

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empower School Business Leaders Through Education
MAY 2019

MASBO SUMMER CONFERENCE & NEW CLERK ACADEMY JUNE 10 –14, 2019 at HERITAGE INN, GREAT FALLS

Ah, summer! Seems a bit elusive this year, but we know sunny days are just around the corner. Time to close out another school year and get energized for the next one, **which is what MASBO summer conference is all about:** GET OUT OF YOUR OFFICE, connect with your peers, catch up on all the upcoming legislative changes, learn something new, have some FUN, and ...



TRAINING SCHEDULE-AT-A-GLANCE

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

MONDAY, JUNE 10

New Clerk Academy

TUESDAY, JUNE 11

Software User Group Meetings
Quickbooks, Quicken, Excel & manual systems
MAEFAIRS Preview and Updates

WEDNESDAY, JUNE 12

Tyler Technologies User Group
Student Accounts Point of Sale Demonstration
Unemployment 101
Procurement Card Basics
Upcoming Changes to Montana's Food Distribution System
Adobe PDF for Beginners
TRS for New Clerks
MSGIA: School District Safety Options at Your Fingertips
Yoga for Energy
How to Survive Teacher Retirement
Medical Billing – Another Revenue Stream
MSGIA: Demystifying the World of School Safety

Using IC Reports for MAPS Reimbursements Claims
Retirement Super Group
Yoga for Back Relief
TOE/Compensation Expenditure Reporting
The Future of American Health Care Reform
Yoga for Stress Relief
Learning MTSBA's New Database
Integrating Essential Oils into Your Daily Life
PERS for New Clerks
Spend Dynamics Q & A
Advanced Unemployment Issues
MASBO Certification Testing

THURSDAY, JUNE 13

Student Record Requests
MUST: Trends in the Market
Black Mountain Software DYK
Indirect Cost Rates
Financial Management at Fiscal Year End
Yoga for Stress Relief
A Braided River Called the Building Reserve Fund (2 sessions)
MSPLIP: Rody's Top Ten
Yoga for Energy
School Nutrition New Direct Certification
Infinite Campus: Analytic Suite
Record Retention
School Facilities Financing Overview
Infinite Campus: Food Service and Campus Payments

Technology Best Practices
Roundtable Discussions
Yoga for Back Relief
Spend Dynamics Q & A
Integrating Essential Oils into Your Daily Life
School Nutrition Program Refresher
Credit Card Payments: Food Services to Field Trips
Infinite Campus: Workflow Suite (Scanning Module)
Student Activity Fund Procedures
MSPLIP: Ready for a Dept. of Labor Inspection?
MUST: Be a Smart Shopper
How Benefits Can Help with Recruitment and Retention
Useful Excel Spreadsheets
C & C School Accounting User Group

FRIDAY, JUNE 14

School Law Update

OPI 2019 Legislative Update

MASBO Board of Directors

President **Cindy Foley**, West Valley Schools
Vice-President **Lorie Carey**, Jefferson Co. High School
Past President **Tammy Tulberg**, Target Range Schools
Fiscal Agent **Kim Aarstad**, East Helena Schools
Ex-Officio, MTSUIP **Denise Williams**
Ex-Officio, OPI **Kara Flath**

Region 1 Director **Noreen Anderson**, Hellgate K-8 School
Region 2 Director **Belinda Klick**, Sun River Valley Schools
Region 3 Director **Cheri Nygard**, Wolf Point Schools
Region 4 Director **Kevin Patrick**, Anaconda Schools
Region 5 Director **Rita Huck**, Huntley Project Schools
Region 6 Director **Jen Mettler**, Baker Schools

MASBO Staff

Denise Williams, Executive Director
406-461-3659

Marie Roach, Administrative Assistant
406-461-8804

MASBO VICE-PRESIDENT

So far, we have two candidates for MASBO Vice-President this year. After accepting nominations from the floor during Wednesday's Opening Session (June 12) at the summer conference, all active members in attendance will have a chance to vote for our next MASBO VP. I invited both nominees to submit a brief write-up for this newsletter. Here they are, in alphabetical order:

Rita Huck – Huntley Project Schools



Greetings fellow MASBO members! My name is Rita Huck. I am the Business Manager / District Clerk at Huntley Project Schools. I have been in this position for 17 years. Previously, I was the Elementary Secretary / Assistant Clerk for 22 years.

I have served on the MASBO Board for the past 6 years as the Region 5 Director. I have thoroughly enjoyed that position. I would like to continue to serve the MASBO membership by running for Vice-President. The MASBO organization is such an important organization, serving our members with education, mentor support and friendship. As our membership changes yearly, it is so important that we continue to support our new members, as well as our seasoned members. Helping other business managers succeed in their position is very rewarding. I love receiving a call for help, and being able to help someone through the puzzle of school finance. I enjoy giving back to the MASBO organization that has supported me throughout my years as a member.

At the MASBO summer conference, you will have the opportunity to choose a Vice-President for the MASBO Board. There are two qualified candidates running for this position who wish to serve the MASBO members.

My leadership skills would be that I am honest, hardworking and dependable. I would be honored to be the new Vice-President of MASBO, if the membership chooses me. Thank you all for serving Montana schools and students.

Jane Knudsen – Malta Schools



Hello! My name is Jane Knudsen. I am the Business Manager/District Clerk for the Malta School District. I have been a member of MASBO since coming to work for the District in 2010. My membership in MASBO is one of the most valuable tools that I have. From the variety of workshops to the annual conference, MASBO keeps the membership informed, trained and ready to tackle the ever-changing landscape of our job.

I am running for Vice President so that I can give back to the organization that has supported me from my first day as a school clerk. I feel it is important to pay it forward, whether mentoring new clerks, teaching classes or serving on the MASBO payroll committee. Our goal as an association should be to train, mentor and lead the less experienced until they become the trainers for their peers. This job is more than a job – it is about the relationships that you build throughout the state with other clerks, the students in the school, and the people who work for the school.

We multitask constantly in this career and you have to be willing to pitch in and lead when necessary. I try to lead by example and with honesty and integrity. Do I succeed at this 100% of the time? No, but I learn from my failures and move forward with that knowledge to do better the next time.

It would be an honor to serve as your Vice President. It is a small way to say thank you to an organization that supports each of us so well.

PROPOSED AMENDMENT TO MASBO BYLAWS

[Article X](#) of MASBO's Bylaws states "Any amendments to these Bylaws may be adopted by two-thirds of the active members present at an annual or special meeting, provided that written notice shall have been given to the members at least two (2) weeks prior to the meeting. Such amendments shall be submitted through the Executive Director by January 15." The following amendment was proposed on January 15, 2019:

ARTICLE III – Officers/Administration, Section 1 THE OFFICERS of this Association shall be:

d. Fiscal Agent

Remove: A Fiscal Agent appointed by the Board for a two year term. The fiscal agent shall be a current or past board member. This person shall not serve more than three terms.

Add: A Fiscal Agent appointed by the Board annually. The fiscal agent shall be a current or past board member.

Voting will be conducted at the MASBO Summer Conference at the conference registration desk immediately following the opening session on Wednesday, June 12 and will end on Thursday, June 13 at 10:00 a.m. Results will be announced at the Thursday luncheon.

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](#), C & C School Accounting, [Tyler Technologies](#) Infinite Visions and back by popular demand, Quickbooks/Quicken/Excel/Manual systems. Also, Kara Flath from OPI will be on hand in the afternoon to give a preview and update of MAEFAIRS.

If you use Infinite Campus, you may be interested in the 3 sessions they'll be offering on Thursday: Online Payments, Mobile Payments and Food Service. Click [here](#) to see the training schedule and session descriptions.

TUESDAY NIGHT MIXER

Join Dave Puyear, Director of Montana Cooperative Services (MCS) in the Max Sports Lounge for a Tuesday night mixer featuring food, drinks and live music by Scott Williams.

CERTIFICATION PROGRAM TESTS

Certification tests will be administered at 3:00 p.m. on Wednesday, June 12 in Room 201. 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.

SUNSHINE FUND

Put on your shopping shoes! The Sunshine Fund silent auction will be held Thursday, June 13 and member-donated items are needed. The Sunshine Fund is a great way to help MASBO members who have incurred extensive medical bills due to illness or on-going health issues. This year's recipient is **Judi Ward** of **Harrison Schools**.



**THURSDAY
JUNE 13**

**Bring your
appetite, flannel
and best camp
game skills!**



NEWS FROM THE OFFICE OF PUBLIC INSTRUCTION



PUPIL TRANSPORTATION - 2ND SEMESTER CLAIM REPORTS

MAY 24 is the deadline for 2nd semester claim reports TR-5 and TR-6. According to an [OPI Official Email](#) sent on May 9, due to funding restrictions placed on OPI in the 2017 Special Legislative Session, the appropriation for state transportation reimbursement payments to schools was reduced for FY2018 and FY2019. OPI must proportionately reduce the payments to schools in the June payment. In order to calculate the reduction accurately they need a solid cut-off date. So, they will not be paying on TR-5 and TR-6 claims submitted after the May 24th deadline.

MENTORS: Please check in with the new clerks you are mentoring to ensure they're aware of this important deadline.

SUMMER E-GRANTS TRAINING

Mark your calendars for E-Grants training in July at several locations around the state:

- July 9 **Helena** High School
- July 11 **Belgrade** Middle School
- July 16 Dawson High School in **Glendive**
- July 30 Glacier High School in **Kalispell**
- July 31 Sentinel High School in **Missoula**
- August 6 **Helena** High School

For more information see the OPI's Official Email posted May 13: Click [HERE](#)

2019 LEGISLATIVE WRAP-UP

OPI's summary of bills passed in by the 66th Legislature is posted on its website (click [here](#)). It contains a list of bills passed or still active as of May 22, 2019.

MONTANA ASSOCIATION for PUPIL TRANSPORTATION CONFERENCE

The MAPT Conference will be held June 19 – 21 at the Heritage Inn in Great Falls. Send your bus drivers to this conference for the opportunity to receive some quality training that meets the requirements for their bus driver certification. Click [here](#) to access the MAPT website for more information and a link to register for the conference.

MORE TRAINING OPPORTUNITIES ON THE HORIZON

MONTANA CONFERENCE OF EDUCATION LEADERSHIP

The 2019 MCEL Conference, *"Every Child. Every School."* will be held **October 16 – 18** at the Double Tree in Billings. Registration for video and in person attendance will be available in June. Go to [mcel.org](#) to see the conference schedule at a glance and hotel reservation information.

ASBO INTERNATIONAL ANNUAL CONFERENCE & EXPO

Registration is now open for the ASBO Intl Annual Conference & Expo which will be held **October 25-28** in National Harbor, MD. Click [here](#) to view all the details and to register.

4 HOURS OF TRAINING for MTSUIP MEMBERS!

Get 4 hours of in-district employment training offered by MTSBA staff at **no charge** to your district – this is a value added service of membership in MTSUIP. Call Karla at 406-442-2810 for more information.

MPERA TRAINING VIDEOS

Check out these training videos on the MPERA website:

- [ERIC Employer Training Video](#)
- [ERIC Tips and Tricks](#)

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 Theresia LeSueur, Director 406-457-4407 tlsueur@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 – JUNE 2019

MAY 31

Deadline for trustees to request county election administrator to conduct school elections for next fiscal year

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.

[MCA 20-20-417](#)
[Trustee Resolution – Request for County to Conduct Elections](#)

JUNE 1

Last day to amend grants

Last day to request grant amendments (budget and program modifications) for projects that will end June 30.

- ABLE Extension
- ABLE, EL Civics
- State ABLE
- Carl Perkins and Technical Education
- Title IV, 21st Century Community Learning Centers
- Indian Education for All
- In-State Facilities: Significant Needs Schools
- Pre-School Development Grant

[OPI State and Federal Grants Handbook](#)

Last day to file OPI Form PAA-3 Application for Additional ANB

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.

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 or 40 students, whichever is less ("anticipated enrollment increase"). *OPI must notify the district of the decision by the fourth Monday in June.*

[MCA 20-9-313](#)
[MCA 20-9-314](#)
[Form PAA-3](#)

County Superintendent electronically authorizes second semester transportation claims

County Superintendent electronically authorizes second semester transportation claims (consisting of one copy of each district claim).

[MCA 20-10-146\(5\)](#)
[A.R.M. 10-7-104\(1\)\(b\)](#)

IMPORTANT DATES & DEADLINES – JUNE 2019

JUNE 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 FY2019 FY2019 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

JUNE 14

Submit claims for state-paid tuition to the OPI	State-paid tuition claims for students attending non-resident schools in the 2017-18 school year are due to the OPI by June 30th . <i>In order to receive payment in June, districts must submit their claims no later than Friday, June 14th.</i>	MCA 20-5-324 A.R.M. 10.10.301D Deadline changed to December 31
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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. <i>The remaining tuition and transportation obligation must be paid by June 15 of the school fiscal year following the year of attendance.</i>	MCA 20-5-324(5)(a)(ii)
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JUNE 19

Grant cash request due to OPI for payment on June 22	Grant cash requests submitted from May 26 through June 19 will be processed and paid on June 22 . There are no payments in the month of July. The next grant payment will be made on August 10.	OPI State and Federal Grants Handbook OPI Official Email May 14
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JUNE 28

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 (TRNS) State Transportation Reimbursement * (TECHF) Technology Funding ** (D4A) Data for Achievement *** (NRD) Natural Resource Development	FY2019 Payment Schedule (scroll to bottom of page State School Payments * Redirected as per HB390 ** Suspended for FY2019 (SB261) *** Redirected (HB647)
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IMPORTANT DATES & DEADLINES – JUNE 2019

JUNE 30

Last day of fiscal year	<p>End of school fiscal year. 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>MCA 20-1-301 MCA 20-9-209</p> <p>A.R.M. 10.10.101</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"> • Adult Basic and Literacy Education • Carl Perkins and Technical Education • Title IV, Part B, 21st Century Community Learning Centers • Gifted and Talented • Indian Education for All • In-State Facilities: Significant Needs Schools • Pre-School Development Grant • State Adult Education 	<p>OPI State and Federal Grants Handbook</p>
FY 2018 regular audits are due to OPI	<p>FY 2018 “Yellow Book” audits are due to OPI by June 30, 2019, 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 FY2018, the report is due to OPI by June 30, 2019.</p> <p>Please remit audit reports and correspondence to OPIAuditReports@mt.gov.</p> <p>For more information, contact Dan Moody, 406-444-0701</p>	<p>MCA 2-7-503 State of Montana Single Audit Act</p> <p>A.R.M. 2-4-410</p> <p>OPI School Finance Division website – Auditing</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>MCA 20-9-162 A.R.M. 10.22.201(4) Budget Amendment Packet</p>

MASBO EXHIBITOR MEMBERS

American Fidelity Assurance Company Jacob Bautista, Office Manager jacob.Bautista@americanfidelity.com	Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com	Edie Barnard Edie.barnard56@gmail.com
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National IPA and TCPN Shelley Andrews shelley.andrews@nationalipa.org	New Hope Technology Foundation John Hughes john@newhopetech.org	Payne West, Inc./MSPLIP Rody Holman RHolman@paynewest.com
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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
VALIC Michael Hart michael.hart@valic.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com	Felt, Martin, Frazier & Weldon, PC Jeffrey Weldon JWeldon@feltmartinlaw.com
Wipfli LLP Kim Dare, CPA kdare@wipfli.com	<i>Collect moments, not things</i>	

Brain improves
mood

Raising body
temperature
lowers blood
pressure and risk
of heart attack

Strengthens arms

Relieve
back pain

Tightens abdominal
muscles

Hips
reduce

Keep knee joints
healthy

Lower the risk
of blood clots
in legs

Feet reduce the load
on other joints

**15 MINUTES OF
WALKING A DAY
CAN CHANGE
YOUR BODY**

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