

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS NOVEMBER 2015

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
406-461-3659 or dwilliams@masbo.com

Marie Roach, Administrative Assistant/
E-rate Specialist
406-461-8804 or mroach@masbo.com

AFFORDABLE CARE ACT (ACA)



The Affordable Care Act, or health care law, contains certain responsibilities for employers. The size and structure of your workforce – small, large, or part of a group – helps determine what applies to you. Click [here](#) to access the **Internal Revenue Service webpage** for info pertaining to large and small employers.

American Fidelity Assurance Company has a [webpage](#) that is a great resource to help you manage the challenges and changes resulting from the Patient Protection and Affordable Care Act (ACA) and rising health care costs. General information about the employer reporting obligation is available here and American Fidelity Assurance Company customers can review a recorded webinar summarizing the general requirements on the Online Service Center. Take a look and contact Debbie Braden (her contact info is on page 4 of this newsletter) if you have questions.

Need Assistance with the ACA Employer Reporting?

The Patient Protection and Affordable Care Act (ACA) requires large employers and employers that sponsor self-funded medical plans to report extensive and detailed data for the calendar year that began January 1, 2015. A large employer for this purpose must have 50 or more full time equivalent employees across the control group.



Webinar Explaining How to Complete the Forms

If you have not yet secured a resource to complete the forms on your behalf, it may be too late to do so for this year. The good news is that it is possible to manually complete the forms. You are invited to join **American Fidelity Administrative Services (AFAS)** for a webinar that will provide line by line instructions on how to complete the forms, and give you an opportunity to ask questions. AFAS offers this webinar on the following dates:

Tuesday, December 8, 2015
12:00 p.m. – 2:00 p.m. CST
[REGISTER HERE FOR DEC. 8](#)

OR

Thursday, January 7, 2016
12:00 p.m. – 2:00 p.m. CST
[REGISTER HERE FOR JAN. 7](#)

The registration fee is \$100. Please note that space is limited so register early.



MASBO Board of Directors

President	Tammy Tulberg, Target Range Schools	Region 1 Director	Noreen Anderson, Hellgate K-8 School
Vice-President	Cindy Foley, West Valley Schools	Region 2 Director	Lucinda Woodland, Cascade Schools
Past President	Mike Arnold, Havre Schools	Region 3 Director	Rhonda Opp, Medicine Lake Schools
Fiscal Agent	Kim Aarstad, East Helena Schools	Region 4 Director	Lorie Carey, Jefferson Co. High School
Ex-Officio, MSUIP	Denise Williams	Region 5 Director	Rita Huck, Huntley Project Schools
Ex-Officio, OPI	Janelle Mickelson	Region 6 Director	Jen Mettler, Baker Schools

MEET YOUR MASBO BOARD OF DIRECTORS

[To help you get to know the Board of Directors, we'll feature the bio of a different board member each month.]

LUCINDA WOODLAND, REGION 2 DIRECTOR



Hi! I'm Lucinda Woodland from Cascade School District and I have been the Region 2 Director for the past year. I was appointed last fall when the position opened up and elected at our spring meeting in March 2015 to serve for the next 3 years. This past year has definitely been a learning experience, but I think I have lots to offer, too!

I started working for the district in 1998 as a substitute dishwasher in the school cafeteria. The following year I got a full time position in the kitchen and truly enjoyed working with the "Lunch Ladies" for the next 3 years. During this time, I was raising my six kids, getting up at 3:30 every morning to deliver the Great Falls Tribune, working full time during the day, and then taking night classes at the MSU Great Falls campus. Talk about being one of the walking dead! I completed school in 2002, earning an Elementary Education degree and substitute taught for a year while I tried to find employment as a full-time teacher. When that didn't exactly pan out like I wanted it to, I went back to the cafeteria, also picking up some hours as a playground and classroom aide. I talked to the former clerk and asked her if there was any summer work I could help her with. She got me hooked up doing back to school orders, student activity fund, accounts payable and I became her assistant in 2006. I worked under her for four years, until her retirement, and became the district clerk in September of 2010. It's been five years and I still love what I do! Lots to learn and do, but lots of great people to associate with.

The best part of my job is location. I walk to work (my house is across the parking lot) every day and can run home any time I need to. I have a great window office with a view of the sunrise. My office is in the school (not some district building away from the school) where I get to see the kids every day. I am reminded every day why I am in the business I am in. I get the interaction of the students without the headache of parents. Hehehe. The worst part of my job is the stress of our annual audit. Yuck! But being a member of MASBO has given me a huge network of people that I can go to with any question that arises. I count many of the other members, not just as colleagues, but as personal friends. I love the comradery that we all share.

My husband and I moved to Montana 25 years ago when he got stationed at Malmstrom AFB in Great Falls. We left the tropics of Okinawa, Japan and came to the cold hinterland of Montana. And yes, it was a choice we made. We love Montana and call it home. He is an avid outdoorsman while I am more inclined to participate in and enjoy sports. I grew up with 6 brothers and loved playing football, basketball and softball. Softball is probably my favorite. I played on many championship teams as a youth and even a few as an adult. I have been active in athletics at Cascade, too. I have coached junior high track and volleyball. High school volleyball, too! I have served as chaperone to the girls that manage the high school wrestling team for the past 8 years, traveling with them on overnight trips. Some of you may find this odd, but wrestling is my favorite sport to watch, especially when my three sons were wrestling. I also love to sew and do crafts. I am finished with my "Christmas Shopping" for this year by completing the last of my projects in early November.

I am thankful for the opportunities that have been afforded me. I look forward to the next three years, maybe even "Infinity and beyond!" JK. I don't just want to direct you, I want to serve you.

SAVE THE DATE!

MTSUIP/MTSBA ANNUAL HR (EMPLOYMENT) SYMPOSIUMS

Offered by MTSBA and sponsored by MTSUIP, the HR Symposiums will be held at the locations and dates shown below.

Laurel	Feb. 2	Great Falls	Feb. 8
Glendive	Feb. 3	Three Forks	Feb. 9
Wolf Point	Feb. 4	Frenchtown	Feb. 10
Havre	Feb. 5	Whitefish	Feb. 11



FREE TO MSUIP MEMBERS and no limit on the # of attendees from the same member district. Non-member districts may also attend for a fee.



P-CARD NEWS-----

MASBO P-CARD PURCHASES REPORT

P-Card purchases for the first six months of the rebate year (April – September 2015) totaled **\$7,821,684** with 92 districts and special education cooperatives participating in the program. Last year at this time, there were 84 participants spending \$6,516,153. Click [here](#) to see the current year p-Card report.

DID YOU KNOW . . . ?

- **CHANGES IN APPLICATION PROCESS**
There are a couple of extra items needed in the application package. If you're interested in applying, click [here](#) to see the instructions and checklist posted on the MASBO website.
- **SEND YOUR APPLICATION TO MARIE AT THE MASBO OFFICE**
Marie reviews your application to ensure it is accurate and complete. Then she mails it to BMO Harris Bank for AML and Credit processing. New applications take approximately 6 – 8 weeks for approval.
- **PAYING WITH ACH IS BETTER THAN PAYING BY CHECK**
Pay your p-Card bill with ACH (Automated Clearing House); it's faster and easier than mailing a check.
- **BMO NEEDS A COPY OF YOUR AUDIT REPORT AS SOON AS THE REPORT IS ISSUED**
Add BMO to the list of entities to which you need to give a copy of your audit report. Send an electronic copy to pcard.Reviews@bmo.com.
- **COPY MARIE ON ALL CORRESPONDENCE TO ILLINOIS ASBO OR BMO**
It's a good idea to copy Marie on your emails to Illinois ASBO or BMO so she's aware of any information requests or questions pending. If necessary, she will follow up with either you or Illinois ASBO to avoid any unnecessary delays.






MSSF CEO Eric Schindler Announces Retirement

Montana School Services Foundation (MSSF), which manages the Montana Unified School Trust (MUST), announced that CEO Eric Schindler will retire at the end of the year. MSSF President Christi Sharp will take over as CEO effective January 1, 2016. Ms. Sharp joined MSSF in November of 2010 and served as its Director of Sales and Marketing until assuming the role of President last year.



Based in Helena, MUST serves approximately 170 school groups across the state. The trust has been providing health benefits for the Montana public-education community since 1987 and is sponsored by MEA-MFT, Montana School Boards Association and School Administrators of Montana. It is also endorsed by Montana Rural Education Association and Montana Association of School Business Officials.

MASBO ENDORSES THESE PROGRAMS

 <p>Montana Schools Property & Liability Insurance Plan</p>	<p>Western States School Program Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/</p>
 <p>MTSUIP Montana Schools Unemployment Insurance Program</p>	<p>Montana School Unemployment Insurance Program Theresa LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/</p>
 <p>MUST MONTANA UNIFIED SCHOOL TRUST</p>	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits Eric L. Schindler, Chief Executive Officer 406-457-4510 eschindler@ms-sf.org www.mustbenefits.org</p>
 <p>MSGIA WORKERS COMPENSATION RISK RETENTION PROGRAM</p>	<p>Montana Schools Group Insurance Authority Workers Compensation Insurance Shawn Bubb, Director of Insurance Services 406-457-4500 sbubb@mtsba.org http://www.msgia.org/home</p>
 <p>American Fidelity Assurance Company</p>	<p>Healthcare Reform Section 125 Services Health Savings Account Services Debbie Braden, Fringe Benefit Consultant 866-576-0201, ext. 26 Debbie.Braden@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>

IMPORTANT DATES & DEADLINES

DECEMBER 1

<p>Licensed educators and professionals must have registered his or her license with OPI.</p>	<p>By December 1, all licensed educators and professional staff must have registered their license with the Office of Public Instruction. If not registered by this date, educators are considered not licensed for accreditation purposes.</p>	<p>OPI Summary of Activities</p>
---	---	--

DECEMBER 10

<p>Deadline for making changes to FY2015 Trustees Financial Summary</p>	<p>The FY 2015 Trustees Financial Summary (TFS) may be revised to correct a material coding error. Submit a revision to Steve Hamel in the School Finance Division. Changes to the FY 2015 Trustees Financial Summary are limited to:</p> <ul style="list-style-type: none"> • Coding revisions between revenue and expenditure line items provided no change occurs in the fund balance of the budgeted funds, and • Revisions in the balance sheet accounts provided no change occurs in the fund balance of the budgeted funds. 	<p>A.R.M. 10.10.504(6) OPI Summary of Activities</p>
---	--	--

<p>Candidates for trustee election on May 3, 2016 may file a Declaration of Intent and Oath of Candidacy</p>	<p>Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with the election administrator. No candidate may appear on the ballot unless the candidate files between <i>December 10, 2015 and Thursday, March 24, 2016</i>. The candidate for trustee must be registered to vote at the time the Oath is filed.</p> <p>County superintendents need to log into the County application and complete/verify their district classification and board compositions for the 2016 school election season.</p>	<p>2016 School Election Calendar with Forms Declaration of Intent and Oath of Candidacy</p> <p>Quick Reference Guide: County District Classification Collection</p>
--	--	---

<p>File school food program claim for reimbursement with OPI</p>	<p>Claims for reimbursement are due on the 10th 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).</p>	<p>School Nutrition Programs Checklist FY2015-2016 Reimbursement Rates</p>
--	---	--

<p>OPI pays grant cash requests</p>	<p>OPI pays grant cash requests submitted by the 25th of the previous month.</p>	<p>Payments to Schools and Coops Click on Grants tab</p>
-------------------------------------	---	--

IMPORTANT DATES & DEADLINES

DECEMBER 18		
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 (D4A) Data for Achievement (NRD) Natural Resource Development	FY2016 Payment Schedule State Payments to School and Cooperatives
DECEMBER 26		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on January 10.	OPI Grants Calendar
DECEMBER 31		
End of 4 th quarter payroll period	Check with your software vendor to see if a year-end backup is required.	MASBO Payroll Manual (see page 5)
End of calendar year payroll period	After final payroll, reconcile quarterly payroll reports for the calendar year with W-2 totals.	
District of residence pays at least one-half of any 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. The remaining tuition and transportation obligation must be paid by June 15 of the school fiscal year following the year of attendance.	20-5-324(5)(a)(ii), MCA
Verify the number of American Indian students reported with the Fall Enrollment Count and make changes/corrections	<p>Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year.</p> <p>School district business managers/clerks should verify that the Students Imported From AIM In SAG Report located in the MAEFAIRS application accurately reports the number of American Indian students enrolled in the district. If the report is not correct, please contact Nica Merala at 406-444-4401 or nmerala@mt.gov to make the necessary changes.</p> <p><u>Pursuant to ARM 10.21.204, changes to this designation will not be accepted after <i>December 31, 2015.</i></u></p>	20-9-330, MCA ARM 10.21.204



HANDY RESOURCES

ANNUAL PAYROLL REPORT INSTRUCTIONS

2015 General Instructions for Forms W-2 and W-3 <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

2015 Form 1099-MISC, Miscellaneous Income <https://www.irs.gov/pub/irs-prior/i1099misc--2015.pdf>

2015 Montana Annual Withholding Tax Reconciliation

http://revenue.mt.gov/Portals/9/businesses/wage_withholding/2015_MW-3.pdf

SCHOOL ELECTION RESOURCES

The regular school election day is May 3, 2016. The School Election Calendar has been updated to reflect the new deadlines resulting from changes in the 2015 Legislative session. It also shows the forms related to each task. Click [here](#) to see the calendar for the upcoming election.

IN CASE YOU MISSED IT . . .

We've posted several presentations from our recent conferences and workshops, such as New Clerk Academy, MCEL, Facilities Planning & Financing, Veteran Clerks, Summer Conference and more on our website. Click [here](#) to view the files.

LOCAL GOVERNMENT RECORDS WEBSITE

With the adoption of the new public records statutes in Montana, the Local Government Records Committee has worked closely with the Secretary of State's office to update the website pertaining to local government records. Check it out at <http://sos.mt.gov/records/Local/index.asp>

OPI MONTHLY SUMMARY OF ACTIVITIES

Don't forget to check out the OPI Summary of Activities for important information from all divisions of the Office of Public Instruction, including School Finance. Click [here](#) to view the current summary.

CATCH UP ON YOUR MONTHLY RECONCILIATIONS

Now is a good time to catch up on reconciling your cash accounts to the county treasurer, Fund 15 projects to Fund 15 total cash and student activity accounts to Student Activity Fund total cash. OPI has some great tools for helping you accomplish these tasks. Click on each link below to access the Excel worksheet.

[Reconciling to the County Treasurer](#)

[Fund 15 Recap Worksheet](#)

[Student Activity Fund Recap Spreadsheet](#)



MASBO EXHIBITOR MEMBERS

Western States School Program Dave Pillatzke dpillatzke@paynewest.com	Rudd & Company, PLLC Julie Kostelecky, CPA, CVA jkostelecky@ruddco.com	Tyler Technologies Darlene Markegard Darlene.Markegard@tylertech.com
Montana Unified School Trust Eric Schindler eschindler@ms-sf.org	Edie Barnard Edie.barnard56@gmail.com	MSGIA-WCRRP Shawn Bubb sbubb@mstba.org
Montana Schools Unified Insurance Program Theresia LeSueur tlesueur@mtsba.com	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com	Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com
Frontline Technologies Jim O'Halloran johalloran@frontlinetechnologies.com	Anderson, Zurmuehlen & Co. Stefeni Freese, CPA sfreese@azworld.com	Stifel Nicolaus Bryan Stelmack yroybal@stifel.com
Black Mountain Software Teresa Van Buren teresav@blackmountainsoftware.com	D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	Ron Foltz CPA firm Ron Foltz, CPA Ron.foltz@ronfoltzcpa.com
Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com	School Specialty Scott Wilkey scott.wilkey@schoolspecialty.com	CHMS, P.C. Doris Leader, CPA doris@chmspc.com
Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com	Fellon Insurance Services Dale Fellon fellonins@msn.com	VALIC John Wing John.wing@valic.com
RESA4U/Southwest MT School Services Bruce Grubbs bgrubbs@resa4u.org	TCPN (The Cooperative Purchasing Network) Derek Anderson danderson@tcpn.org	Wipfli/GHG Kim Dare, CPA kdare@wipfli.com
Infinite Campus Stephanie Sondrol Stephanie.sondrol@infinitecampus.com	Foxie Lady Computers, Inc. David Bardwell foxieladyc@aol.com	American Fidelity Assurance Co. Debbie Braden Debbie.Braden@americanfidelity.com