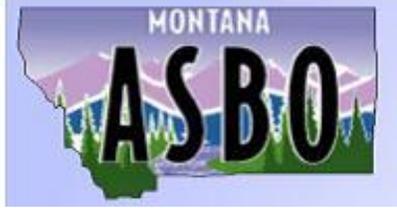


# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS NOVEMBER 2014

*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](mailto:dwilliams@masbo.com)

Marie Roach, Administrative Assistant  
406-461-8804 or [mroach@masbo.com](mailto:mroach@masbo.com)

## TRAINING OPPORTUNITIES - there's still time to register for these workshops!

**TECHNOLOGY WORKSHOP** - We're trying out a new format that puts you in charge of your learning! Bring your laptop, tablet, and smart phone (all of it!), your gmail address and password and any questions you have about technology. We have experts to help you. Topics include:

- Opening Session – Bridging the IT Gap between Administration and Tech Staff
- Mini-sessions on Paperless Board Meetings, GoogleTools Overview, Cloud 101, Office 365 Overview
- DIG DEEP booths where you can practice skills in GoogleDocs, GoogleForms, EverNote, Excel, Choosing the Right Device, Managing Multiple Devices
- Closing Session/Q&A/Reception – What's Next in Technology

**ELECTIONS WORKSHOP** – Whether you're a newbie or a seasoned election administrator, come to this workshop ready to share stories, tips and ideas. We'll discuss:

- Election Calendar for 2015
- Candidates for Trustee
- Voters
- Ballots
- Election Procedures and Election Judges
- Post-Election Procedures

**NEW CLERK ACADEMY** – Designed for clerks and other business officials with 0 – 5 years' experience in school finance, budgeting and accounting, you'll learn about these essential subjects:

- Clerk and Superintendent Responsibilities
- Payroll, TRS, PERS, unempl. ins, workers comp
- School District Funds
- Board Meetings and Minutes
- Grants, Coding and Claims



### REGISTRATION INFORMATION

All workshops will be held in Missoula at the Hilton Garden Inn, 3720 North Reserve Street.

#### Technology Workshop

**November 18**

10:00 a.m. – 6:00 p.m.

Cost is \$80

Click here to register:

<http://www.masbo.com/i4a/ams/conference/conference.cfm?conferenceID=92>

#### Elections Workshop

**November 19**

8:30 a.m. – 4:00 p.m.

Cost is \$80

Click here to register:

<http://www.masbo.com/i4a/ams/conference/conference.cfm?conferenceID=94>

#### New Clerk Academy

**November 20** 8:30 a.m. – 5:30 p.m. and

**November 21** 8:30 a.m. – 4:00 p.m.

Cost is \$200

Click here to register:

<http://www.masbo.com/i4a/ams/conference/conference.cfm?conferenceID=95>

## MASBO Board of Directors

President	Mike Arnold, Havre Schools	Region 1 Director	Cindy Foley, West Valley Schools
Vice-President	Tammy Tulberg, Target Range Schools	Region 2 Director	Lucinda Woodland, Cascade Schools
Past President	Jacki Young, Fairview 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

## MASBO JOINS MQEC

At a special meeting held in September, the MASBO Board of Directors heard a presentation from Dianne Burke, Executive Director of the Montana Quality Education Coalition, inviting MASBO to join MQEC. At its October meeting, the MASBO Board unanimously voted to accept the proposal. Representation on the MQEC board will allow MASBO to further its collaboration with the other education association advocacy groups in serving Montana's public schools. For more information about MQEC, visit their website at [www.mqec.org](http://www.mqec.org).



## MASBO ENDORSES MUST BENEFIT PLANS

Also, at the September special meeting, the MASBO Board listened to a presentation and proposal from Eric Schindler, CEO of the Montana Unified School Trust (MUST), seeking MASBO's exclusive endorsement of MUST's benefit plans. At its October meeting, the MASBO Board voted unanimously to enter into an agreement to permit MUST to market its health, dental, vision, life and long-term disability benefit plans through MASBO for the mutual benefit of the members of MASBO and MUST. Look for relevant training sessions at the annual summer conference and other MASBO venues from MUST!

## MONTANA PUBLIC EDUCATION CENTER (MT-PEC)

### THE GREAT WORK OF MONTANA'S PUBLIC SCHOOLS, VOLUME II

Check it out! The Great Work of Montana's Public Schools, Vol. II, was rolled out to MCEL attendees at Friday morning's closing session. The Publication is available at this link:

[http://www.mtsba.org/Webinar/books/Great\\_Works\\_Web/index.html](http://www.mtsba.org/Webinar/books/Great_Works_Web/index.html) .

MT-PEC prepared this information for the use of parents, state policymakers, the members of MASBO, MEA-MFT, MQEC, MREA, MTSBA and SAM, and the public at large. Our intent is to identify what we believe to be the key characteristics that make our public schools so great. Collectively, we can work to advance, support and preserve these characteristics into the future, not only in the 2015 Legislative Session, but every day in each Montana community.

The MCEL closing session concluded with "Endless Harvest", a heartfelt, exquisite tribute to Montana's public schools prepared and presented by Mary Sheehy Moe. If you weren't able to attend MCEL, or just missed the MCEL closing session, Mary was gracious to record her presentation at the MTSBA offices. Click here to view the video recording <http://vimeo.com/111066660>. It's also posted on the MT-PEC website at [www.mt-pec.org](http://www.mt-pec.org) . Enjoy!



[www.mt-pec.org](http://www.mt-pec.org)

## A MESSAGE FROM YOUR MASBO PRESIDENT . . .

It's hard to believe that Fall is upon us and Christmas is around the corner. There has been so much going on these last couple of months that I couldn't seem to get a little note out to you folks before Denise & Marie published the newsletter. My resolution is to not let that happen again, or perhaps get one of the other board members to do a newsletter. Hopefully you don't get tired of my ramblings.

Since I last reported, a group from Montana attended the national ASBO conference in Orlando, Florida. I know, it was a tough job, but thanks to all who sacrificed themselves and attended. I am happy to report that lots of educational sessions were attended by all. Overall, it was a good conference. ASBO goes all out for keynote speakers and this year they did not disappoint. The one I enjoyed most was from Dan Thurmon. He spoke about balancing work and life, but to get his point across he would juggle all sorts of objects, including knives; and then to prove that even when life gets complex, he juggled these things while riding a unicycle. He was a phenomenal speaker.

Thank you to Denise and Marie for a great MCEL. I felt that MCEL was well worth attending this year. MASBO is getting more exposure with sessions that pertain to the business manager/clerk. The presentations included the new TRS website, PERS, Transfers Between Funds, the new Bus Driver Certification Requirements, everyone's favorite GASB, P-cards Tip and Tricks, and a nice discussion on financing building projects. The other organizations had good topics of discussion also. I know that in years past our members have commented that is nothing for us at MCEL, but please consider attending in the future, you will be pleasantly surprised at what is available for us now.

A fun adventure that Denise and I got to do, not very long ago, was attend the Glasgow School Board meeting and present **Kelly Doornek** with her MRSBO certificate and pin. As President, it was one of my goals to be able to attend a school board meeting and present this prestigious achievement to a clerk. Thank you, Kelly, for allowing me to accomplish this. As a lot of you know, this certification is no easy task, and I wanted the school board to realize this. While in Glasgow, we got to tour their construction site. They are building a new elementary school from the ground up. It is going to be an amazing structure when they are done.

MASBO is always striving to bring our members new information and training opportunities. Just recently, we rolled out two new workshops, Technology and Elections. From what I hear, both were well attended and provided great information to everyone. Some of the comments received included:

"I learned new things to make my job easier!"

"Learned lots of tips on excel, paperless meetings, Google tools."

"The workshop was GREAT. Learned how to use the cloud more efficiently and how to use what devices to their potential."

If you missed these great workshops, no worries, there is a 2<sup>nd</sup> chance coming on November 18<sup>th</sup> & 19<sup>th</sup>; check out [www.masbo.com](http://www.masbo.com) for more information and to register. These workshops will be held in Missoula. We will also be piggy backing the fall session of New Clerks Academy on November 20<sup>th</sup> & 21<sup>st</sup>, also in Missoula.

Again, thank you for taking the time to read our newsletter and if you have some topics that you would like to see in future publications, please let us know and we will try our hardest to get them in. I hope everyone has a good Thanksgiving with your families and if you are traveling, safe travels.

Sincerely,  
Mike Arnold  
President, MASBO

## MASBO WEBSITE NEWS

### REGISTRATION INFORMATION FOR WORKSHOPS

If you're looking for information or registration links to MASBO workshops and conferences, it is always listed on the MASBO Home Page at [www.masbo.com](http://www.masbo.com).

Another way to find it is to go to the Professional Development page. Click on Professional Development from the menu shown on the left side of every page.

### LOG IN ON THE MASBO WEBSITE

All current MASBO members are set up with a user name and password. If you need your sign in information or have questions about the website, please contact Marie at [mroach@masbo.com](mailto:mroach@masbo.com) or 406-461-8804.

### DISCUSSION FORUM

Here's how to post a question or comment to the MASBO Discussion Forum:

- 1) Sign in
- 2) Go to Discussion forum
- 3) Select applicable forum/category
- 4) Click +New Thread
- 5) Type your subject & message (to attach a file, select "Browse" to upload)
- 6) Post

### 2015 MEMBERSHIP DIRECTORY

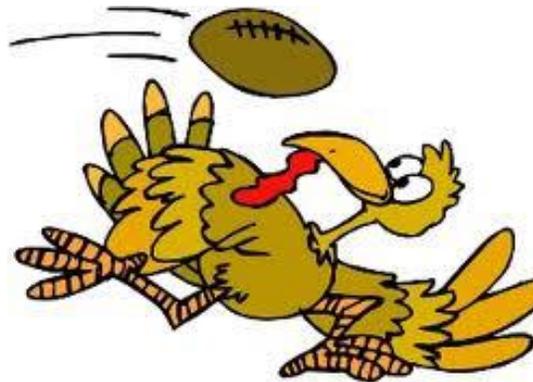
MASBO members may order a copy of the 2015 MASBO Directory online at <http://www.masbo.com/i4a/ams/conference/conference.cfm?conferenceID=96>.

The cost is **\$10 per copy**, which includes shipping.

You can also access membership information online by clicking on Membership (left side of the page), then Membership Directory. You can search for a particular person or you can click on "View All Records" for a complete listing.

### MASBO CALENDAR

The MASBO Calendar shows important deadlines and reminders for each month. Click on Resources, then Calendar.



## PAYROLL REMINDERS

### NOVEMBER

Now would be a good time to check payroll files, update addresses, etc. in preparation for calendar year-end duties!

### DECEMBER

December 31 is the end of the 4<sup>th</sup> quarter as well as the end of the calendar year. Check with your software vendor to see if a calendar year back up is required. Also, remember to reconcile your quarterly payroll reports for 2014 with the totals for 2014 Form W-2.

## HANDY WEBSITE REFERENCES

Internal Revenue Service ([www.irs.gov](http://www.irs.gov))

2014 General Instructions for Forms W-2 and W-3 <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

Form 1099-MISC, Miscellaneous Income <http://www.irs.gov/uac/Form-1099-MISC,-Miscellaneous-Income->

## MASBO ENDORSES THESE PROGRAMS



Health, Dental, Vision, Life and Long-Term  
Disability Benefits

**Eric L. Schindler**, Chief Executive Officer

406-457-4510

[eschindler@ms-sf.org](mailto:eschindler@ms-sf.org)

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



Healthcare Reform

Section 125 Services

Health Savings Account Services

**Debbie Braden**, Fringe Benefit Consultant

866-576-0201, ext. 26

[Debbie.Braden@americanfidelity.com](mailto:Debbie.Braden@americanfidelity.com)

<http://www.americanfidelity.com/home.aspx>



Montana Schools Group Insurance Authority

Workers Compensation Insurance

**Shawn Bubb**, Director of Insurance Services

406-457-4500

[sbubb@mtsba.org](mailto:sbubb@mtsba.org)

<http://msgia.org/Home.aspx>



Montana Schools Property & Liability Insurance Plan

**Dave Pillatzke**, Program Manager

406-457-4531

[dpillatzke@paynewest.com](mailto:dpillatzke@paynewest.com)

<http://msplip.com/>



Montana School Unemployment Insurance Program

**Theresia LeSueur**, Director

406-457-4407

[tlesueur@mtsba.org](mailto:tlesueur@mtsba.org)

<http://mtsba.org/InsuranceServices/tabid/98/Default.aspx>

## MSUIP Elects Executive Committee and Directors

During the recently held Montana Conference of Education Leadership (MCEL) the Montana Schools Unemployment Insurance Program (MSUIP) voted on their Executive Committee. The following were elected to the Executive Committee: Board Chair, Lora Tauck, Ekalaka School District Business Official; Board Vice-Chair, Sue Vinton, Lockwood School District Trustee; and Debra Silk, MTSBA Associate Executive Director, Secretary/Treasurer.

Additionally, two open positions on the Board of Directors were filled by the following individuals who were elected by the membership: Lora Tauck, Ekalaka School District Clerk; and Bob Cornwell, Ronan School District Trustee. Each individual was elected to a three-year term. Below are brief bios on the newly elected directors.



### **Bob Cornwell, Ronan School District**

Bob grew up in Glasgow, MT and graduated from MSU-Bozeman with an Engineering degree. Bob is beginning his second term on the Ronan School Board as a trustee and his first year as board chair. When he is not working at Ronan Telephone Company, he is following his boys around to various school functions or 4-H events. Bob also helps to organize and coach the community recreational soccer league. He currently lives on and operates a small 80 acre ranch in Ronan with his wife Crystal and two sons, Conner and Colter.

Even with all of that going on Bob still feels it is important to be involved with our schools. There are very few things that are more important than ensuring we are able to provide our children a good education and a safe environment in which to receive that education.



### **Lora Tauck, Ekalaka School District**

Lora has worked for Ekalaka Public Schools since 1997 and has held the position of Business Manager/Clerk since 1999. She graduated from Carter County High School (Ekalaka) and received a degree in Business Administration from Dickinson State College (now NDSU). Lora has served two terms on the MSUIP Board and was originally elected in 2007 and is currently serving in the position of Vice-Chair. She is a past officer for Montana Association of School Business Officials (MASBO). She serves on the Carter County Community Foundation Board and is active in numerous school and community activities. Lora ranches south of Ekalaka with her husband Larry.

## IMPORTANT REMINDERS

### **VERIFY AMERICAN INDIAN STUDENTS REPORTED IN AIM FOR OCTOBER ENROLLMENT COUNT**

Students identified as American Indian in the AIM system at the time the data was imported into the MAEFAIRS enrollment count will generate funding for the Student Achievement Gap (SAG) payment in the General Fund for the FY2016 budget year. To ensure the number of American Indian students enrolled in your district is accurate in the MAEFAIRS system, you can run a report called ***Students Imported From AIM in SAG Report***. It's a good idea to check it. OPI accepts corrections until December 31, 2014. Contact Nica Merala at OPI (444-4401 or [nmerala@mt.gov](mailto:nmerala@mt.gov)) for help.

### **CHANGES TO FY2014 TRUSTEES FINANCIAL SUMMARY DUE TO OPI BY DECEMBER 10, 2014**

If you find a material coding error on your FY2014 TFS, you can submit a revision to Steve Hamel at the Office of Public Instruction (OPI). Changes are limited to: 1) coding revisions between revenue and expenditure line items provided no change occurs in fund balance in the budgeted funds, and 2) revisions in the balance sheet accounts provided no change occurs in the fund balance in the budgeted funds. OPI can't process changes that affect the fund balance in a budgeted fund because fund balance carries forward to the FY2015 budget, and a change in fund balance may impact the number of mill already levied in the fund.

The October OPI School Finance newsletter has step-by instructions on how to submit revisions (see <http://www.opi.mt.gov/pub/index.php?dir=School%20Finance/Newsletter/2015/&file=02%20October%202014%20School%20Finance%20Newsletter.pdf>). For more information, contact Steve Hamel (444-0783 or [shamel@mt.gov](mailto:shamel@mt.gov)).

# Happy Thanksgiving

## MASBO EXHIBITOR MEMBERS

<b>Anderson, Zurmuehlen &amp; Co.</b> Stefeni Freese, CPA <a href="mailto:sfreese@azworld.com">sfreese@azworld.com</a>	<b>MT Schools Health &amp; Welfare Plan (MSHWP)</b> Sarah Harne <a href="mailto:sarah-harne@leavitt.com">sarah-harne@leavitt.com</a>	<b>Klimas Financial Services, Inc.</b> Charles Klimas <a href="mailto:Charles.klimas@securitiesamerica.com">Charles.klimas@securitiesamerica.com</a>
<b>Western States School Program</b> Dave Pillatzke <a href="mailto:dpillatzke@paynewest.com">dpillatzke@paynewest.com</a>	<b>Galusha, Higgins &amp; Galusha</b> Kim Dare, CPA <a href="mailto:Kimberly@ghg-cpa.com">Kimberly@ghg-cpa.com</a>	<b>Foxie Lady Computers, Inc.</b> David Bardwell <a href="mailto:foxieladyc@aol.com">foxieladyc@aol.com</a>
<b>Montana Schools Unified Insurance Program</b> Theresia LeSueur <a href="mailto:tlesueur@mtsba.com">tlesueur@mtsba.com</a>	<b>Black Mountain Software</b> Teresa Van Buren <a href="mailto:teresav@blackmountainsoftware.com">teresav@blackmountainsoftware.com</a>	<b>RESA4U/Southwest MT School Services</b> Bruce Grubbs <a href="mailto:bgrubbs@resa4u.org">bgrubbs@resa4u.org</a>
<b>Todd Watkins Consulting Services</b> Todd Watkins <a href="mailto:Toddwatkinsconsulting101@gmail.com">Toddwatkinsconsulting101@gmail.com</a>	<b>American Fidelity Assurance Company</b> Debbie Braden <a href="mailto:Debbie.Braden@americanfidelity.com">Debbie.Braden@americanfidelity.com</a>	<b>TCPN (The Cooperative Purchasing Network)</b> Derek Anderson <a href="mailto:danderson@tcpn.org">danderson@tcpn.org</a>
<b>Tyler Technologies</b> Jeff Melugin <a href="mailto:Jeff.melugin@tylertech.com">Jeff.melugin@tylertech.com</a>	<b>Pine Cove Consulting</b> Brandan Bassett <a href="mailto:bbassett@pinecc.com">bbassett@pinecc.com</a>	<b>Edie Barnard</b> Edie Barnard <a href="mailto:Edie.barnard56@gmail.com">Edie.barnard56@gmail.com</a>
<b>Aesop Substitute Placement Service</b> Jim O'Halloran <a href="mailto:jim@ohalloran.cc">jim@ohalloran.cc</a>	<b>United Pension Administration</b> Elizabeth Harris <a href="mailto:upahelp@msn.com">upahelp@msn.com</a>	<b>Horace Mann</b> Keith Jorgensen <a href="mailto:keith.jorgensen@horacemann.com">keith.jorgensen@horacemann.com</a>
<b>Infinite Campus</b> Stephanie Sondrol <a href="mailto:Stephanie.sondrol@infinitecampus.com">Stephanie.sondrol@infinitecampus.com</a>	<b>VALIC</b> John Wing <a href="mailto:John.wing@valic.com">John.wing@valic.com</a>	<b>Fellon Insurance Services</b> Dale Fellon <a href="mailto:fellonins@msn.com">fellonins@msn.com</a>
<b>Rudd &amp; Company, PLLC</b> Julie Kostecky, CPA, CVA <a href="mailto:jkostecky@ruddco.com">jkostecky@ruddco.com</a>	<b>Ron Foltz CPA firm</b> Ron Foltz, CPA <a href="mailto:Ron.foltz@ronfoltzcpa.com">Ron.foltz@ronfoltzcpa.com</a>	<b>Stifel Nicolaus</b> Bryan Stelmack <a href="mailto:yroybal@stifel.com">yroybal@stifel.com</a>
<b>MSGIA-WCRRP</b> Shawn Bubbs <a href="mailto:sbubbs@mstba.org">sbubbs@mstba.org</a>	<b>D.A. Davidson &amp; Co.</b> Bridget Ekstrom <a href="mailto:Bekstrom@dadco.com">Bekstrom@dadco.com</a>	<b>CHMS, P.C.</b> Doris Leader, CPA <a href="mailto:doris@chmspc.com">doris@chmspc.com</a>