

#### **THURSDAY, JUNE 14**

Round Table Discussions (2 hours)  
MSPLIP: Dave's Top Ten  
Black Mountain Software DYK Session  
Tuition Fund Levy for Special Education  
MUST: Making Cents of Wellness  
Infinite Campus: Using FRAM  
MSPLIP: Is Your School Ready for a DLI Inspection?  
Foxy Lady Users Meeting  
Infinite Campus: Food Service  
Infinite Campus: FRAM  
What in the heck is MQEC  
Small Schools Jam Session  
MTSUIP Unemployment 101  
Wage & Hour Laws for New Clerks

Understanding Governmental Financial Statements (2 hours)  
MSGIA/WCRRP: Workers Comp Basics  
Medicaid Billing (What was Your Cut?)  
School Nutrition Programs Refresher  
MUST: Alternate Ways to Access Care  
MSGIA/WCRRP: Workplace Safety Supervisory Skills  
Essential Oils: What's the Big Deal?  
OPI ESSA Per-Pupil Expenditure Reporting  
Infinite Campus: Messenger with Voice  
Excel 'n' Finance Smoothie  
Mindfulness & Meditation (2 sessions)  
AFAC: Alphabet Soup - FSAs, HSAs and HRAs  
P-Card Organization

#### **FRIDAY, JUNE 15**

Family Medical Leave Act  
Fair Labor Standards Act  
School Law Update

[see more information on page 3]

## MASBO Board of Directors

President	<a href="#">Cindy Foley</a> , West Valley Schools	Region 1 Director	<a href="#">Noreen Anderson</a> , Hellgate K-8 School
Vice-President	<a href="#">Lorie Carey</a> , Jefferson Co. High School	Region 2 Director	<a href="#">Belinda Klick</a> , Sun River Valley Schools
Past President	<a href="#">Tammy Tulberg</a> , Target Range Schools	Region 3 Director	<a href="#">Cheri Nygard</a> , Wolf Point Schools
Fiscal Agent	<a href="#">Kim Aarstad</a> , East Helena Schools	Region 4 Director	<a href="#">Kevin Patrick</a> , Anaconda Schools
Ex-Officio, MTSUIP	<a href="#">Denise Williams</a>	Region 5 Director	<a href="#">Rita Huck</a> , Huntley Project Schools
Ex-Officio, OPI	<a href="#">Kara Sperle</a>	Region 6 Director	<a href="#">Jen Mettler</a> , Baker Schools

## MASBO BOARD OF DIRECTORS ADOPT STRATEGIC PLAN

At its March 5-6 meeting in Helena, the MASBO Board of Directors reworked its mission statement and adopted a strategic plan. These were developed during a full day strategic planning session that included an analysis of MASBO's strengths, areas for improvement, and opportunities and trends along with results of the MASBO membership survey, which included responses from 153 members. An [executive summary](#) of the strategic plan and [membership survey](#) results are posted on the MASBO website.

Moving forward, the strategic plan will serve as a tool to drive the annual board evaluation and staff goals and evaluations as well as information for board recruitment and orientation. Our strategic direction and goals focus on the following:

- **Programs and Services**
- **Partnerships**
- **Advocacy**
- **Leadership**
- **Marketing and Awareness**
- **Membership**

**50 Years of . . .**  
**Mentoring**  
**Advocacy**  
**Support**  
**Brilliance**  
**Outstanding Leadership**

MASBO has come a long way in the past 50 years! We appreciate the great work of our founders, past presidents, region directors, executive directors, staff and volunteers who have brought us to where we are today. The current MASBO Board of Directors and staff are committed to continued mentoring, advocacy, support, brilliance and outstanding leadership for both the organization and you, its members. Thanks to everyone who took time and careful thought in completing the membership survey. Keep up the great work you do every day in our schools and get involved in MASBO's mission:

## **EMPOWER SCHOOL BUSINESS LEADERS THROUGH EDUCATION**

### IN MEMORIAM – RON FOLTZ, CPA

Ron Foltz, CPA, passed on March 27 in Missoula. His obituary is available online (click [here](#)). Ron operated Ron Foltz CPA firm in Missoula since 1979 and was a primary trainer for the Montana Society of Certified Public Accountants (MSCPA) on governmental accounting and auditing issues. Ron was a vendor member of MASBO for over 25 years.

### MOVING ON

This month two long-time MASBO trainers have moved on to other state agencies. **Julie Flynn** went from the Montana Board of Investments INTERCAP Program to take on a position at the Montana Department of Commerce. **Armando Oropeza** has left MPERA for a job at the Montana Department of Justice. Both Julie and Armando have helped us at **many** past MASBO regional and veteran clerk workshops as well as summer conferences and MCEL. We'll certainly miss their knowledge and expertise and wish them the best in their future endeavors. **Thank you, Julie and Armando!**

## MORE ON THE SUMMER CONFERENCE

### SOFTWARE USER GROUP MEETINGS

Tuesday is the day to meet with your software vendor for user group training: [Black Mountain Software](#), Foxie Lady, [Tyler Technologies Infinite Visions](#) and new this year, Quickbooks/Quicken/Excel/Manual systems.

### TUESDAY NIGHT MIXER

Join Dave Puyear, Director of Montana Cooperative Services (MCS) in the BHCC Lounge for a Tuesday night mixer honoring MASBO's 50<sup>th</sup> year celebration, featuring food, drinks and live music by Scott Williams and Eric Olson.

### 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**. Please consider bringing an item for the silent auction which will be held on Wednesday, June 13.

### CERTIFICATION PROGRAM TESTS

Certification tests will be administered at 3:00 p.m. on Wednesday, June 13 in the Ballroom. The deadline for test registration is **MAY 31**. If you plan to test for the first time, please have your completed application in to Marie Roach by this date. Questions? Contact Marie at 406-461-8804 or [mroach@masbo.com](mailto:mroach@masbo.com).

### WEDNESDAY NIGHT ANNIVERSARY DINNER and ENTERTAINMENT



***IT'S A 50TH ANNIVERSARY PARTY, SO WEAR YOUR  
FAVORITE "FESTIVE ATTIRE"***

**5:00 p.m. PARTY DOORS OPEN**  
**5:00 p.m. – 6:30 p.m. DINNER and MAGIC SHOW**  
**7:00 p.m. – 10:00 p.m. DANCING to EXIT 53 Country/Rock band**



### THURSDAY ACTIVITIES

**ART CLASSES** (must register for one; space limited to 50 in each class)

#### Watercolor String Art

In this class you will play with Dr Ph. Martin's Hydrous Watercolors. They are extremely concentrated, brilliantly intense fine art quality watercolor in a glass bottle. Experiment with this exciting product while creating several fun, loose landscapes using string and a brush. You cannot screw this up! It is literally impossible. This class is great for first-time, beginning and experienced artists wanting to try something new.

#### Group Collage

Collage is an ideal medium for self expression because everyone can choose images, cut them out and glue them down! Each person will create their own collage, but with a twist. You will first choose several images, words and phrases from the thousands of items that we provide that appeal to you and that also remind you of the other people in your group. You'll start by gluing one image, word or phrase to your paper. Your paper is then passed from person to person in your group. Each one of them will be adding collage material to your paper as you add collage material to everyone else's papers. This process is very fun, always surprising and completely impossible to do wrong (or right!). At the end, you will have time to put finishing touches on your collage and share it with the group.

**GOLF** (must register; email Marie Roach with teammate request; Teresa Van Buren organizes teams)

Black Mountain Software (BMS) is again organizing the annual golf scramble at Pryor Creek Golf Course. Board the bus at BHCC at 4:30 p.m., pay your \$23 course fee to Pryor Creek, then join the non-golfers for dinner (hosted by BMS) at the course at 7:30 p.m. Transportation (paid for by Horace Mann) is available to and from BHCC for both golfers and non-golfers.



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Annette's 50<sup>th</sup>  
Anniversary pin goes  
perfectly with her  
attire.

Be like Annette.

Order your pin today.



Click [here](#) to order.

## KEEP THIS ON YOUR RADAR

The United States Supreme Court is presently considering the matter of *Janus V. AFSCME*. This case calls into question the legality of agency or representation fees that public employee unions and public employers have negotiated into bargaining agreements in Montana and other states for over 40 years.

Currently, over 140 Montana school collective bargaining agreements contain an agency or representation fee clause. Most of these clauses have been in place for decades. The clauses simply state that non-members of the union are required to pay a representation fee to the union, commensurate with the duties that the union performs for all covered employees, regardless of their membership status (e.g. bargaining, contract defense, dispute resolution, and representation.)

The U.S. Supreme Court will be deciding this issue soon. In the event the Court declares that agency or representation fee provisions are illegal, all agency fee deductions or payments taken from district payrolls would need to cease immediately for those employees who have been paying an agency fee. There will be no grace period and failure to abide by the court's decision immediately may potentially result in civil liability for both the employer and union.

*The Montana Federation of Public Employees (MFPE - formerly MEA-MFT and MPEA) **intend to notify every affected school district of the court's decision on the day of such a decision by both e-mail and mailed notice.** At such time, MFPE will also provide districts with the names of current fee payers and provide instructions for the immediate suspension of payroll deductions for fees for these individuals. Questions should be directed to Erik Burke with MFPE (406-442-4250).*

## NEWS FROM THE OFFICE OF PUBLIC INSTRUCTION

### REVISED GUIDANCE ON BUILDING RESERVE FUND SUB-FUNDS

The School Finance Division has issued revised guidance on the Building Reserve Fund sub-funds required in [20-9-502, MCA](#) as amended by [Senate Bill 307](#) in the 2017 regular session. Click [here](#) to access the revised document.

### INDIAN EDUCATION FOR ALL GRANTS FY2018-2019

The K-12 IEFA 2018-2019 Grant will open soon! Contact [Mike Jetty](#) 406-444-0720 or [Jennifer Stadum](#) 406-444-0725 to discuss your idea and receive the link for the grant application. The deadline is **June 20** but **all applicants must first speak with OPI Indian Education before they submit an application.** Grant awards are available in a range of approximately \$1,000-\$12,000 for each project, depending upon the scope of the proposal. There will be a limited number of grants awarded. Priority points will be awarded for proposals containing activities that occur throughout the school year, schoolwide or district-wide professional development that includes school and/or district administrators, and a timeline reflecting pre-planning and organization efforts.

## MASBO ENDORSES THESE PROGRAMS

 <p><b>MSGIA</b> WORKERS COMPENSATION RISK RETENTION PROGRAM</p>	<p>Montana Schools Group Insurance Authority Workers Compensation Insurance <b>Shawn Bubb</b>, Director of Insurance Services 406-457-4500 <a href="mailto:sbubb@mtsba.org">sbubb@mtsba.org</a> <a href="http://www.msgia.org/home">http://www.msgia.org/home</a></p>
 <p><b>MUST</b> MONTANA UNIFIED SCHOOL TRUST</p>	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits <b>Andy Holmlund</b>, Chief Executive Officer 406-457-4400 <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a> <a href="http://mustbenefits.org/">http://mustbenefits.org/</a></p>
 <p><b>MTSUIP</b> Montana Schools Unemployment Insurance Program</p>	<p>Montana Schools Unemployment Insurance Program <b>Theresia LeSueur</b>, Director 406-457-4407 <a href="mailto:tlsueur@mtsba.org">tlsueur@mtsba.org</a> <a href="http://www.mtsuip.org/">http://www.mtsuip.org/</a></p>
 <p><b>MONTANA SCHOOLS</b> PROPERTY &amp; LIABILITY INSURANCE PLAN</p>	<p>Montana Schools Property &amp; Liability Insurance Plan <b>Dave Pillatzke</b>, Program Manager 406-457-4531 <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</a> <a href="http://msplip.com/">http://msplip.com/</a></p>
 <p><b>AMERICAN FIDELITY</b> a different opinion</p>	<p>Healthcare Reform Section 125 Services Health Savings Account Services <b>Jacob Bautista</b>, Office Manager 877-589-2544 <a href="mailto:jacob.bautista@americanfidelity.com">jacob.bautista@americanfidelity.com</a> <a href="http://www.americanfidelity.com/home.aspx">http://www.americanfidelity.com/home.aspx</a></p>

## IMPORTANT DATES & DEADLINES – JUNE 2018

### JUNE 1

Last day to amend grants	<p>Last day to request grant amendments (budget and program modifications) for projects that will end June 30.</p> <ul style="list-style-type: none"> <li>• ABLE Extension</li> <li>• ABLE, EL Civics</li> <li>• State ABLE</li> <li>• ACT Plus Writing (Gear-Up)</li> <li>• Carl Perkins and Technical Education</li> <li>• Title IV, 21st Century Community Learning Centers</li> <li>• Indian Education for All</li> </ul>	<p><a href="#">OPI State and Federal Grants Handbook</a></p> <p><a href="#">E-Grants User Guide</a>  <a href="#">Creating Amendments to Approved Applications</a></p>
Last day to file OPI Form PAA-3 Application for Additional ANB	<p>Trustees must submit form PAA-3 (Application of Additional ANB) to the Superintendent of Public Instruction for opening a new school, creating a new 7-8 grade accredited program, or opening a new kindergarten.</p> <p>Trustees apply to Superintendent of Public Instruction for approval of increase in ANB (PAA-3) due to unusual enrollment increase when enrollment is expected to increase more than 4 percent ("anticipated enrollment increase"). OPI must act by fourth Monday in June.</p>	<p><a href="#">MCA 20-9-313</a>  <a href="#">MCA 20-9-314</a>  <a href="#">Form PAA-3</a></p>
Deadline for trustees to request county election administrator to conduct school elections for next fiscal year	<p>The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.</p>	<p><a href="#">MCA 20-20-417</a>  <a href="#">Trustee Resolution – Request for County to Conduct Elections</a></p>
County Superintendent electronically authorizes second semester transportation claims	<p>County Superintendent electronically authorizes second semester transportation claims (consisting of one copy of each district claim).</p>	<p><a href="#">MCA 20-10-146(5)</a>  <a href="#">A.R.M. 10-7-104(1)(b)</a></p>

### JUNE 8

All FY2018 transportation claims are due to OPI.	<p><b>Transportation claims must be submitted to the OPI with all proper approvals by the close of business on <span style="color: red;">Friday, June 8</span>.</b> Claims submitted after this date will not be paid.</p>	<p><a href="#">OPI Official Email dated May 8</a></p>
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## IMPORTANT DATES & DEADLINES – JUNE 2018

### JUNE 10

File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10 <sup>th</sup> 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).	Montana Agreement and Payment System ( <a href="#">MAPS</a> ) log in page  <a href="#">School Nutrition Programs Checklist</a>  <a href="#">Reimbursement Rates for FY2018</a> <a href="#">FY2018 School Nutrition Payments</a>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<a href="#">E-Grants System</a> Log in to your district's account, or click on Public Access, then Vendor Payee Details

### JUNE 15

District of residence pays remaining tuition and transportation obligation	By December 31 of the school fiscal year following the year of attendance, the district of residence shall pay at least one-half of any tuition and transportation obligation established under subsection (5)(a)(i) out of the money realized to date from the district tuition or transportation fund levy. <b><i>The remaining tuition and transportation obligation must be paid by June 15 of the school fiscal year following the year of attendance.</i></b>	<a href="#">MCA 20-5-324(5)(a)(ii)</a>
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### JUNE 20

Grant cash request due to OPI for payment on June 26	Grant cash requests submitted from <b>May 26 through June 20</b> will be processed and paid on <b>June 26</b> .  There are no payments in the month of July. The next grant payment will be made on August 10.	<a href="#">OPI State and Federal Grants Handbook</a>
Submit claims for state-paid tuition to the OPI	State-paid tuition claims for students attending non-resident schools in the 2016-17 school year are due to the OPI by June 30th.	<a href="#">MCA 20-5-324</a> <a href="#">A.R.M. 10.10.301D</a>  Contact Nicole Thuotte at OPI at 406-444-4524.

### JUNE 28

OPI makes K-12 BASE aid payments	<b>(DSA) Direct State Aid</b> <b>(QEC) Quality Educator Component</b> <b>(ARC) At Risk Student Component</b> <b>(IEA) Indian Education for All</b> <b>(SAG) Student Achievement Gap</b> <b>(SPED) State Special Education Payments</b> <del>*(TECHF) Technology Funding</del> <del>** (D4A) Data for Achievement</del> <del>*** (NRD) Natural Resource Development</del>	<a href="#">FY2018 Payment Schedule</a> (scroll to bottom of page <a href="#">State School Payments</a>  <del>* Redirected as per HB390</del> <del>** Eliminated for FY2018 per SB261</del> <del>*** Redirected as per HB647</del>
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## IMPORTANT DATES & DEADLINES – JUNE 2018

### JUNE 30

Last day of fiscal year	<p><b>End of school fiscal year.</b> All budget appropriations lapse except appropriations for “uncompleted improvements in progress on construction” and properly authorized obligations to purchase personal property in manner prescribed by the Superintendent of Public Instruction.</p> <p>The district may encumber current year appropriations for valid obligations existing as of June 30. Encumbrances outstanding at year end shall be added to current expenditures to arrive at the budgetary basis expenditures for the year.</p>	<p><a href="#">MCA 20-1-301</a> <a href="#">MCA 20-9-209</a></p> <p><a href="#">A.R.M. 10.10.101</a></p>
Last day to obligate funds for projects ending June 30	<p>Last day to obligate funds for projects ending June 30.</p> <ul style="list-style-type: none"> <li>• ABLE Extension</li> <li>• ABLE, EL Civics</li> <li>• State ABLE</li> <li>• ACT Plus Writing (Gear-Up)</li> <li>• Carl Perkins and Technical Education</li> <li>• Title IV, 21st Century Community Learning Centers</li> <li>• Indian Education for All</li> </ul>	<p><a href="#">OPI State and Federal Grants Handbook</a></p>
FY 2017 regular audits are due to OPI	<p>FY 2017 “Yellow Book” audits are due to OPI by June 30, 2018, for entities with federal expenditures less than \$750,000 and revenues greater than \$750,000.</p> <p>Entities that had revenues less than \$750,000 are required to have a Financial Review once every four years. If your district is required to have a Financial Review for FY2017, the report is due to OPI by June 30, 2018.</p> <p>Please remit audit reports and correspondence to <a href="mailto:OPIAuditReports@mt.gov">OPIAuditReports@mt.gov</a> .</p> <p>For more information, contact <a href="#">Dan Moody</a>, 406-444-0701</p>	<p><a href="#">MCA 2-7-503</a> <a href="#">State of Montana Single Audit Act</a></p> <p><a href="#">A.R.M. 2-4-410</a></p> <p><a href="#">OPI School Finance Division website – Auditing</a></p>
Last day trustees may adopt a budget amendment	<p>Board of Trustees may adopt a resolution for a budget amendment due to causes other than an unusual enrollment increase.</p>	<p><a href="#">MCA 20-9-162</a> <a href="#">A.R.M. 10.22.201(4)</a> <a href="#">Budget Amendment Packet</a></p>



## MASBO EXHIBITOR MEMBERS

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<b>Montana Schools Property &amp; Liability Insurance Plan (MSPLIP)</b> Dave Pillatzke <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</a>	<b>Montana Schools Unemployment Insurance Program (MTSUIP)</b> Theresa LeSueur <a href="mailto:tlesueur@mtsba.com">tlesueur@mtsba.com</a>	<b>Montana Unified School Trust</b> Andy Holmlund <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a>
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# Sink Your Teeth into Good Nutrition



## The Lowdown on Protein and Dairy

Getting the right nutrition starts with getting the facts. Here are a few tips for choosing protein and dairy.

### Beef up your protein choices

- Choose meat or poultry that is lean, and trim away fat or skin.
- Make beans, peas or soy products your main dish and don't add fats.
- Eat unsalted nuts in place of meat or poultry.
- Limit breading and high-fat sauces and gravies.

### Take the dairy dare

- Choose low-fat and fat-free products.
- Use yogurt to make veggie dip.
- Ask for fat-free milk when ordering coffee drinks.
- Drink rice or almond milk and calcium-fortified juices if you can't have dairy.



BlueCross BlueShield  
of Montana



[www.mustbenefits.org](http://www.mustbenefits.org)

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