

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OCTOBER 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

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## UPCOMING TRAINING OPPORTUNITIES [go to [www.masbo.com](http://www.masbo.com) for more info and to register]



### SCHOOL ELECTIONS WORKSHOPS

Whether you run your own school election or the county does it for you, it's important to know the terminology, rules, forms, deadlines and process. Learn about many changes made to election laws in the 2015 legislative session.

**Missoula** – November 4 at Grant Creek Inn

**Great Falls** – November 10 at Heritage Inn

**Bozeman** – November 13 at GranTree Inn

**Miles City** – November 18 at Sleep Inn & Suites

Registration fee is \$80. Invite your county election administrator to sign up, too!

Click [here](#) to see the agenda.

### TECHNOLOGY WORKSHOPS

This all-day workshop is set up like a mini-conference so you can choose the sessions you want to focus on. Want to get a lot of practice using Excel? Bring your laptop with, preferably, the most current version. You can also learn about OPI's GEMS data warehouse, cloud computing and Google Tools/Docs and Office 365. Tyler Technologies and Black Mountain Software users can learn more about their systems, too.

**Missoula** – November 5 at Grant Creek Inn

**Bozeman** – November 12 at GranTree Inn

**Miles City** – November 19 at Sleep Inn & Suites

Registration fee is \$90. Don't forget to bring your laptop, tablet or other devices!

### FALL NEW CLERK ACADEMY – November 16 & 17 at Holiday Inn Grand in Billings

This workshop is 2 full days designed for clerk/business managers with less than 5 years' experience in school finance, budgeting and accounting. Topics covered will include Affordable Care Act 101, Balancing and Fund 15 Grants, Budgeted Funds, Coding & Claims, Meetings & Minutes, Payroll & Personnel, Pupil Transportation, and Preparing for Audits. Newer clerks (zero to 3 years' experience) will be in a separate group for part of each day to take it a bit slower, and reviewing the calendar, acronyms and clerk/superintendent/board duties. Registration fee is \$200, and lunch is included both days.

## 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.]*

#### **LORIE CAREY, REGION 4 DIRECTOR**



Greetings from Region 4!!

In May of 2014 I was elected to the MASBO board as Region 4 director so I'm roughly halfway through my term.

Prior to my employment at Jefferson High School in Boulder, I was fortunate enough to be able to stay at home with my two (2) kids – Steve and Mariah (yes, her name is Mariah Carey and it wasn't intentional 😊). During that time I worked part-time for MPIA (Montana Potato Improvement Association) in plant propagation and Sitz Angus Ranch for sales catalog creation. Circumstances on our ranch changed like they do for many of us regardless of profession so it became necessary to put my MSU accounting degree to further use.

In October 2003 I began working for JHS as the administrative assistant to the clerk and secretary to the superintendent. Eighteen months later I became the clerk/business manager. In 2008 I was roped into helping with the girls' basketball program and am still at it. Governmental accounting has so many different facets that it's not surprising how long it takes to learn the ropes. There are new things to learn every day.

Even though our house sits in Cardwell and Whitehall districts, our driveway is in Jefferson High's. After attending Cardwell through 8<sup>th</sup> grade, our kids both chose to attend JHS and graduated in 2008 and 2012. It was nice to be able to be part of their lives in the school system.

I garden (certified seed potatoes only), like to read, help work cattle and cook for crews, love to bake yeast breads, raise chickens, and currently am working on home and garage improvements. While not an avid fan of any sport or team, I am, and have always been, a Cat. I promote and support 4-H and help school groups when possible. Helping others has been part of my life since I was part of the 4-H program as a youngster. Helping other clerks/business manager is very rewarding to me and I hope helpful to others.

### **PLEASE UPDATE YOUR RECORDS**

MASBO'S new mailing address is **900 N. Montana Avenue, Suite A5 Helena MT 59601**

## MONTANA PUBLIC EDUCATION CENTER (MT-PEC)

MT-PEC has collaborated once again to bring you the GREAT Work of Montana's Public Schools, Volume III. The publication and accompanying video can be found at the MT-PEC website at [www.mt-pec.org](http://www.mt-pec.org). It contains explanation of the G.R.E.A.T. acronym, recent work of the K-12 Vision Group's purpose, values, visions and goals and results of the latest MT-PEC /Zogby poll of Montana voters' opinions on K-12 public education issues. Please share this information with your trustees, staff and community. Montana public schools are:

- Governed by elected schools trustees
- Responsive to the needs of each community
- Excellent and Efficient
- Adaptive and Innovative to ensure student success
- Trusted through Transparency

## SCHOOL FUNDING INTERIM COMMISSION (SFIC)

Senate Bill 128 created a 16-member School Funding Interim Commission for the 2015-16 Interim and each successive fifth interim. The bill requires the commission to:

- conduct a study to reassess the educational needs and costs related to the basic system of free quality public elementary and secondary schools;
- if necessary, recommend to the following legislature changes to the state's funding formula; and
- issue a report on the commission's findings and recommendations, including any draft legislation for amending the state school funding formula, by no later than the 15th of September preceding the next regular legislative session

The commission is composed of 12 legislators and 4 members of the public (click [here](#) to see the list). The commission met on September 23 (click [here](#) to read the minutes log). The next meeting is scheduled for January 11-13. Topics of study are recruitment and retention, facilities, special education, and district structure and boundaries.

There is a [webpage](#) dedicated to all meeting materials and lots of other information about the SFIC. Also, you can sign up to receive email updates about the School Funding Interim Commission on the [Sign up for e-notices page](#).



## P-CARD NEWS-----





### WANT TO KNOW MORE ABOUT P-CARDS?

MASBO has about 100 school districts participating in our p-Card program. If you're not already on board, or just want to know what all the fuss is about, there is a very informative power point [presentation](#) posted on the Illinois ASBO website. View it and then call our office if you have further interest or questions.

### MASBO IS HERE TO HELP!

Please contact **Marie Roach** at [mroach@masbo.com](mailto:mroach@masbo.com) or 406-461-8804 if you need assistance with MASBO's Procurement Card Program. Marie can answer any questions you have about the application process and she reviews your application before she sends it to BMO Harris Bank for processing. It's a good idea to **copy Marie on your emails to Illinois ASBO** 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.

## MASBO ENDORSES THESE PROGRAMS

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

## IMPORTANT DATES & DEADLINES

NOVEMBER 1		
TR-1 Bus Routes (district due date)	By November 1, districts must send one copy of the TR-1 for each bus route to the county superintendent and submit a TR-1 for each bus route electronically to the OPI. Each TR-1 must be signed by the board chair and county superintendent.	<a href="#">OPI Transportation Form Calendar A.R.M. 10.7.101 (2)(g)</a>
NOVEMBER 10		
TR-1 Bus Routes (county due date)	By November 10, the county superintendent must electronically mark each TR-1 submitted by the district as "Received" in OPI's Pupil Transportation online system. If a TR-1 is not marked as received, the district will be unable to submit their Bus Route Claim for Reimbursement (TR-6).	<a href="#">OPI Transportation Form Calendar A.R.M. 10.7.101 (2)(h)</a>
Final Expenditure Reports for Grants Ended September 30, 2015 due	<p>Final expenditure reports for projects that ended September 30 are due no later than November 10:</p> <ul style="list-style-type: none"> <li>• ESEA Title I, Part A, Improving Basic Programs</li> <li>• ESEA Title I, Part A, Improvement Grants</li> <li>• ESEA Title I, Part B, Subpart 3, Even Start</li> <li>• ESEA Title I, Part C, Migrant Education</li> <li>• ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth</li> <li>• ESEA Title I, Part E, Striving Readers</li> <li>• ESEA Title II, Part A, Improving Teacher Quality</li> <li>• ESEA Title III, Part A, English Language Acquisition &amp; Language Enhancement</li> <li>• ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS)</li> <li>• ESEA Title X, Part C, Education of Homeless Children and Youth</li> <li>• IDEA, Part B</li> <li>• IDEA, Part B: CSPD</li> <li>• IDEA, Preschool</li> <li>• IDEA, Part D: RTI, Significant Needs</li> </ul>	<a href="#">OPI Grants Calendar</a>
File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10 <sup>th</sup> 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).	<a href="#">School Nutrition Programs Checklist</a> <a href="#">FY2015-2016 Reimbursement Rates</a>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<a href="#">Payments to Schools and Coops</a> Click on Grants tab

## IMPORTANT DATES & DEADLINES

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NOVEMBER 15		
Verification of Free & Reduced Price Meal Application Due	Free and reduced school meal applications require annual verification. Start the verification process on October 1 and complete it by November 15. Use the verification activity tracker to keep notes on your progress. The FNS 742 verification form is used to report verification to OPI.	<a href="#">Verification Process</a> <a href="#">Verification Activity Tracker</a> <a href="#">FNS 742 Verification Form</a>
NOVEMBER 20		
OPI makes K-12 BASE aid payments	(GTB) Guaranteed Tax Base Aid (SBG) School Block Grants	<a href="#">FY2016 Payment Schedule</a> <a href="#">State Payments to School and Cooperatives</a>
NOVEMBER 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on November 10.	<a href="#">OPI Grants Calendar</a>
DECEMBER 1		
Licensed educators and professionals must have registered his or her license with OPI.	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.	<a href="#">OPI Summary of Activities</a>

### Child Count Data Verification

Each year the U.S. Department of Education requires all states to report a count of students who were in special education on a day that falls between October 1 and December 1. Montana has selected the first Monday in October as their official Child Count Reporting Day. Using the Child Count Data Verification Application, districts will submit to the Office of Public Instruction (OPI) a list of students who were in special education on this year's Child Count date, October 5, 2015.

The Child Count list is generated from data extracted from AIM. The application opens prior to the Child Count date and stays open until the ***third Friday in November*** to allow districts adequate time to review the list for accuracy and make changes as necessary. Because the list is created from AIM data, changes to the list must originate in AIM. For instance, a special education student may be missing from the list because her IEP in AIM is unlocked. Once the IEP is locked and the information is imported into the Child Count application, the student will appear on the list.

The following information must be in AIM for students to appear on Child Count:

- a completed, locked IEP that is active on Child Count date;
- a completed, locked Evaluation Report with an age-appropriate disability;
- an age-appropriate Setting of Service; and
- an enrollment on or prior to the Child Count date.

The Child Count list may be submitted between October 5, 2015, and November 20, 2015. For additional information or questions, please contact: Jan Duiker, OPI Special Education Division, (406) 444-7432 or [jduiker@mt.gov](mailto:jduiker@mt.gov)



## RANDOM NEWS & HANDY RESOURCES

### AFFORDABLE CARE ACT (ACA) RESOURCES

The Affordable Care Act, or health care law, contains benefits and 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. Take a look and contact Debbie Braden (contact info on page 4 of this newsletter) if you have questions.

### LOCAL GOVERNMENT RECORDS UPDATE 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 November summary.

### EDUCATION SUPER HIGHWAY

Governor Bullock and Superintendent Juneau are pleased to announce a partnership with Education Super Highway (ESH), a national non-profit focused on upgrading Internet access in public schools so all students can take full advantage of the promise of digital learning. ESH will be providing tools, technical assistance and consulting services to the state and to districts, *all at no cost*. This exciting opportunity will support robust Wi-Fi in schools and help districts obtain the bandwidth students need in the 21<sup>st</sup> century classroom.

ESH team members will be reaching out to directly to districts and other stakeholders in the coming weeks in order to assess current broadband status, assets and capabilities. This data will be compiled into a Connectivity Report that will provide a comprehensive review of broadband challenges and opportunities for K-12 schools. ESH—in close collaboration with the Governor's Office, the Office of Public Instruction, the service provider community, and schools across the state—will use the Report's results as a starting point to identify options and strategies for bringing affordable, scalable high-speed broadband access to schools in Montana. Further information about ESH and the resources it offers is available at its website: [www.educationsuperhighway.org](http://www.educationsuperhighway.org).

### SCHOOL FACILITIES CONDITION INVENTORY – remember this?

During the December 2005 Special Session, the legislature appropriated funds to conduct a facilities condition inventory. This study was administered by Architecture and Engineering Division of the Department of Administration in two phases. Since facilities is a topic of discussion of the School Funding Interim Commission and certainly an on-going concern in your school districts, it may be time to re-visit the results of this important study, if you haven't done so already. Click [here](#) to access background information and final results.



## CALENDARS, CALENDARS AND MORE CALENDARS!

Below is a chart to help you find various calendars that are available online.

Source	Direct Link	Steps on how to find it on the internet
MASBO Calendar	<a href="http://www.masbo.com/i4a/calendar/?pageid=3356&amp;showTitle=1&amp;showDebugOutput=false&amp;widgetPreview=0&amp;page_version=">http://www.masbo.com/i4a/calendar/?pageid=3356&amp;showTitle=1&amp;showDebugOutput=false&amp;widgetPreview=0&amp;page_version=</a>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.masbo.com">www.masbo.com</a></li> <li>2. Hover cursor on <b>Resources</b> (left side of page).</li> <li>3. Click on <b>Calendar</b>.</li> </ol>
MASBO Payroll Manual	<a href="http://www.masbo.com/files/PUBLICATIONS/Payroll%20Manual_2014.pdf">http://www.masbo.com/files/PUBLICATIONS/Payroll%20Manual_2014.pdf</a>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.masbo.com">www.masbo.com</a></li> <li>2. Hover cursor on <b>Publications</b> (left side of page).</li> <li>3. Click on <b>MASBO Publications</b>.</li> <li>4. Click on <b>Payroll Manual 2014</b>.</li> <li>5. Calendar by month is on pages 4 and 5.</li> </ol>
OPI Calendar	<a href="http://gems.opi.mt.gov/ReportsAndData/Pages/OPIDataCollectionsDueDates.aspx">http://gems.opi.mt.gov/ReportsAndData/Pages/OPIDataCollectionsDueDates.aspx</a>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.opi.mt.gov">www.opi.mt.gov</a></li> <li>2. Hover cursor on <b>Reports &amp; Data</b> (along top bar), <b>GEMS Data Warehouse</b>, then click on <b>Public Access</b>.</li> <li>3. Hover cursor on <b>Reports &amp; Data</b> (at top), then click on <b>Collections, Deadlines, Notices and Data Verification Calendar</b>.</li> <li>4. From here you can filter by month and type of calendar. Remember to click on <b>View Report</b> (right side of page).</li> </ol>
OPI Grants Calendar	<a href="http://opi.mt.gov/pdf/FEDPrgh/OPI-GRANTS-CALENDAR.pdf">http://opi.mt.gov/pdf/FEDPrgh/OPI-GRANTS-CALENDAR.pdf</a>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.opi.mt.gov">www.opi.mt.gov</a></li> <li>2. Hover cursor on <b>Finance &amp; Grants</b> (along top bar), then click on <b>State &amp; Federal Grants Handbook</b>.</li> <li>3. Click on <b>OPI Grants Calendar</b>.</li> </ol>
OPI Transportation Forms Calendar	<a href="http://opi.mt.gov/PDF/PupilTransport/PTHAppH.pdf">http://opi.mt.gov/PDF/PupilTransport/PTHAppH.pdf</a>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.opi.mt.gov">www.opi.mt.gov</a></li> <li>2. Hover cursor on <b>Finance &amp; Grants</b> (along top bar), then click on <b>Pupil Transportation</b>.</li> <li>3. Scroll down to <b>Handbook</b>.</li> <li>4. Click on <b>Appendix H – Pupil Transportation Forms Calendar</b>.</li> </ol>





## MASBO EXHIBITOR MEMBERS

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