

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empower School Business Leaders Through Education
NOVEMBER 2018

GEARING UP FOR THE 2019 LEGISLATIVE SESSION

GOVERNOR'S PROPOSED BUDGET

Governor Steve Bullock issued his budget proposal for the 2021 biennium. Click [here](#) to view the press release and click [here](#) to view all components of the proposed budget. Section E is the budget for Education.

LEGISLATIVE FISCAL DIVISION RESOURCES

It may be a good idea to take a look at the following information about K-12 education funding posted on the [LFD website](#), since it is this information that is being provided to your state legislators. Spoiler alert: it's really cool 😊

- [K-12 Funding in Montana](#)
- [Property Taxes in Montana](#)
- [Guarantee Fund](#)

Watch for links to other documents and interactive maps that zero in on your district, such as:

- [School District General Fund Basics](#)
- [GTB Explained](#) (see section 6)
- [ANB per District](#) (see section 9)
- [2017 Property Taxes by High School District](#) (see section 3.2)
- [2017 Property Taxes by Elementary School District](#) (see section 3.2)
- [2017 Property Taxes by K-12 District](#) (see section 3.2)

MONTANA STATE LEGISLATIVE BRANCH - NEW WEBSITE

Click [here](#) to access the main page of the Montana Legislative Branch website, and then explore a bit to find the Legislative Automated Workflow System (LAWS) where you can look up and track the status of bills being considered during the session. The website also provides links to live video-streaming of hearings and meetings, the [2019 session calendar](#) and how to find and contact your local legislator.

MONTANA PUBLIC EDUCATION CENTER

The Montana Public Education Center (MT-PEC) is a coalition of public education advocates representing MASBO, MFPE, MQEC, MREA, MTSBA and SAM members who are dedicated to providing the public with facts about the GREAT work of Montana's public schools. Click [here](#) to see Volume VI of the annual *Great Works* publication, which includes the results of an annual public opinion poll to better understand Montana voters' perspectives on K-12 public education issues and an annually updated vision and strategic plan of the K-12 Vision Group. This publication is a **must-read** as we prepare for the upcoming 2019 legislative session. Visit [MT-PEC.org](#) to see the publications and initiatives undertaken by the coalition.

OFFICE OF PUBLIC INSTRUCTION

Check out the OPI's Legislative Priorities for the upcoming session. Four "requests" are outlined in a letter to the Education Interim Committee and posted on the OPI website (click [here](#)). While all the requests affect MASBO members, you may want to look at the fourth request, which concerns the way state school funding is distributed under the current schedule (see 20-9-344(5), MCA) and a suggestion that the schedule might be changed by making the payments more equivalent to each other. It may be worthwhile to look at your district's monthly cash balances in the general fund to determine if a change in the state's distribution of state BASE aid might have an impact on your cash flow.

MASBO Board of Directors

President	Cindy Foley , West Valley Schools	Region 1 Director	Noreen Anderson , Hellgate K-8 School
Vice-President	Lorie Carey , Jefferson Co. High School	Region 2 Director	Belinda Klick , Sun River Valley Schools
Past President	Tammy Tulberg , Target Range Schools	Region 3 Director	Cheri Nygard , Wolf Point Schools
Fiscal Agent	Kim Aarstad , East Helena Schools	Region 4 Director	Kevin Patrick , Anaconda Schools
Ex-Officio, MTSUIP	Denise Williams	Region 5 Director	Rita Huck , Huntley Project Schools
Ex-Officio, OPI	Kara Sperle	Region 6 Director	Jen Mettler , Baker Schools

MASBO Staff

[Denise Williams](#), Executive Director
406-461-3659

[Marie Roach](#), Administrative Assistant
406-461-8804

ACCEPTING NOMINATIONS FOR MASBO VICE-PRESIDENT

The MASBO Board of Directors is now accepting nominations for Vice-President. This office is elected at large for a 2-year term beginning July 1, 2019, and shall automatically succeed to the office of President, also for a 2-year term. The office of President automatically succeeds to the office of Past-President for another 2-year term. The total time commitment for this level of leadership is 6 years.

The Vice-President should be familiar with the MASBO by-laws and policies and procedures, perform the duties of the President in his or her absence, attend all board meetings, attend an Executive Board meeting to develop a budget for the upcoming year, oversee the mentoring program, and perform other duties as delegated by the President.

You may nominate someone for Vice-President by doing one of the following:

1. Send an email to Denise at dwilliams@masbo.com, or
2. Nominate the person at your spring regional workshop during the MASBO business meeting, or
3. Nominate the person at the 2019 MASBO summer conference opening business meeting.

Note: *Please visit with the person you intend to nominate so that they have a chance to consider the time commitment and discuss it with their family, superintendent and/or board before accepting the nomination.*



**Got Questions?
Contact Denise**

REGION DIRECTOR ELECTIONS TO BE HELD AT SPRING REGIONAL WORKSHOPS

Elections for Region Director will be held at the following spring workshops:

- **Region 4**
 - On August 7, 2017, Kevin Patrick was appointed to serve the term vacated by Lorie Carey when Lorie was elected MASBO Vice-President: July 1, 2016 – June 30, 2019.
 - Kevin was elected to serve the remainder of the term at the March 2018 spring regional workshop.
 - ***Need an election for director for the new term: July 1, 2019 – June 30, 2022.***
- **Region 5**
 - Rita Huck has served for two consecutive terms: July 1, 2013 – June 30, 2016 and the current term, July 1, 2016 – June 30, 2019.
 - ***Need an election for director for the new term: July 1, 2019 - June 30, 2022.***

Nominations may be made:

- via email to Denise Williams or the applicable Region Director prior to the spring workshop, or
- from the floor during the business portion of the spring workshop.

Note: *It's a good idea to check with the person you wish to nominate to ensure they are willing and able to make a long-term commitment to serve on the MASBO board.*



P-CARD NEWS

MASBO P-CARD PURCHASES REPORT

P-Card purchases for six months of the rebate year (April – September) totaled almost **\$11.7 million** with **130** school districts and special education cooperatives participating in the program. At the same time last year, we had 128 participants with over \$10.5 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

MASBO CERTIFICATION PROGRAM CONGRATULATIONS!

The following individuals who earned certificates were announced at the MASBO General Membership meeting in October:

MT Certified School Business Official (MCSBO)

- ★ **Mary Lundy** (Valier)
- ★ **Lacey Porrovecchio** (Bigfork)

Professional Level I

- ★ **Cindy Cowan** (Turner)
- ★ **Julie Jones** (Fromberg)
- ★ **Becky Larsen** (Sheridan)
- ★ **Ginger Martello** (Ennis)
- ★ **Cheri Nygard** (Wolf Point)
- ★ **Cinda Self** (Arrowhead)

Professional Level II

- ★ **Jerri Anton** (Billings)
- ★ **Colleen Drury** (Scobey)
- ★ **Karsen Drury** (Cascade)
- ★ **Arra Rausch** (Alberton)
- ★ **Carrie Ruff** (Bonner)



**ASBO International Meritorious Budget Award
2018-2019 Budget Year**

BOZEMAN SCHOOL DISTRICT No. 7

**Government Finance Officers Association (GFOA)
Certificate of Achievement for Excellence in Financial Reporting
Fiscal Year 2016 Comprehensive Annual Financial Report**

**BILLINGS PUBLIC SCHOOLS (10 years)
BOZEMAN SCHOOL DISTRICT No. 7 (28 years)**



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 Theresa LeSueur, Director 406-457-4407 tlesueur@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 – DECEMBER 2018

DECEMBER 1

Licensed educators and professionals must have registered his or her license with OPI.	Educators without a valid license will not be considered in the FTE for the payment. A license must be current as of December 1 of the school year in which the employee is reported in order to be valid for purposes of the quality educator payment calculation for the following fiscal year. OPI Contact: Patty Muir , 406-444-4317	A.R.M. 10.21.201(4)
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DECEMBER 10

Deadline for making changes to FY2018 Trustees Financial Summary	The FY2018 Trustees Financial Summary (TFS) may be revised to correct a material coding error. Submit a revision to Keri Ludwig (406-444-0783) in the School Finance Division. Changes to the FY2018 Trustees Financial Summary are limited to: <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. 	A.R.M. 10.10.504(6) OPI Summary of Activities (scroll down to School Finance Division section)
Salary and Compensation Expenditure Report due	The Salary and Compensation Expenditure Report requires that all employees who received a paycheck during 2017-18 fiscal year be entered into the district's 2017-2018 TOE data. For many districts, the 2017-18 TOE did not include employees hired after the TEAMS application was closed. The missing employees can be entered into the compensation expenditure TOE screen in TEAMS.	Compensation Expenditures Report Instructions TEAMS/TOE information: Patty Muir, 406-444-4317 pmuir@mt.gov MAEFAIRS information: Keri Ludwig, 406-444-0783 keriludwig@mt.gov
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

IMPORTANT DATES & DEADLINES – DECEMBER 2018

DECEMBER 13

Candidates for trustee election on May 7, 2019 may file a Declaration of Intent and Oath of Candidacy	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with the district clerk . No candidate may appear on the ballot unless the candidate files between Thursday, December 13, 2018 and Thursday, March 28, 2019 . The candidate for trustee must be registered to vote at the time the Oath is filed. County superintendents need to log into the County application and complete/verify their district classification and board compositions for the 2019 school election season.	Declaration of Intent and Oath of Candidacy Quick Reference Guide: County District Classification Collection
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DECEMBER 21

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 * (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 ** Eliminated for FY2019 per SB261 *** Redirected as per HB647
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DECEMBER 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on January 10.	OPI State and Federal Grants Handbook
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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

IMPORTANT DATES & DEADLINES – DECEMBER 2018

DECEMBER 31 (continued)

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 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, 2018.</i></u></p>	20-9-330, MCA ARM 10.21.204
Fall 2018 CTE Data Collection ENDS	<p>All high schools that received funding from the Carl D. Perkins federal grant program in 2017-2018 are required to complete this fall follow up collection to maintain their eligibility to receive Perkins funding.</p> <p>Students identified as CTE Concentrators last year (2017-2018) and graduated in the spring of 2018 should be contacted between October 1 and December 31 and asked their current post-graduation status. After contact, the appropriate post-graduation status code must be entered into the AIM/Infinite Campus data system for each CTE Concentrator.</p>	<p>OPI Official Email: Fall 2018 CTE Data Collection BEGINS</p>

Presidential Awards for Excellence in Mathematics and Science Teaching

Do you know a great Montana teacher of science, technology, engineering, mathematics, and/or computer science, teaching in grades 7-12, with 5 or more years of professional teaching experience? Do you think that person should get some special recognition for their expertise and dedication to student learning? Would that person mind receiving a \$10,000 award from the National Science Foundation, along with an expenses-paid trip to DC to meet with other awardees and attend STEM professional development opportunities?

If your answer is yes to the questions above, please consider taking a few minutes to nominate that person for the **2019 Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST)**. Also, please share this important nomination information with your staff and colleagues and encourage them to make nominations as well.

To nominate a teacher for the award simply go to the [PAEMST website](#) and fill out the short form. Click on the "About the Awards" tab to see a detailed description of the PAEMST award.

Questions? Contact [Marco Ferro](#), Montana Professional Teaching Foundation, 406-447-1462.

Those nominated will be contacted and asked to submit a formal application. Remember, regardless of whether a teacher pursues the award or not, it is always a nice recognition in and of itself to be nominated.



MASBO EXHIBITOR MEMBERS

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Need a neck break?

Add something new to your daily routine!

When neck, chest, and upper back muscles become weakened, tightened, and/or elongated, the shoulders can become rounded and the head sags forward. This poor posture in turn puts more stress on the cervical spine's facet joints and intervertebral discs, as well as the muscles and ligaments.

NECK STRETCHES

Flexibility and stretching exercises can expand or preserve the range of motion and elasticity in affected cervical (neck) joints, and thus relieve the stiffness that accompanies pain. As a general rule, neck stretching is best done every day, and some stretches can be done several times a day.

NECK STRENGTHENING

Specific strengthening exercises can help maintain improved posture, which in turn can lessen or eliminate recurrent flare-ups of pain. As a general rule, neck strengthening exercises should be done every other day to allow muscles time to repair themselves.

Did you know?

Neck pain ranks in the top 5 disorders in the United States, with 10-20% of people reporting incidents of neck pain

Neck stretches easily fit into daily schedules because they do not require sophisticated equipment. They can be done while working and also at home. It only 5 to 15 minutes to do these beneficial stretches.



Neck Retraction

Stand up straight and make sure to keep your eyes level. Bring your head back by pressing gently on your chin. Return to normal. Repeat 15 times.



Head Drop

Lower your head with chin to chest. Go back to neutral. Lean your head back. Return to neutral. Repeat 10 times.



Side Bend

Lean ear to shoulder while keeping your shoulders square. Repeat 10 times on both sides.



Shoulder Roll

Rotate your shoulders up and around in a circular motion. Switch direction. Do each side for 30 seconds.



Shoulder Shrug

Shrug your shoulders to your ears and hold for three seconds. Rest. Repeat 10 times.



Shoulder Blade Squeeze

Clasp hands behind your back while keeping neck and shoulders relaxed. Pull shoulders down and rotate elbows inward. Hold for five seconds. Repeat five times.

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Back pain keeping you down

Neglecting your back muscles can have structural consequences for your body. A weak back means you don't have the musculature to prevent rounded shoulders, which can cause neck and shoulder pain, as well as make you look as if you're lacking confidence.

When your middle and lower back muscles are weak, you are more likely to experience low back pain. Strengthening the deeper muscles of the back, particularly the erector spinae, multifidus and quadratus lumborum, develops support for your spine and pelvis. This makes all action safer and more stable, including running a 5K, bench pressing a heavy barbell, moving furniture, carrying groceries or twisting to pick up a dropped set of keys.

Back Facts

- Back pain accounts for more than 264 million lost work days in one year—that's two work days for every full-time worker in the country.
- Back pain can affect people of all ages, from adolescents to the elderly.
- Back pain is the third most common reason for visits to the doctor's office, behind skin disorders and osteoarthritis/joint disorders.
- Worldwide, years lived with disability caused by low back pain have increased by 54% between 1990 and 2015.
- Low-back pain costs Americans at least \$50 billion in health care costs each year—add in lost wages and decreased productivity and that figure easily rises to more than \$100 billion.

Do each of these exercises once a day. Start by holding each one for 5-10 seconds and build up your time as your muscles get stronger.

1

Plank

Get in a push up position, with your forearms on the ground, shoulders width apart. Keep your back straight and core tight.



2

Back Arch

Lie on your back, lift your hips. Keep your back straight. Hold for 5 seconds, then repeat.



3

Swimming

This aerobic exercise is low-impact and gets blood flowing to your lower back muscles. Losing weight can also help reduce back pain.



4

Bird Dog

Start on your hands and knees. Extend one leg; hold for 5 seconds. For a more advanced option, extend your opposite arm.



5

Table and Child's Poses

Start on your hands and knees in the table pose with a straight back. Then, bend your knees and hips so your glutes are on your heels and your hands are extended forward.



Experts estimate that up to 80% of the population will experience back pain at some time in their lives.

Exercise can significantly prevent the recurrence of an episode of low back pain. It helps reduce low back pain and disability levels, when people stick with it in the long-term.

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