

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

NOVEMBER 2021

TRAINING OPPORTUNITIES

MASBO VIRTUAL TRAINING

The full-day workshops held in September and November will be brought to you in a virtual format on the following dates and times. Click on the link(s) below to register.

- [December 2 - Elections Webinar](#) – Nicole Thuotte (OPI)
8:30 a.m. – Noon
Topics: Overview, Processes, Mail Ballot Elections, Voter Accessibility, Election Day and Beyond
- [December 7 - New Clerk Webinar](#) – Steve Hamel
8:30 a.m. – 11:30 a.m.
Topics: Governmental Accounting, School Account Codes, School Finance
- [December 9 - Veteran Clerk Webinar](#) – Denise Williams
8:30 a.m. – 11:30 a.m.
Topics: 2021 Legislative Update and GASB 87 Leases



HAPPY HOLIDAYS from your friends at MASBO!

Everyone celebrates the season a little differently. We hope you take time for fun, rest and reflection during your holiday break. Safe travels and peace to all. May 2022 bring you the best of health, happiness and prosperity.

Denise, Marie & Steve

ELECTION CHECK-IN with Nicole Thuotte

Join Nicole Thuotte and MASBO every other Friday, beginning January 28 for the school election topic of the day followed by Q & A. All meetings will be held 9:00 a.m. – 10:00 a.m. No need to register – just zoom in!

- January 28 – ES&S Demonstration
- February 25 – Mail Ballot Plans
- March 11 – General Q & A
- March 25 – Ballot Certification; Late Registration
- April 8 – Election Notices; Early Voting
- April 22 – Preparing for Election Day
- May 6 – Election Wrap Up

MTSBA HR VIRTUAL SYMPOSIUM – **mark your calendar**

MTSBA's annual HR Symposium is sponsored by MTSUIP and there is no fee to attend. The virtual trainings will be held on **Tuesdays** in **February: 8, 15 and 22** from **1:00 p.m. – 3:00 p.m.** If you're unable to attend, each session will be recorded and available to you a few days afterward. An agenda will be posted on the website soon.

MASBO 2022 SUMMER CONFERENCE & NEW CLERK ACADEMY – **mark your calendar**

Plan to join us in **Butte** at the [Copper King Hotel & Convention Center](#) for our annual New Clerk Academy (**June 13 – 15**) and the Summer Conference (**June 15 – 17**). Registration will open in late April 2022, but you can make your sleeping room reservations now. Just call **406-299-0593** and mention the MASBO block.

MASBO Board of Directors

President	<u>Rita Huck</u> , Huntley Project K-12	Region 1 Director	<u>Lacey Porrovecchio</u> , Bigfork
Vice-President	<u>Belinda Klick</u> , Sun River Valley	Region 2 Director	<u>Karsen Drury</u> , Cascade
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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



P-CARD NEWS-----

MASBO P-CARD PURCHASES REPORT

P-Card purchases for six months of the current rebate year (April - September) totaled over **\$18.6 million** with **169** school districts and special education cooperatives participating in the program. At the same time last year, we had 160 participants with over \$13.5 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

TIPS FOR ACTIVATING YOUR BMO CARD

- Make sure accounts have the card holder's correct birthdate, phone and email address.
- Keep BMO Harris Bank and the Spend Dynamics system updated with correct Admin information.
- Order cards through Spend Dynamics.
- *Best Practice: set up Activation Passwords for all cards not shipped to the business office.*
- Follow instructions that come with new card:
 - Activate online, OR
 - Call the phone number on the sticker on the face of the card. Make sure you call from the phone number BMO has on file for the card.

Contact Holly Wallace for help or to schedule a webinar on helpful topics:

1-815-793-4655 or hwallace@iasbo.org

MASBO CERTIFICATION PROGRAM

CONGRATULATIONS to the following individuals whose achievements were approved by the MASBO Board of Directors at their October 21 meeting.

Professional Level II: Julie Jones (Laurel)

Professional Level III: Becky Larsen (Sheridan)

MCSBO: Heather Mumby (Cayuse Prairie)

MCSBO Renewal: Melissa Bartelt (Reed Point), Jane Knudsen (Malta)

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 2021

DECEMBER 1

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)
Deadline to report additional FTE for the Teacher Incentive Pay Program in TEAMS	<p>Report additional FTE under the provisions of House Bill 143, on a special screen in the TEAMS report. TEAMS looks at the following position codes as eligible for the additional FTE:</p> <ul style="list-style-type: none"> • TC01 Teacher – General Education • TC02 Teacher – Title I • TC03 Teacher – Special Education • TC07 Supervising Teacher • TC11 Teacher – Gifted and Talented • SP21 School Counselor – General Education • SP22 Library Media Specialist • SP23 School Psychologist, General Education • SP24 School Psychologist, Special Education • SP27 School Counselor, Special Education 	<p>House Bill 143 Provide incentives for increasing starting teacher pay</p> <p>OPI Contact: Nathan Miller (406) 444-4317 NMiller5@mt.gov</p>

DECEMBER 6, 2021 – JANUARY 10, 2022

Montana Advanced Opportunity Application opens at 8:00 a.m.	A school district must apply for the state advanced opportunity aid payment during the application period, which is December 6, 2021 at 8:00 a.m. – January 10, 2022 at 5:00 p.m. for FY2023.	<p>OPI Advanced Opportunity Act information page</p> <p>Montana Advanced Opportunity Application FY2023</p>
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DECEMBER 9, 2021 – MARCH 24, 2022

Candidates for trustee election on May 3, 2022 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 Thursday, December 9, 2021 and Thursday, March 24, 2022. 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 2022 school election season.</p>	<p>Declaration of Intent and Oath of Candidacy</p> <p>School Election Calendar 2022</p> <p>Quick Reference Guide: County District Classification Collection</p>
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IMPORTANT DATES & DEADLINES – DECEMBER 2021

DECEMBER 10

Deadline for making changes to FY2021 Trustees Financial Summary	<p>The FY2021 Trustees Financial Summary (TFS) may be revised to correct a material coding error. Submit a revision to Barbara Quinn in the School Finance Division. Changes to the FY2021 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)</p> <p>Questions should be directed to: Barbara Quinn (406) 444-3249 Barbara.Quinn@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 2020-21 fiscal year be entered in the district's 2020-21 TOE data.</p> <p>OPI Compass - November (scroll down to School Finance)</p>	<p>Compensation Expenditures Report Instructions</p> <p>FY2021 Compensation Expenditure Report Webinar</p> <p>TEAMS/TOE information: Nathan Miller (406) 444-4317 NMiller5@mt.gov</p> <p>MAEFAIRS information: Barbara Quinn (406) 444-3249 Barbara.Quinn@mt.gov</p>
ESSA Per Pupil Expenditure Report due	<p>Please review the per-pupil calculation for your district(s). The calculation may be reviewed in MAEFAIRS, under Data Entry, ESSA PPE Calculation (please scroll to page 2 for the final per-pupil amount).</p> <p>OPI Compass - November (scroll down to School Finance)</p>	<p>ESSA Per Pupil Expenditure Reporting</p> <p>OPI contacts: Nicole Thuotte, 406-444-4524 nthuotte@mt.gov</p> <p>Barbara Quinn 406-444-3249 Barbara.Quinn@mt.gov</p>
File monthly claims for NSLP or SSO 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) or Seamless Summer Option (SSO) reimbursement.</p> <p>See OPI's Back to School Page for more information on SSO and important updates.</p>	<p>Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist</p> <p>NSLP Reimbursement rates for FY2022</p> <p>SSO Reimbursement rates</p> <p>FY2022 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>

IMPORTANT DATES & DEADLINES – DECEMBER 2021

DECEMBER 17

OPI makes K-12 BASE aid payments	Guaranteed Tax Base Aid for General Fund	FY2022 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 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 OPI Tuition Handbook OPI contact: Nicole Thuotte , 406-444-4524 OPI Compass - November (scroll down to School Finance)
Verify the number of American Indian students reported with the Fall Enrollment Count and make changes/corrections	Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count (October 4, 2021) will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year (FY2022-23). 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. The deadline to submit changes is <u>December 31, 2021.</u>	20-9-330, MCA ARM 10.21.204 To make any necessary changes, contact: Nica Merala , 406-444-4401
Fall 2021 CTE Data Collection ENDS	All high schools that received funding from the Carl D. Perkins federal grant program in 2020-2021 are required to complete this fall follow up collection to maintain their eligibility to receive Perkins funding. Students identified as CTE Concentrators last year (2020-2021) and graduated in the spring of 2021 should be contacted between November 15 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.	OPI Compass - November (scroll down to Achievement in Montana) AIM Fall CTE User Guide

OFFICE OF PUBLIC INSTRUCTION NEWS

Data Systems Modernization Project

In House Bills [630](#) and [632](#), the 2021 Legislature appropriated \$13,475,248.00 in ESSER II and III funds for data systems modernization at the OPI. In his November 19, 2021 [status report](#), OPI Chief Data Officer Michael Sweeney announced his last day employed at the agency would be November 26, but he assures us the project team is moving forward with plans to commence work in January and have a new system up and running by late spring 2022. Click [here](#) to see project status reports and to subscribe for updates.

Enrollment Increases under House Bill 630

[House Bill 630](#), passed in the 2021 legislative session, included provisions to temporarily suspend the process for unusual enrollment increases for FY2022 and FY2023 and amended 20-9-166 (2), MCA to provide additional financial support to school districts with increases in actual enrollment, measured using the October enrollment counts. The OPI sent an “ESSER Bulletin” email on November 23 that included links to a [guidance](#) document and a [preliminary payment chart](#). Check it out. I recommend you contact the following OPI staff if you have questions:

- [Jeff Kirksey](#), ESSER Program Manager, 406-444-0783
- [Barb Quinn](#), OPI Financial Manager, 406-444-3249
- [Paul Taylor](#), OPI Budget Analyst, 406-444-1257

Comprehensive School and Community Treatment Program (CSCT)

[House Bill 671](#) passed by the 2021 Legislature, includes provisions for a change in the process that school districts must follow for obtaining federal Medicaid reimbursement funds for CSCT services. In section 2, the Office of Public Instruction (OPI) and the Montana Department of Public Health and Human Services (DPHHS) must “collaborate to facilitate school districts in securing federal reimbursements” and specifies legislative intent that “this collaboration minimizes to the greatest extent possible the administrative burden on school districts”. The bill describes the technical support that DPHHS must provide to the OPI, such as training, establishment of provider rates and coordination with CMS to ensure federal reimbursement for eligible services. In addition, the bill outlines the technical support OPI must provide to school districts, which includes training, accounting guidance and collaboration with DPHHS in communicating with school districts. The legislature approved approximately \$2.2 million to be used as “bridge funding” while the OPI and DPHHS work on a solution.

The OPI has held several zoom meetings and has created some guidance documents and tools for the new process. Click [here](#) or go the OPI home page, hover your cursor on Families & Students and click on Suicide Prevention. Then scroll down until you see Find CSCT District Meeting Information (blue box with white letters). Click on the box and you'll get to the “Medicaid Services” page. On this page you will find links to various information, including recordings to past CSCT meetings. I recommend you contact the following OPI staff if you have questions:

- [Jay Phillips](#), OPI Senior Manager of Centralized Services, 406-444-4523
- [Barb Quinn](#), OPI Financial Manager, 406-444-3249
- [Sharyl Allen](#), OPI Deputy Superintendent, 406-444-5658

OPI Communications – Read the Compass

Don't forget to read the OPI Compass for November 2021, especially the entries for School Finance. Here's how to find it:

1. Click [here](#) to access the November 2021 OPI Compass (or go to OPI Home/Leadership/OPI Communications/OPI Monthly Compass/November 2021)
2. Scroll down to the section “Info & Updates from the OPI's Units”
3. Click on the School Finance link

MASBO EXHIBITOR MEMBERS

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	Felt Martin, PC Jeffrey Weldon JWeldon@feltmartinlaw.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 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	Kalmbach Consulting Cathy Kalmbach cathymkal@gmail.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
Teachers on Call Lesley Hacker Lesley.hacker@teachersoncall.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com	Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com
Wipfli LLP Kim Dare, CPA kdare@wipfli.com	<p><i>MERRY CHRISTMAS AND HAPPY NEW YEAR!</i></p>	

UNDERSTANDING DIABETES

AWARENESS, TYPES, DETECTION, & SYMPTOMS



MONTANA UNIFIED SCHOOL TRUST
 @MUSTbenefits @mustbenefits
 406.457.4400

AWARENESS

What did you have for breakfast this morning? Isn't it strange to think about how your eggs & bacon are also feeding your cells?

The food you eat gets broken down into sugar (AKA glucose) and released into your bloodstream. This raises your blood sugar and signals your pancreas to release insulin. Insulin acts as the key to allow blood sugar into your bodies cells for them to use as energy.

If you have diabetes, your body doesn't make enough insulin or cannot use the insulin as well as it should, depriving your cells of this energy.

If your cells are deprived for long periods of time and your blood sugar goes out of control, it can cause major problems including: nerve damage, cardiovascular disease, foot and limb injuries, vision problems, and other complications.

FAST FACTS:

- More than 460 Million people world wide are affected by diabetes.
- One in 5 people in the United States living with diabetes don't even know they have it.
- This health condition affects everyone, but disproportionately affects Black, Indigenous, & People of Color
- 95% of Diabetes cases are Type 2



TYPES OF DIABETES

There are 3 major types:

CAUSES

DETECTION AND SYMPTOMS

Type 1 Diabetes

An autoimmune disorder that typically begins before adulthood, in which the immune system attacks cells within the body that make insulin

Type 1 can be genetic, it is also thought to be caused by a trigger in a child's environment (such as a virus or serious illness)
DIET AND LIFESTYLE ARE NOT A FACTOR IN TYPE ONE

Type 1 diabetes signs and symptoms can appear relatively suddenly and may include:

- Increased thirst
- Frequent urination
- Bed-wetting in children who previously didn't wet the bed
- Extreme hunger
- Unintended weight loss
- Irritability /mood changes
- Fatigue and weakness
- Blurred vision

Type 2 Diabetes

A disease that usually begins in middle age, which results when the body isn't able to use insulin properly to regulate blood sugar

Exactly what causes Type 2 is unknown, but being overweight and inactive are key contributing factors.

Signs and symptoms of type 2 diabetes often develop slowly. When present, they may include:

- Blurred vision
- Slow-healing sores
- Frequent infections
- Numbness or tingling in the hands or feet
- Areas of darkened skin, usually armpits and neck
- Increased thirst
- Frequent urination
- Increased hunger
- Unintended weight loss
- Fatigue

Gestational Diabetes

A condition during pregnancy in which the body doesn't use insulin properly, similar to type 2 diabetes

During pregnancy, your placenta makes hormones that cause glucose to build up in your blood. If your body can't make enough insulin your blood sugar levels rise, and you get gestational diabetes. This condition goes away after you give birth.

For many pregnant women, gestational diabetes does not cause any recognizable symptoms. Screening tests for the condition are recommended for all pregnant women. When present, symptoms may include:

- Increased, frequent urination
- Increased thirst
- Fatigue
- Nausea and vomiting
- Weight loss even with increased appetite
- Blurred vision
- Yeast infections