

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

OCTOBER 2016

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
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E-rate Specialist
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UPCOMING TRAINING OPPORTUNITIES

There's a lot of learning in store for you in November! The Technology workshop is 1½ days and Elections workshop is ½ day. Lunch is included for all, so come early or stay late if you're only staying for a ½ day. For more information and to register, find the location and click on the name of the workshop.

DATE	WORKSHOP	LOCATION
Tuesday, November 1	<u>ELECTIONS</u> 8:30 a.m. - Noon	Miles City Sleep Inn & Suites
	TECHNOLOGY 1:00 p.m. – 4:30 p.m.	
Wednesday, November 2	<u>TECHNOLOGY</u> 8:30 a.m. – 4:30 p.m.	Billings Red Lion Hotel & Convention Center (formerly Billings Hotel & CC)
Thursday, November 3	<u>TECHNOLOGY</u> 8:30 a.m. – 4:30 p.m.	
Friday, November 4	TECHNOLOGY 8:30 a.m. - Noon	
	<u>ELECTIONS</u> 1:00 – 4:30 p.m.	
Monday, November 14 & Tuesday, November 15	<u>NEW CLERK ACADEMY</u> 8:00 a.m. – 5:00 p.m.	Bozeman GranTree Inn
Wednesday, November 16	<u>TECHNOLOGY</u> 8:30 a.m. – 4:30 p.m.	Missoula Courtyard Marriott
Thursday, November 17	TECHNOLOGY 8:30 a.m. - Noon	
	<u>ELECTIONS</u> 1:00 – 4:30 p.m.	

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	Belinda Klick, Sun River Valley Schools
Past President	Mike Arnold, Billings 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, MTSUIP	Denise Williams	Region 5 Director	Rita Huck, Huntley Project Schools
Ex-Officio, OPI	Kara Sperle	Region 6 Director	Jen Mettler, Baker Schools

MEMBER SPOTLIGHT

KATHY PREESHL, NORTH STAR SCHOOLS

Hello MASBO!

For those of you that do not know me, my name is Kathy Preeshl and I am in that category of the old business managers/clerks group. I grew up on the Hi-Line, graduate of Hingham High School (GO Rangers) and moved away to college thinking I would never move back, well I did move back once I got married.



My husband and I have been married for 36 years and have two grown children and two grandchildren. We have enjoyed every minute of raising our children and now are enjoying the grandkids. Between the business and farming we love all sports and especially enjoy snow skiing which we now have the grandkids doing. Most weekends in the fall you will find us at the MSU bobcat football games, what a great way to get away and enjoy the weekends. Some call us crazy as this past week we headed to Laurel to watch our grandson play flag football under the lights as he participated in the pro-bowl and then headed back home that night, only a 10 hour drive to watch an hour of flag football but we always wanted to attend the Pro-Bowl and now we can say we did but Hawaii would have been warmer.

Right after college I started my career at the Northern Montana Hospital as an Administrative Assistant and then the position of Business Manager/Clerk opened up at KG High School in September 1981. This is where my career as Business Manager/Clerk started and not knowing what I was getting myself into. I thought what a great job to have in a community where there is only a few businesses to work in and once I started a family this would be perfect. Today the position is nothing like it was when I first started and cannot believe how it has changed over the years.

I started attending MASBO (I really can't remember when but at that time it was always held in Bozeman at the MSU campus), but I do remember bringing our TFS reports with us and working on them there because at that time the conference was always held in August. I have only missed one summer conference (due to birth of our son) and really do believe attending this conference is invaluable. I have met so many truly good friends through this organization and from this a few of us have started having girls weekends where we get together just to see each other.

I remember when I was first asked to chair a committee back in 1994 I was thinking there was no way I could do something like this but with the encouragement from the MASBO board I accepted and from there my involvement with MASBO grew. I have since presented workshop's at MCEL and MASBO conferences, 2001-2003 (they got me on the board as the first board meeting was held at Big Sky so my husband and I made a ski trip out of it), adjunct professor for MSU Northern fall 2003 to teach student activity accounting for the degree in School Business Accounting/Finance Degree (degree no longer available), 2003-2007 Executive Board and serving as President 2005-2006, 2006-2009 Ex-Officio representing MSUIP, and outstanding business official 2011 and am now currently on the Montana School Property & Liability Insurance Board. I truly cannot thank the MASBO organization for everything they have done to help me grow as a Business Official as when I first started I would have never imagined myself serving in these positions.

So the next time you are approached to serve on a committee consider where this could take you and enjoy the ride! Hope to see everyone at the various trainings MASBO has to offer and most definitely at the summer conference. Hope Fairmont is ready to MASBO.

Kathy Preeshl



DO YOU HAVE A PROCEDURES MANUAL FOR YOUR PROGRAM?

Not only is it a good idea, it's essential to have a procedures manual in place for your district's procurement card program. The Illinois ASBO website has several examples. Click [here](#) to check them out.

If you already have a manual and would like to share it with your peers, send it to Marie Roach at mroach@masbo.com and we'll post it on the MASBO website.



GEAR UP FOR THE 2017 LEGISLATIVE SESSION!

SCHOOL FUNDING INTERM COMMISSION

The School Funding Interim Commission had its final meeting on August 29, 2016 and, after much discussion and amendments, issued its final report which includes a review of the commission's work since September 2015, its findings and recommendations. Click [here](#) and give it a read.

MONTANA PUBLIC EDUCATION CENTER (MT-PEC)

At the opening session of the Montana Conference of Education Leadership (MCEL), the MT-PEC released its latest issue of The Great Work of Montana's Public Schools, Vol. IV, October 2016. Click [here](#) for access to the MT-PEC website where you can watch the cool video and read this important publication.

K-12 VISION GROUP

The K-12 Vision is comprised of approximately 40 trustees, business officials, superintendents and teachers from around the state, representing all school sizes and locations. The group met in August to review its mission, envisioned future, goals and legislative priorities, the results of which you read about in The Great Work of Montana's Public Schools, Vol. IV. Many thanks to MASBO members **Danelle Reisch, Wanda Kirn, Lacey Porrovecchio, Pat McHugh, Joanne Schrupp, Betty Brumwell** and **Carrie Ruff** for their time, expertise and representation devoted to this important work.

2017 LEGISLATIVE SESSION CALENDAR & WEBSITE

The first day of the 2017 legislative session is Monday, January 2. Click [here](#) to see a draft calendar. The LAWS (Legislative Automated Workflow System) database is also open. Click [here](#) to get re-familiarized with this important resource.



MASBO 2017 MEMBERSHIP DIRECTORY

Click [HERE](#) to place an online order of the 2017 MASBO Membership Directory!

You will be mailed a hard copy of our directory which includes contact information for all MASBO members.

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

NEWS FROM THE INTERNAL REVENUE SERVICE



IRS VIDEO PORTAL

Didn't have time to watch the webcasts this summer? Catch up by clicking [here](#) to watch videos on worker classification, Form W-9, determining full-time status of employees under the Affordable Care Act, and more. Choose from the categories listed on the left side of the page.

NEW JANUARY 31 DEADLINE FOR PAYROLL FORMS

The deadline for filing W-2 forms and some 1099 forms for calendar year 2016 has been moved up to January 31, 2017. Learn more by clicking [here](#).

2017 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 2017. Technical guidance detailing these items can be found in [Notice 2016-62](#).

UPDATE ON IRS E-SERVICES and SECURE ACCESS

To ensure a smooth transition, the IRS has decided to delay the October 24 date for requiring e-services users to re-register and validate their identities through Secure Access authentication. In the next few weeks, the IRS plans to have discussions with key stakeholders affected by the e-services changes to discuss security protocols and next steps in this process. **A new implementation date has not been set.** When a new date is set, the IRS will share the information widely with e-Services users. The IRS is strengthening the e-Services registration process as part of a wider effort to ensure the protection of taxpayer data and IRS systems.

FROM OUR FRIENDS AT AMERICAN FIDELITY ASSURANCE COMPANY

IRS Announces Inflation Adjustments for Health FSAs

Yesterday, the Internal Revenue Service (IRS) announced annual inflation adjustments for many tax provisions. One adjustment we want to immediately share with you is an increase on the 2017 employee contribution maximum for employer-sponsored Health Flexible Spending Accounts (Health FSA). The maximum annual contribution will increase from the current \$2,550 to \$2,600 for plan years beginning 1/1/ 2017 and later.

Health FSA Contribution

<u>Year</u>	<u>Maximum Employee Contribution</u>
2016	\$2,550
2017	\$2,600

What does this mean to you? If you (Employer) choose to implement this change, the Section 125 team will need to be notified to update your Section 125 Plan document prior to its plan year renewal date. The change is effective when your new plan year starts in 2017. For example: If your plan year starts 3/1/17, the new maximum will be effective with elections made for 3/1/17 and later. Please email us at the address below if you wish to increase your Plan's maximum.

Below are the HSA contribution limits for 2017 along with the High Deductible Health Plan requirements as announced earlier this year.

HSA Contribution

<u>Year</u>	<u>Self-Only Coverage</u>	<u>Family Coverage</u>
2016	\$3,350	\$6,750
2017	\$3,400	\$6,750

Qualified High Deductible Health Plan

<u>2017</u>	<u>Self-Only Coverage</u>	<u>Family Coverage</u>
Minimum deductible	\$1,300	\$ 2,600
Maximum out-of-pocket	\$6,550	\$13,100

American Fidelity Assurance Co. Clients:

If you have any questions or need assistance with employee communication of this change, please contact:

*American Fidelity Assurance Company
Account Administration*

Phone: 800-662-1113

Email: wqacctadminS125@americanfidelity.com



MASBO ENDORSES THESE PROGRAMS



Unemployment Insurance Program

Theresa LeSueur, Director

406-457-4407

tlsueur@mtsba.org

<http://www.mtsuip.org/>



Workers Compensation Insurance

Shawn Bubb, Director of Insurance Services

406-457-4500

sbubb@mtsba.org

<http://www.msgia.org/home>



Montana Schools Property & Liability Insurance Plan

Dave Pillatzke, Program Manager

406-457-4531

dpillatzke@paynewest.com

<http://msplip.com/>



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

Andy Holmlund, Chief Executive Officer

406-457-4400

aholmlund@ms-sf.org

<http://mustbenefits.org/>



Healthcare Reform

Section 125 Services

Health Savings Account Services

Cheryl Brandt, State Manager

877-589-2544, ext. 353

Cheryl.Brandt@americanfidelity.com

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

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.	OPI Transportation Form Calendar A.R.M. 10.7.101 (2)(g)
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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).	OPI Transportation Form Calendar A.R.M. 10.7.101 (2)(h)
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Final Expenditure Reports for Grants Ended September 30, 2016 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"> • ESEA Title I, Part A, Improving Basic Programs • ESEA Title I, Part A, Improvement Grants • ESEA Title I, Part B, Subpart 3, Even Start • ESEA Title I, Part C, Migrant Education • ESEA Title I, Part D, Neglected, Delinquent and At-Risk Youth • ESEA Title I, Part E, Striving Readers • ESEA Title II, Part A, Improving Teacher Quality • ESEA Title III, Part A, English Language Acquisition & Language Enhancement • ESEA Title VI, Part B, Subpart 2, Rural and Low-Income School Program (RLIS) • ESEA Title X, Part C, Education of Homeless Children and Youth • IDEA, Part B • IDEA, Part B: CSPD • IDEA, Preschool • IDEA, Part D: RTI, Significant Needs 	OPI Grants Calendar
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File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10 th 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).	School Nutrition Programs Checklist FY2016-2017 Reimbursement Rates
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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
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IMPORTANT DATES & DEADLINES

NOVEMBER 15		
Verification Summary Report is due to OPI	Verification is the process by which districts confirm the eligibility of a sample of approved applications for free and reduced-price school meals. The completed verification report is due to OPI on November 15th. You will enter this report in CNPWeb. The Verification Summary Report utilizes data from the October claim. You must submit the October Reimbursement Claim first in order to have the ability to enter data into the online Verification Summary Report.	Verification Instructions Verification Collection Report Form USDA 2016 Edition of the Eligibility Manual for School Meals
NOVEMBER 18		
OPI makes K-12 BASE aid payments	(GTB) Guaranteed Tax Base Aid (SBG) School Block Grants	FY2017 Payment Schedule State Payments to School and Cooperatives
NOVEMBER 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on December 10.	OPI Grants Calendar
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.	OPI Summary of Activities

FAQ'S ABOUT MPERA'S NEW ERIC SYSTEM

It's no secret that MPERA's new online reporting system, ERIC, has caused a major amount of stress and frustration for you and your staff since the launch in July 2016. Your MASBO Board of Directors and several members from across the state helped to develop a list of frequently asked questions and concerns, which we submitted to Jenny Weigand at MPERA. Click [here](#) to read the Q & A.

Certainly, not all the kinks are worked out and more help and training is needed to make the new system workable for everyone involved. Many thanks to Jenny for her presentations at MCEL last week and her willingness to provide the half day sessions at MASBO's upcoming Technology workshops in November. We've encouraged your payroll software vendors to attend one of these trainings, too, since some of the implementation issues involve the file transfers from those programs to ERIC.

Knowing that not everyone can get away to attend the Technology workshops, MASBO is committed to doing its part to keep you informed by seeking opportunities for future training, keeping the lines of communication with MPERA open and sending links to helpful resources. Stay tuned!





MASBO EXHIBITOR MEMBERS

National IPA and TCPN Shelley Andrews shelley.andrews@nationalipa.org	Fellon Insurance Services Dale Fellon fellonins@msn.com	Rudd & Company, PLLC Julie Kostelecky, CPA, CVA jkostelecky@ruddco.com
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Bruco, Inc. Adam Uselman, V.P.-C.O.O. adambruco@gmail.com	Schoolhouse IT Jeffrey Patterson jeffp@schoolhouseit.com	Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com
Jeffrey Weldon Felt, Martin, Frazier & Weldon, PC JWeldon@feltmartinlaw.com	Edie Barnard Edie.barnard56@gmail.com	TimeClock Plus Blake Pitchford sales@timeclockplus.com
Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com	VALIC John Wing John.wing@valic.com	American Fidelity Assurance Co. Cheryl Brandt Cheryl.Brandt@americanfidelity.com
Montana Unified School Trust Andy Holmlund aholmlund@ms-sf.org	Ron Foltz CPA firm Ron Foltz, CPA Ron.foltz@ronfoltzcpa.com	Wipfli/GHG Kim Dare, CPA kdare@wipfli.com
Infinite Campus Stephanie Sondrol Stephanie.sondrol@infinitecampus.com	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com	Stifel Nicolaus Bryan Stelmack yroybal@stifel.com

It's wise to immunize



Guard your health with adult vaccinations

Just because you've grown up, doesn't mean you don't need immunizations. As you age, there are certain shots you should consider getting to protect yourself against the flu, tetanus, diphtheria, whooping cough, shingles, pneumococcal, human papilloma virus, etc.

A number of things can affect what adult shots you need:

Your way of life

- Age
- Travel destinations
- Health issues
- Prior immunizations

While most vaccines you received as a child will protect you throughout your life, you should also keep in mind:

- Newer vaccines may now be available that didn't exist when you were a child.
- Diseases like the flu and pneumonia can be more dangerous as you get older.
- Some vaccines need booster shots to protect you for life.
- You may have missed some vaccines as a child.

You can keep vaccines on track by sticking to the recommended adult schedule.



Perfect timing:

Consider making it a priority to keep your immunizations up to date. Talk to your doctor. Ask what vaccines you need. Keeping a record of your immunization schedule can help ensure you receive them on time



**BlueCross BlueShield
of Montana**



www.mustbenefits.org

Source: Centers for Disease Control and Prevention

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