MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Empowering School Business Leaders Through Education



MAY 2021

MASBO SUMMER CONFERENCE & NEW CLERK ACADEMY JUNE 14 –18, 2021 at BILLINGS HOTEL & CONVENTION CENTER

Seems like forever since our MASBO family got together. Your responses to our survey said it's time for some in-person training, so we're going to ease back into it with more space in the all-member meeting banquet hall, training session rooms and exhibitor area. If you're ready to venture out, click <u>here</u> to register.



TRAINING SCHEDULE-AT-A-GLANCE

[Click <u>here</u> for schedule and session descriptions]

MONDAY, JUNE 14

New Clerk Academy (agenda)

WEDNESDAY, JUNE 16

Explore Your Personality School Nutrition Resource Management ESSER Training MTSUIP: Unemployment 101 AFES: Bringing Clarity to Reimbursement Accounts MT Board of Investments INTERCAP Loan Program School Facilities Financing Overview PERS For New Clerks: Intro to ERIC

THURSDAY, JUNE 17

Conflict Resolution roundtable Clerk's Role in Negotiations roundtable MSPLIP: Playground Safety School Nutrition Resource Management MQEC Legislative Update PERS Ready to Retire and Deferred Comp Plans MSPLIP: Rody's Top Ten USDA School Nutrition Waivers for 2021-22 SY MUST: Understanding Your Life/AD&D and LTD Benefits MSGIA: A Vision of Safety for All Seasons Infinite Campus: Overcoming Covid-19 Challenges Infinite Campus: Navigating a Post-Pandemic World Terminating Employees and Reporting Final Payouts in ERIC ESSER Training

TUESDAY, JUNE 15

Software User Group Meetings OPI Sessions

2021 Legislative Update (MASBO) C&C Accounting User Group USDA School Nutrition Waivers for 2021-22 SY Integrating Essential Oils into Your Every Day Life TRS for New Clerks MASBO Certification Test Preparation and Testing Multi-District Agreements

Working with Your Booster Club roundtable Pupil Transportation Audit roundtable Spend Dynamics Q&A AFES: Talking About My Generation Black Mountain Software Did You Know Meeting MUST: Selecting Your Health Carrier Provider MSGIA: Workers' Comp 101 C & C School Accounting User Group K12 Panel: Web-based tool for K12 education ESSER Funded School Infrastructure Improvement DPHHS/DEQ School ARMs Lead Testing

Tuition

FRIDAY, JUNE 18

School Law Update

Roundtables by School Class Size: AA, A, B, and C

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

Denise Williams Executive Director 406-461-3659 <u>Marie Roach</u> Association Services Coordinator 406-461-8804 <u>Steve Hamel</u> Interim Services/Trainer 406-431-0124

MASBO VICE-PRESIDENT

So far, we have one nomination for MASBO Vice-President this year – see write-up below. You can still submit a nomination by: 1) sending an email to Denise at <u>dwilliams@masbo.com</u>, or 2) nominating the person at the 2021 MASBO summer conference opening business meeting on Wednesday, June 16. After accepting nominations from the floor during Wednesday's Opening Session, all active members in attendance will have a chance to vote for our next MASBO VP.

Belinda Klick – Sun River Valley Schools



Good Day MASBO Members!

My name is Belinda Klick. I've just completed my 28th year with the Sun River Valley School District. I started as a Special Education Paraprofessional for 11 years, moving to District Administrative Assistant for 7 years and District Business Manager/Clerk for the past 10 years.

I became a MASBO member in 2004 when I moved to the District Office. I never fully understood the meaning and importance of MASBO until taking over in the business office. Wow...what a godsend they have been for me! Without this organization I don't know how I would have survived. Everyone is so willing to lend a helping hand and ear on occasion. I love the friendships I've created as well as the comradery this group has to offer. I have served as a MASBO Region 2 Director for the last 6 years and absolutely loved my time spent in this position. I would like to continue to serve the membership by running for MASBO Vice-President.

I'm a graduate of Libby High School "Go Loggers!" I've been married to my husband Mike for 33 years in July. We have 2 daughters, Brittnee' Nichole Loch and Brooke Marie Curtiss. Our girls blessed us with 2 sons-inlaw, Jason Loch and John Curtiss, and 5 grand babies: Kaber Michael & Kayden Lee, 6 years and Kolter James, 3 years and Brielle Faith, 9 years and Jaylee Marie, 7 years. Our kids and grandkids are our life! When we're not ranching or doing school business we love to go camping, boating, fishing, hiking, hunting and anything spent outdoors.

Take care and I hope to see you all at summer conference!





MORE ON THE SUMMER CONFERENCE

SOFTWARE USER GROUP MEETINGS

Tuesday, June 15 is the day to meet with your software vendor for user group training. C & C Accounting will be in-person all day in the Ballroom. <u>Black Mountain Software</u> and <u>Tyler Technologies</u> iVisions will hold virtual trainings for part of the day. Also, to fill in your day before or after the Black Mountain and Tyler trainings, check out some sessions brought to you by the Office of Public Instruction.

SUNSHINE FUND

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. *Member-donated items are needed* for the silent auction, which will run from Wednesday at noon to Thursday at 8:00 p.m. This year's recipients are Maryetta Engle of Big Sandy Schools and Dixie Mitchell of Broadus Schools. Let's do this!

FAMILY REUNION

Marie is collecting photos of you in your infant/baby/toddler years! You can send an electronic copy to her or just bring one to the conference and drop it off at the registration desk. Let's have fun guessing who's who!

IN CASE YOU MISSED IT . . .

MT-PEC 2021 After the Advocacy Legislative Session Review

It's recorded! Click <u>here</u> to hear the MT-PEC partners deliver a brief summary of various bills impacting education.



A Message from our friends at MTSBA

Database Updates - Thanks to all who made updates to your leadership/administrative teams in the MTSBA database. We really appreciate it! If you haven't had a chance, please <u>click here</u> to download instructions on how to make the updates OR please email **Wendy at** <u>wbrenden@mtsba.org</u> for assistance with updating.

The MTSBA website is full of resources that clerks/business managers, trustees, superintendents, and others on your district's administrative team can benefit from. For example, the <u>Montana Education Law Report</u> (<u>MELR</u>) is a members-only publication that is made available to members of MTSUIP. This webpage contains a series of articles, forms and model job descriptions that you can use. It will come in very handy!

Also, the <u>Learn and Lead Video Training Resources tab</u> has over 30 hours of training available at no cost to your district.

Here are more resources available:

- Navigating MTSBA.org
- New Trustee Toolkit
- <u>School Board Academy</u> Certified trustee and Golden Gavel Award program
- Upcoming Events
- <u>Courtroom to Boardroom</u> Monthly updates on legal issues facing Montana's schools
- <u>MTSBA's Trustee</u> Semi-Annual Publication

Remember: MTSBA members can't access this information if they aren't in the database and have set their password. Help us help them! Thanks everyone!

MASBO ENDORSES THESE PROGRAMS

AMERICAN FIDELITY	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
WORKERS COMPENSATION RISK RETENTION PROGRAM	Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program Shawn Bubb , Director of Insurance Services 406-457-4500 <u>sbubb@mtsba.org</u> <u>http://www.msgia.org/home</u>
MONTANA UNIFIED SCHOOL TRUST	Health, Dental, Vision, Life and Long-Term Disability Benefits Andy Holmlund , Chief Executive Officer 406-457-4400 <u>aholmlund@ms-sf.org</u> <u>http://mustbenefits.org/</u>
Montana Schools Unemployment Insurance Program	Montana Schools Unemployment Insurance Program Theresia LeSueur , Director 406-457-4407 <u>tlesueur@mtsba.org</u> <u>http://www.mtsuip.org/</u>
MONTANA SCHOOLS PROPERTY & LIABILITY INSURANCE PLAN	Payne West, Inc. Montana Schools Property & Liability Insurance Plan Rody Holman, Program Manager 406-533-1035 <u>RHolman@paynewest.com</u> <u>http://msplip.com/</u>

IMPORTANT DATES & DEADLINES – JUNE 2021

IA	APORIANI DAIES & DEADLINES – JUNI	
JUNE 1		
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 <u>Trustee Resolution –</u> <u>Request for County to</u> <u>Conduct Elections</u>
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 Gifted and Talented Title IV, 21st Century Community Learning Centers Indian Education for All In-State Facilities: Significant Needs Schools 	OPI State and Federal Grants Handbook OPI Email May 17, 2021
Last day to file OPI Form PAA-3 Application	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.	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).	<u>MCA 20-10-146(5)</u> <u>A.R.M. 10-7-104(1)(b)</u>
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 (<u>MAPS</u>) log in page <u>School Nutrition Programs</u> <u>Checklist</u> <u>Reimbursement rates for FY2021</u> <u>FY2021 School Nutrition Payments</u>
OPI pays grant cash requests	OPI pays grant cash requests submitted from April 26 – May 25	E-Grants System Log in to your district's account, or click on Public Access, then Vendor Payee Details

IMPORTANT DATES & DEADLINES – JUNE 2021

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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</i> <i>obligation must be paid by June 15 of the school</i> <i>fiscal year following the year of attendance.</i>	<u>MCA 20-5-324(5)(a)(ii)</u>	
JUNE 16			
Grant cash request due to OPI for payment on June 21	 Grant cash requests submitted from May 26 through June 16 will be processed and paid on June 21. There are no payments in the month of July. The next grant payment will be made on August 10. 	<u>OPI State and Federal Grants</u> <u>Handbook</u> <u>OPI Email May 17, 2021</u>	
JUNE 25			
OPI makes K-12 BASE aid	Direct State Aid	FY2021 Payment Schedule (scroll	
payments	Quality Educator Component At Risk Student Component Indian Education for All Student Achievement Gap Data for Achievement (SPED) State Special Education Transportation	to bottom of page	
JUNE 30			
Last day of fiscal year	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. 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.	<u>MCA 20-1-301</u> <u>MCA 20-9-209</u> <u>A.R.M. 10.10.101</u>	

IMPORTANT DATES & DEADLINES – JUNE 2021			
JUNE 30 (continued)			
Last day to obligate funds for projects ending June 30	 Last day to obligate funds for projects ending June 30. ABLE Extension ABLE, El Civics State ABLE Carl Perkins and Technical Education Gifted and Talented Title IV, 21st Century Community Learning Centers Indian Education for All In-State Facilities: Significant Needs Schools 	OPI State and Federal Grants Handbook OPI Email May 17, 2021	
FY 2020 regular audits are due to OPI	 FY 2020 "Yellow Book" audits are due to OPI by June 30, 2021, for entities with federal expenditures less than \$750,000 and revenues greater than \$750,000. 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 FY2020, the report is due to OPI by June 30, 2021. 	MCA 2-7-503 State of Montana Single Audit Act A.R.M. 2-4-410	
	Please remit audit reports and correspondence to <u>OPIAuditReports@mt.gov</u> . For more information, contact <u>Dan Moody</u> , 406- 444-0701	<u>OPI School Finance Division</u> website – Auditing	
Last day trustees may adopt a budget amendment	Board of Trustees may adopt a resolution for a budget amendment due to causes other than an unusual enrollment increase.	MCA 20-9-162 A.R.M. 10.22.201(4) Budget Amendment Packet	

ESSER Q&A GUIDANCE

The U.S. Department of Education recently posted a Frequently Asked Questions document on their website. Click <u>here</u>.

OPI ESSER TEAM

Click <u>here</u> to see names, photos and contact information for OPI's ESSER staff.



ARP-ESSER KEY DATES AND OPI TECHNICAL ASSISTANCE OPPORTUNITY TIMELINE

OVERVIEW: Click <u>here</u> to see OPI's timeline showing deadlines and training related to your ESSER funds.

FROM THE OFFICE OF PUBLIC INSTRUCTION

Indirect Cost Rates

Districts planning to claim indirect costs on ESSER II & ESSER III must have an approved **FY 2021** indirect cost rate with the Office of Public Instruction. Districts that do not have a FY 2021 indirect cost rate <u>should</u> apply by June 15, 2021. For more information, click <u>here</u> to read the official email from OPI.

FY2022 General Fund Preliminary Budget Data Sheets

The OPI has posted revised data sheets and updated General Fund excel spreadsheet on their website. The data sheets and excel spreadsheet reflect BASE aid inflationary increases in 20-9-306, MCA, set with the passage of HB 15, special education adjustments related to HB 46, and the general fund guarantee tax BASE aid adjustment in HB 663. For more information, click <u>here</u> to read the official email from OPI.

ESSER Consolidated Coding Guidance

For those of you looking for the new accounting codes for the ESSER funding, click <u>here</u> to see a new document posted on the OPI website.

OPI ESSER Q&A Sessions

The OPI will host live Q & A Sessions on **June 8, 15, 22 and 29** to address questions related to ARP ESSER district plans and budgets. The weekly Q&A sessions will be held through Zoom; the link and dial-in number will be the same every week. For more information contact <u>Jeff Kirksey</u>

Zoom Link: https://mt-gov.zoom.us/i/85097037609?pwd=bjM5MjNESSs3WG9OK3dIUVhYRjNXdz09

Meeting ID: 850 9703 7609 Password: 027973

Dial by Telephone +1 646 558 8656 or +1 406 444 9999

Meeting ID: 850 9703 7609 Password: 027973

Find your local number: https://mt-gov.zoom.us/u/kegCMgrvm5

ARP ESSER PLANS due August 24 in TEAMS

Districts must submit an ARP ESSER Plan to the OPI through the Terms of Employment, Accreditation, and Master Schedule (TEAMS). The District ARP ESSER Plan template will open July 1st and close on August 24th in TEAMS.

Preliminary Title Allocations Available

Preliminary allocations for Titles I, II, III, and IV have been posted to the OPI website. Click <u>here</u>. Final allocations may be different from preliminary so please use the amounts for planning purposes only. For more information, contact Sheri Harlow, at <u>sharlow@mt.gov</u> or 406-444-5660.

Montana Team Nutrition

Sample Job Descriptions

Montana Team Nutrition has developed <u>free, customizable job description templates for school food service</u> <u>directors.</u> Downloadable templates are available for small, medium, and large school districts. Use these sample job descriptions to develop, modify or update the position description you are trying to hire.

Montana School Nutrition Programs Professional Development Handbook

Consult this <u>new resource</u> to enhance your professional credentials as a School Food Service Director by setting both short-term and long-term goals to work toward a professional certification, meet yearly training requirements and continually improve your skills. Learn about the many resources available to support new food service directors.

For more information, contact Molly Stenberg at stenberg@montana.edu

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	Bruco, Inc.	C & C School Accounting		
Teresa Van Buren	Adam Uselman, V.PC.O.O.	David Bardwell		
teresav@blackmountainsoftware.com	<u>adamu@bruco.com</u>	<u>Help@CandCSchoolAccounting.com</u>		
D.A. Davidson & Co.	Fatbeam	Fisher's Technology		
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Frontline Education	Horace Mann	Iconergy		
Lisa Sierra	Keith Jorgensen	Carl Hurst		
Isierra@frontlineed.com	<u>keith.jorgensen@horacemann.com</u>	<u>churst@iconergyco.com</u>		
Infinite Campus Mariah Ristow mariah.ristow@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 <u>cklimas@gwnsecurities.com</u>	Montana Public Employees Retirement Administration Terry Dalton tdalton@mt.gov		
MSGIA-WCRRP Shawn Bubb <u>sbubb@mstba.org</u>	Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlesueur@mtsba.com	Montana Unified School Trust (MUST) Andy Holmlund aholmlund@ms-sf.org		
Payne West, Inc./MSPLIP	Pine Cove Consulting	School Services of Montana		
Rody Holman	Brandan Bassett	Thomas Franta		
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Teachers On Call	Tyler Technologies	Todd Watkins Consulting Services		
Maya Burnaugh	Carrie Hughes	Todd Watkins		
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Jeffrey Weldon	Kim Dare, CPA	James Kleinke		
JWeldon@feltmartinlaw.com	<u>kdare@wipfli.com</u>	james.kleinke@abm.com		

A Workout for the Body & Mind

RN

BODY

(per 30 minutes of gardening)

Raking
Works back muscles
Burns 100 calories

Digging/Shoveling

- Works legs/buttocks
- Burns 250 calories

Weeding Works triceps Burns 105 calories

Lawn Mowing

Works arms/shouldersBurns 195 calories

*Calories burned vary between individuals and are intended as a guideline only.

ONE HOUR OF GARDENING EQUALS ABOUT **35** MINUTES OF **35** JOGGING



406.457.4400 mustbenefits.org

MIND

Relieves Stress

 Reduces levels of cortisol (stress hormone)



Mood Enhancer

 Gardening releases happy hormones





 Brings a sense of purpose and understanding

Better Brain Health



- Protects the brain from ageing
- A study found that regular gardening could reduce the chance of dementia by up to 36 percent

Source: @Simpsons Garden

