

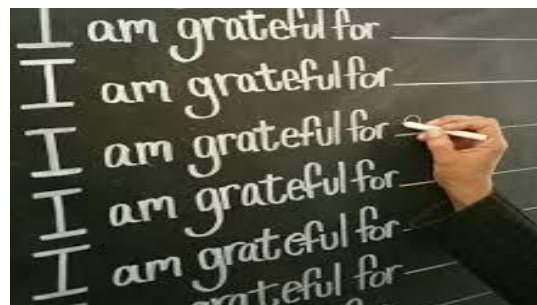
MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education
NOVEMBER 2020

HAPPY THANKSGIVING, MASBO!

In this season of reflection and gratitude, we count among our many blessings . . . **YOU**. In a time like no other, your determination and tenacity to roll with and stay on top of all the changes, pitfalls, re-starts and exhaustion, plus look out for your peers so no one falls behind is a true inspiration. Well done!



UPCOMING TRAINING OPPORTUNITIES

ELECTION WORKSHOPS

Come zoom with Nicole Thuotte and Denise Williams to find out what you need to know about the upcoming school election process. Click on one of the following dates to register:

- [Tuesday, December 1](#) (registration waived courtesy of MSGIA-WCRRP)
- [Friday, December 11](#) (registration waived courtesy of MUST)

2021 SUMMER CONFERENCE

Mark your calendars and cross your fingers!

June 14 - 18, 2021

Billings Hotel & Convention Center

PAYROLL REMINDERS

ANNUAL PAYROLL REPORT INSTRUCTIONS

Now is a good time to review all the rules and deadlines for filing annual payroll reports:

- 2020 General Instructions for [Forms W-2 and W-3](#)
- Guidance on Reporting Qualified Sick Leave Wages and Qualified Family Leave Wages Paid Pursuant to the Families First Coronavirus Response Act in [Notice 2020-54](#)
- 2020 Instructions for [Form 1099-NEC](#), Non-Employee Compensation **[NEW]**
- 2020 [Montana Withholding Tax Guide](#) (see page 5 for annual filing requirements)
- Affordable Care Act
 - [Form W-2 Reporting of Employer Sponsored Health Coverage](#)
 - [Information Center](#) for Applicable Large Employers (ALE)

MONTANA MINIMUM WAGE FOR 2021

Montana's minimum wage will be **\$8.75** per hour **effective January 1, 2021**. For more information on the Montana Department of Labor and Industry website, click [here](#).

2021 PENSION PLAN LIMITATIONS

The Internal Revenue Service announced cost-of-living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2021. Technical guidance detailing these items is found in [Notice 2020-79](#) or click [here](#) for more information.

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
Past President	<u>Jacki Young</u> , Fairview	Region 3 Director	<u>Colleen Drury</u> , Scobey
Ex-Officio, MTSUIP	<u>Jen Mettler</u> , Baker K-12	Region 4 Director	<u>Kevin Patrick</u> , Butte Schools
Ex-Officio, OPI	<u>Vacant</u>	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
		Region 6 Director	<u>Stacy Montgomery</u> , Forsyth

MASBO Staff

Denise Williams
Executive Director
406-461-3659

Marie Roach
Association Services Coordinator
406-461-8804

Steve Hamel
Interim Services/Trainer
406-431-0124



ABOUT MEMBERSHIP PROFESSIONAL DEVELOPMENT

Home | Profile | Forums | Blogs

Welcome to the Members only Area.



Where are the discussion forum posts?

No worries - we still have our forum! Our website host just changed how it works a bit. Email notifications for new posts have gone away. Log in at www.masbo.com often to see forum posts.

Every member has a personal feed on their welcome page. Log in to see yours! *And, if you move away from your welcome page, just click your picture (top right) to find it again.*

You'll see **My Feed/Notifications/Forums/Blogs** tabs in the Communities box (left side of your Welcome Page).

- **My Feed** tab displays forum posts you have commented, liked or subscribed to
- **Forums** tab displays all forum posts

Once in Forums, click on a post to subscribe to it; then you'll receive email notifications related to the post.

When you're logged in, you'll also receive real time alerts: direct messages, and forum posts, likes, or comments.

THANK YOU TO OUT-GOING BOARD DIRECTORS

Many thanks to Cheri' Nygard and Noreen Anderson for their great work serving on the MASBO Board of Directors

Cheri' Nygard
(Wolf Point)
Region 3 Director
July 1, 2017 –
June 30, 2020



Noreen Anderson
(Hellgate K-8)
Region 1 Director
July 1, 2015 –
December 31, 2020





MASBO P-CARD PURCHASES REPORT

P-Card purchases for seven months of the current rebate year (April - October) totaled over **\$16 million** with **160** school districts and special education cooperatives participating in the program. At the same time last year, we had 142 participants with over \$16 million in total purchases. Click [here](#) to see the current year P-Card purchases report.



To receive your annual rebate

Your annual rate of payment (days from your statement date to your payment posting date) must average less than 27 days.

Fastest ways to pay your p-card monthly

ACH Pull or ACH Push
"Pay Now" in Spend Dynamics

*Contact Holly Wallace for help with the 'Pay Now' feature or to schedule a webinar:
1-815-793-4655 or hwallace@iasbo.org*

PAYING BY CHECK?

Payments mailed to BMO post 5-7 days after the check is received.

To avoid delays, always put your FO# on the check.

Mailing address: BMO Harris Bank N.A, P.O. Box 5732, Carol Stream, IL 60197-5732

Overnight Courier: BMO Harris Bank, Attn: Lockbox #5732, 270 Remington Blvd, Suite B, Bolingbrook, IL 60440

MASBO CERTIFICATION PROGRAM

Achievements of the following individuals were approved by the MASBO Board of Directors at their October 28 meeting.

CONGRATULATIONS!

Standard certificate renewal: Denise Grant (Fairfield)

Professional Level I: Heather Mumby (Cayuse Prairie)

Professional Level II: Della Van Horn (Circle; Vida)

Professional Level III and MCSBO: Cheri' Nygard (Wolf Point)


MCSBO Renewal: Mike Waterman (Bozeman), Steve Johnson (Bozeman), Donnie McVee (Billings), Kathy Preeshl (North Star), Judi Ward (Harrison)

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 2020

DECEMBER 1

TEAMS and CSIP close	Due to the impact of Covid-19 the OPI has extended the TEAMS and CSIP data collection window to provide ample time and flexibility to complete these reports.	OPI Official Email 10/30/2020
Licensed educators and professionals must have registered his or her license with OPI.	<p>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 to be valid for purposes of the quality educator payment calculation for the following fiscal year.</p> <p>The OPI will provide an opportunity for district officials to review the FTE information submitted in TEAMS. Changes to FTE reporting used for the quality educator payment calculation will not be accepted after December 31 except in cases of significant reporting error, as determined by the Superintendent of Public Instruction.</p>	A.R.M 10.21.201(4) and (5) 

DECEMBER 7, 2020 – JANUARY 11, 2021

Transformational Learning Application opens at 8:00 a.m.	A school district must apply for the state transformational aid payment during the application period, which is December 7, 2020 at 8:00 a.m. – January 11, 2021 at 5:00 p.m. for FY2022.	House Bill 351 Transformational Learning OPI Transformational Learning information page
Montana Advanced Opportunity Application opens at 8:00 a.m.	<p>A school district must apply for the state advanced opportunity aid payment during the application period, which is December 7, 2020 at 8:00 a.m. – January 11, 2021 at 5:00 p.m. for FY2022.</p> <p>Note: Districts that were funded for FY2021 must file their annual reports for re-qualification.</p>	House Bill 387 Advanced Opportunity Act OPI Advanced Opportunity Act information page OPI Email dated 11-10-2020 OPI contact: Krystal Smith (406) 249-0758

IMPORTANT DATES & DEADLINES – DECEMBER 2020

DECEMBER 10

Deadline for making changes to FY2020 Trustees Financial Summary	<p>The FY2020 Trustees Financial Summary (TFS) may be revised to correct a material coding error. Submit a revision to Renee Richter in the School Finance Division. Changes to the FY2020 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 (scroll down to School Finance Division section)</p> <p>Questions should be directed to: Mari Haefka (406) 444-9852 Mari.Haefka2@mt.gov</p> <p>Renee Richter (406) 444-1960 Renee.Richter@mt.gov</p>
Salary and Compensation Expenditure Report due	<p>The Salary and Compensation Expenditure Report requires that all employees who received a paycheck during 2019-20 fiscal year be entered in the district's 2019-20 TOE data. For many districts, the 2019-20 TOE did not include employees hired after the TEAMS application was closed. The missing employees can be entered in the compensation expenditure TOE screen in TEAMS.</p>	<p>Compensation Expenditures Report Instructions</p> <p>Video Instructions</p> <p>TEAMS/TOE information: Linda Peterson (406) 444-5726 lpeterson@mt.gov</p> <p>MAEFAIRS information: Renee Richter (406) 444-1960 Renee.Richter@mt.gov</p>
File monthly meal claims for NSLP reimbursement	<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</p> <p>School Nutrition Programs Checklist</p> <p>Reimbursement rates for FY2021</p> <p>FY2021 School Nutrition Payments</p>
OPI pays grant cash requests	<p>OPI pays grant cash requests submitted by the 25th of the previous month.</p>	<p>E-Grants System</p> <p>Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>
Candidates for trustee election on May 4, 2021 may file a Declaration of Intent and Oath of Candidacy	<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>Thursday, December 10, 2020 and Thursday, March 25, 2021</i>. The candidate for trustee must be registered to vote at the time the Oath is filed.</p> <p>County superintendents should log into the County application and complete/verify their district classification and board compositions for the 2021 school election season.</p>	<p>Declaration of Intent and Oath of Candidacy</p> <p>School Election Calendar 2021</p> <p>Quick Reference Guide: County District Classification Collection</p>

IMPORTANT DATES & DEADLINES – DECEMBER 2020

DECEMBER 18

OPI makes K-12 BASE aid payments	Guaranteed Tax Base Aid for General Fund	FY2021 Payment Schedule (scroll to bottom of page)
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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 30

Last day to spend Governor's Coronavirus Relief (CRF) funds	<p>Financial assistance distributed from the Montana State Governor's Office in support of school funding for pandemic-related impacts must be expended by December 30, 2020, and your district must have received the product.</p> <p>Governor's Office Contacts: Nancy Hall, Budget Analyst for K-12, 406-444-4899 McCall Flynn, Education Policy Advisor, 406-444-3188</p>	<p>Guidance Documents: CRF Per-ANB Distribution CRF Technology Distribution CRF Transportation Distribution CRF FAQs as of 10/19/2020 CRF Guidance (federal)</p> <p>OPI Email dated Nov. 20, 2020</p>
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DECEMBER 31

<p>End of 4th quarter payroll period</p> <p>End of calendar year payroll period</p>	<p>Check with your software vendor to see if a year-end backup is required.</p> <p>After final payroll, reconcile quarterly payroll reports for the calendar year with W-2 totals.</p>	<p>MASBO Payroll Manual (see page 5)</p>
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.	<p>20-5-324(5)(a)(ii), MCA</p> 
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 (October 5, 2020) will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year (FY2021-22).</p> <p>Verify that the "Students Imported From AIM In SAG Report" (access in MAEFAIRS) accurately reports the number of American Indian students enrolled in the district.</p> <p>The deadline to submit changes is <u>December 31, 2020</u> (see ARM 10.21.204).</p>	<p>20-9-330, MCA ARM 10.21.204</p> <p>Contact Nica Merala at (406) 444-4401 to make any necessary changes.</p>

IMPORTANT DATES & DEADLINES – DECEMBER 2020

DECEMBER 31 (continued)

Claims for state-paid tuition and form FP-15 (day treatment) due	Claims for state paid tuition and FP-15 (day treatment) for the 2019-20 school year must be submitted and approved prior to December 31, 2020. Once your claims are entered in MAEFAIRS, the district must verify the claim and number of days enrolled. Claims will be paid in the month after they are verified and submitted through MAEFAIRS.	A.R.M. 10.10.301D Tuition Reports OPI contact: Nicole Thuotte 406-444-4524 nthuotte@mt.gov
Fall 2020 CTE Data Collection ENDS	<p>All high schools that received funding from the Carl D. Perkins federal grant program in 2019-2020 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 (2019-2020) and graduated in the spring of 2020 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: 2020 CTE Fall Data Collection Update</p> <p>Fall CTE Collection Guide & Checklist</p>

2021 Presidential Awards for Excellence in Mathematics and Science Teaching

Do you know a great Montana science or math teacher, 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?

Please consider nominating that person for the 2021 Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) and please share this nomination information with your staff and colleagues and encourage them to submit a nomination.

Click [here](#) to access a short nomination form and [here](#) for a detailed description of the award (click on “About the Awards”).



Happy Thanksgiving

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 Teresa Van Buren teresav@blackmountainsoftware.com	Bruco, Inc. Adam Uselman, V.P.-C.O.O. adamu@bruco.com	C & C School Accounting David Bardwell Help@CandCSchoolAccounting.com
D.A. Davidson & Co. Bridget Ekstrom Bekstrom@dadco.com	Fatbeam Graham Taylor graham@fatbeam.com	Fisher's Technology Amanda Byrne info@fisherstech.com
Frontline Education Lisa Sierra lsierra@frontlineed.com	Horace Mann Keith Jorgensen keith.jorgensen@horacemann.com	Iconergy Carl Hurst churst@iconergyco.com
Infinite Campus Stephanie Sondrol Stephanie.sondrol@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 cklimas@gwnsecurities.com	Montana Public Employees Retirement Administration Terry Dalton tdalton@mt.gov
MSGIA-WCRRP Shawn Bubb sbubb@mstba.org	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 Rody Holman RHolman@paynewest.com	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com	School Services of Montana Thomas Franta tfranta@mt-schools.org
Teachers On Call Maya Burnaugh mburnaugh@teachersoncall.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com
Felt Martin, PC Jeffrey Weldon JWeldon@feltmartinlaw.com	Wipfli LLP Kim Dare, CPA kdare@wipfli.com	

STAYING ACTIVE DURING COVID & COLD WEATHER

family edition

Thanks to the colder weather and shorter days, snuggling up on the couch to watch TV is even more tempting than usual. No matter what Mother Nature brings, it's important to note, however, that your kiddos need to keep moving.

As you know, a successful nap time isn't the only reason it's important for your kids to burn off energy. When they get enough active play, there's a marked improvement in their cognitive abilities, academic behavior and overall attitude, according to the Heart and Stroke Foundation.

- **Children aged 3 to 5 years** need physical activity throughout the day, every day for growth and development.
- **Children and adolescents aged 6 to 17 years** need at least 60 minutes of moderate-to-vigorous intensity physical activity daily.
- **Adults need 150 minutes** a week of moderate intensity activity such as brisk walking for health benefits.

Regardless of your age, some physical activity is better than none.



406.457.4400
f @MUSTbenefits
mustbenefits.org

FAMILY FUN ACTIVITIES TO KEEP MOVING

FREEZE DANCE

Shaking it off to a few favorite jams is a surefire way to get your kids off the couch. To brush up on listening skills, try freeze dance. The rules are simple: dance when the music plays and when the designated DJ stops the music, everyone freezes.

BALLOON VOLLEYBALL

Make a net by tying a piece of yarn from one chair to another. Then blow up a balloon and start practising those serving skills! Change things up a bit by kicking or head-bumping the balloon.

BOOK-WORM WORKOUT

Pick a book that has a word that's often repeated. For example, choose the word "hat" if you're reading *The Cat in the Hat*. Every time the word comes up in the story, get your kid to do a jumping jack.

HALLWAY SOCCER

Start by setting up a net on opposite ends of the hallway by placing some masking tape on the floor. After dividing into teams, grab a small plastic ball and let the fun begin.

YOGA JENGA

Use a pencil to write down a yoga move on each JENGA block. Set up the tower and play the game as usual, but every time a block is pulled out, every player has to do the specific yoga move. If the tower falls, do the plank for 30 seconds.

HULA HOOP

As long as you make sure that you're not too close to breakables, hula-hooping is a great indoor activity that helps strengthen core muscles. If you're looking to switch things up a bit, try hula-hooping while walking backward, or spin the hoop around your ankle or arm.

BROOM HOCKEY

Use masking tape to set up a net on opposite ends of the hallway. Divide into two teams, making sure every player has a small broom. Use a tennis ball as your hockey puck. The first team to get 10 points wins.

SET UP A MAZE

Turn the hall into a "laser" maze with yarn. Zig-zag yarn from varying heights and challenge your kids to get across without touching the laser.

ACTIVITY STATIONS

Make signs and each 'area' has an activity: jumping jacks, crawling through tape/rope, planking etc. Set a timer, then rotate through the stations.

GO NOODLE

Teachers often use the website GoNoodle for indoor recess days. Tons of physical activities that you can do in a small space—gonoodle.com

Source: www.todayparent.com