

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

MAY 2020

UPCOMING TRAINING OPPORTUNITIES

SUMMER REGIONAL MEETINGS

Come Zoom with us! You can register to attend in person to zoom as a “socially distant” group -OR- we’ll email you the links so you can zoom from your own office. Either way, we’ll have separate Zoom sessions for each of the topics on the agenda. Social distancing and other precautions will be honored. To register, click on the date you’d like to attend.

DATE	LOCATION	TOPICS
June 16	Great Falls	<ul style="list-style-type: none">• Financial Management at Fiscal Year End• CARES Act Funding• ESSA Reporting on the Trustees Financial Summary• OPI New Chart of Accounts and MAEFAIRS Update• Information Sharing - Budgeting• Information Sharing - Working from Home Challenges and Successes
June 17	Kalispell	
June 18	Missoula	
June 19	Butte	
June 24	Wolf Point	
June 25	Miles City	
June 26	Billings	

FALL CONFERENCE

MASBO will offer a two-day fall conference that will replace our traditional fall trainings: New Clerks, Veteran Clerks, Technology and Elections. We will likely add other topics, too. The format of the conference will be an abbreviated version of the summer conference. It will include a luncheon, business meeting and keynote speaker on the first day, luncheon and awards event on the second day, exhibitor hall, social events, mobile app, learning notebook, etc. Plan to join us November 2 and 3 in Helena!

A-B-C CLINICS

The Montana Department of Labor & Industry has posted the schedule for the Assistance for Business Clinics. The A-B-C clinics are hosted by a variety of state agencies and covers several topics such as:

- Montana Department of Revenue’s new Form MW-4 and their E-Services
- Unemployment Insurance Tax requirements
- Workers’ compensation coverage
- Independent Contractor regulations
- Using Labor Market Information to make business decisions
- Registered Apprenticeship Program
- Tax incentives
- Minimum wage
- Overtime
- New hire reporting
- USERRA laws and regulations

For more information and to register, 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
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MASBO Staff

Denise Williams, Executive Director
406-461-3659

Marie Roach, Association Services Coordinator
406-461-8804

Meet MASBO Interim Services/Trainer STEVE HAMEL

Hello MASBO members!

Being selected by MASBO as their new Interim Services/Trainer is very exciting and humbling. The MASBO organization has been an essential part of my life since beginning work in school finance. I will strive to continue delivering high quality assistance to Montana's school business officials.

The general duties of this position were discussed in the April newsletter. More details should be available soon regarding to some services that will be fee based.

For those of you who aren't familiar with me, I have worked in school finance since 1990. Most of those years were spent in Chester where my wife Richie and I raised our family. While there, Chester Schools celebrated several state championships, dealt with having a levy voted down, had to deal with a Reduction in Force (RIF), and consolidated with Joplin-Inverness schools to create the new Chester-Joplin-Inverness School District. In 2012, several years after losing Richie to cancer, I felt the need for a new adventure. The next few months were spent at Great Falls Schools before a new lady and job lured me to Helena. The next 5 years were spent at the Office of Public Instruction (OPI) where I dealt with the Trustees Financial Summary, Budgets, the Compensation Expenditure Report, and Audits. The last 3 school years I moved back into the school side of the business in Fort Benton.

I grew up on a farm in southern Liberty County, attended Chester High School, earned a BS in Business Management from Montana State University in 1982 and a teaching certificate from the University of Montana in 1988.

While I attended both of the "larger" universities in Montana, my sporting allegiance is with Montana State where I am proud/lucky to serve on the chain gang at Bobcat football games. During trainings I will bring a video clip of me getting blasted by 3 players at the 2019 Cat/Griz game.... you know...an icebreaker.

I currently live with my fiancé, Joane, in a beautiful home she built on the headwaters of the Little Prickly Pear Creek northwest of Helena. My oldest son, William, lives in Springdale, Arkansas where he is a computer programmer for the J.B. Hunt trucking firm. My youngest son, Michael, is working towards his master's degree in Rangeland Management at North Dakota State University.

I hope you are all staying safe during this odd time in our life. You have all had to deal with new financial issues due to Covid19 and there will be more to come. We are all this boat together and we WILL get through it together.

Be good and be safe.



FEE BASED ON-SITE TRAINING and INTERIM HELP AVAILABLE

MASBO's new Interim Services/Trainer, **Steve Hamel**, is available to provide fee based on-site services to school districts that request help in their business office. Interim Services includes ensuring basic duties such as payroll and claims are covered while the district recruits to fill a vacant clerk/business manager position. He can even help to train the newly hired clerk if needed. Interim services and training may also serve to assist a district with processes, such as preparing information for the Trustees Financial Summary and Budgets, data entry in MAEFAIRS, getting set up for the new school year, compensation expenditure reporting, etc. He can also assist with special projects where additional work or training is needed to address audit findings or to bring the financial records into compliance with state and federal regulations and deadlines. Since every situation is different, it is best to consult with Steve and we'll develop a plan and cost estimate for you.

FROM THE OFFICE OF PUBLIC INSTRUCTION

SCHOOL FINANCE DIVISION

- **Chart of Accounts Updates**

- [Webinar](#)
- [Draft Chart of Accounts](#)

- **Bonds/Debt Service Fund**

- [Webinar](#) (May 19)
- [Bond Handouts](#)

- **Special Education Permissive Tuition Levy – updated for FY2021**

Click [here](#) to find the special education permissive levy spreadsheet and checklist when developing your Tuition Fund budget.

FEDERAL PROGRAMS

Professional Development Webinars for Homeless Liaisons

Contact Heather Denny at hdenny@mt.gov or 406-444-2036 for an invitation to the following webinars:

- June 11 @ 2pm An Intro to Using TransAct's McKinney-Vento Forms and Documents
- June 25 @ 2pm Intro to Using the OPI's GEMS Data Warehouse
- July 23 @ 2pm Serving LGBTQ Homeless Youth in Montana

TRAFFIC EDUCATION

Guidance for Minimizing COVID-19 Risk with Driver Education

Click [here](#) to view guidance on traffic education with respect to district re-entry plans.

LICENSURE

Emergency Authorization Of Employment

Emergency Authorization of Employment applications may be submitted in July and any time after for the upcoming school year. They are valid for one year. Click [here](#) to see the law and rule details and application.

Montana Educator License Process for a Foreign National

Click [here](#) to see the necessary steps to follow for a foreign national to apply for a Montana educator license.

COVID-19 RESOURCES PAGE CHANGED

Looking for the COVID-19 page? It's still there – the name of the page has been changed to **“Re-Opening Montana Schools 2020”**. Click [here](#) to see the new format and [here](#) for information on the Elementary & Secondary School Emergency Relief (ESSER) guidance, district allocations and fund coding instructions.

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\$UIIP 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 – JUNE 2020

JUNE 1

<p>Deadline for trustees to request county election administrator to conduct school elections for next fiscal year</p>	<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>MCA 20-20-417 Trustee Resolution – Request for County to Conduct Elections</p>
<p>Last day to amend grants</p>	<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"> • 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 	<p>OPI State and Federal Grants Handbook OPI Email May 18, 2020</p>
<p>Last day to file OPI Form PAA-3 Application for Additional ANB</p>	<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 % or 40 students, whichever is less ("anticipated enrollment increase"). <i>OPI must notify the district of the decision by the fourth Monday in June.</i></p>	<p>MCA 20-9-313 MCA 20-9-314 Form PAA-3</p>
<p>County Superintendent electronically authorizes second semester transportation claims</p>	<p>The county superintendent must review a signed paper copy of the second semester transportation claims for accuracy and electronically approve each claim in the pupil transportation system.</p>	<p>READ THIS: Pupil Transportation Questions and Answers-COVID-19 MCA 20-10-146(5) A.R.M. 10-7-104(1)(b)</p>

JUNE 5

<p>Deadline for transportation claims and approvals</p>	<p>The OPI will not receive transportation claims or approvals after the close of business day Friday, June 5th, 2020. Any claims received by the OPI after this final deadline date <i>will not be paid.</i></p>	<p>OPI Summary of Activities – May 2020 (see pages 9-10)</p>
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IMPORTANT DATES & DEADLINES – JUNE 2020

JUNE 10

<p>File monthly meal claims for NSLP reimbursement</p> <p><u>READ THIS: COVID-19 SCHOOL NUTRITION GUIDANCE</u></p>	<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>
<p>OPI pays grant cash requests</p>	<p>OPI pays grant cash requests submitted from April 26 – May 25</p>	<p>E-Grants System Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>

JUNE 15

<p>District of residence pays remaining tuition and transportation obligation</p>	<p>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></p>	<p>MCA 20-5-324(5)(a)(ii)</p>
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JUNE 17

<p>Grant cash request due to OPI for payment on June 20</p>	<p>Grant cash requests submitted from May 26 through June 17 will be processed and paid on June 20.</p> <p>There are no payments in the month of July. The next grant payment will be made on August 10.</p>	<p>OPI State and Federal Grants Handbook</p> <p>OPI Email May 18, 2020</p>
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JUNE 19

<p>OPI makes K-12 BASE aid payments</p>	<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 Transportation</p>	<p>FY2020 Payment Schedule (scroll to bottom of page State School Payments)</p>
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IMPORTANT DATES & DEADLINES – JUNE 2020

JUNE 30

<p>Last day of fiscal year</p>	<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>
<p>Last day to obligate funds for projects ending June 30</p>	<p>Last day to obligate funds for projects ending June 30.</p> <ul style="list-style-type: none"> • 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 	<p>OPI State and Federal Grants Handbook OPI Email May 18, 2020</p>
<p>FY 2019 regular audits are due to OPI</p>	<p>FY 2019 “Yellow Book” audits are due to OPI by June 30, 2020, 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 FY2019, the report is due to OPI by June 30, 2020.</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>
<p>Last day trustees may adopt a budget amendment</p>	<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>

SCHOOL SAFETY PROFESSIONAL DEVELOPMENT GRANT – FY2021

[House Bill 601](#) (2019 Legislative session) directs OPI to administer this grant to support school safety professional development. The grant application for **FY2021** will be open on the OPI website (click [here](#)) at **10:00 a.m. on June 17, 2020**. The web page contains grant application instructions and a budget form. Check it out and be ready to submit your application on **JUNE 17**.

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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HELPING CHILDREN COPE THROUGH STRESSFUL TIMES AND DISASTERS

WHAT CAN YOU DO TO HELP?

Set a good example by managing your own stress through healthy lifestyle choices, such as eating healthy, exercising regularly, getting plenty of sleep, and avoiding drugs and alcohol. When you are prepared, rested, and relaxed, you can respond better to unexpected events and can make decisions in the best interest of your loved ones.

The following tips can help reduce stress before, during, and after a disaster or traumatic event.

BEFORE

- Assure your children that you are prepared to keep them safe.
- Review safety plans before a disaster or emergency happens. Having a plan will increase your children's confidence and help give them a sense of control.

DURING

- Stay calm and reassure your children.
- Talk to your children about what is happening in a way that they can understand. Keep it simple and appropriate for each child's age.

AFTER

- Give your children opportunities to talk about what they went through. Encourage them to share concerns and ask questions.
- Encourage your children to take action directly related to the disaster so they feel a sense of control. For example, children can help others after a disaster, such as volunteering to help community or family members in a safe environment. Children should NOT participate in disaster cleanup activities for health and safety reasons.
- Because parents, teachers, and other adults see children in different situations, it is important for them to work together to share information about how each child is coping after a traumatic event.
- Help your children to have a sense of structure, which can make them feel more at ease or provide a sense of familiarity. Once schools and child care opens again, help them return to their regular activities.

Source: www.cdc.gov/childrenindisasters/pdf/children-coping-factsheet-508.pdf



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COMMON REACTIONS

The common reactions to distress will fade over time for most children. Children who were directly exposed to a disaster can become upset again and behavior related to the event may return if they see or hear reminders.

If children continue to be very upset or if their reactions hurt their relationships or schoolwork, parents may want to talk to a professional or have their children to talk to someone who specializes in children's emotional needs.

FOR INFANTS TO 2-YEAR-OLDS

Infants may become more cranky. They may cry more than usual or want to be held and cuddled more.

FOR 3 TO 6-YEAR-OLDS

They may have toileting accidents, bed-wetting, tantrums and a hard time sleeping, or be frightened about being separated from their parents/caregivers.

FOR 7 TO 10-YEAR-OLDS

Older children may feel sad, mad, or afraid that the event will happen again. Correct misinformation the child may get from others.

FOR PRETEENS AND TEENAGERS

Some preteens and teenagers respond to trauma by acting out or feeling afraid to leave the home. Their overwhelming emotions may lead to increased arguing and even fighting with siblings, parents/caregivers or other adults.

FOR SPECIAL NEEDS CHILDREN

Children with physical, emotional, or intellectual limitations may have stronger reactions to a threatened or actual disaster. Children with special needs may need extra words of reassurance, more explanations about the event, and more comfort and other positive physical contact such as hugs from loved ones.