

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

OCTOBER 2020

BILL SCHIELE 2020 OUTSTANDING SCHOOL BUSINESS OFFICIAL

For the past 23 years, **Bill Schiele** has been the District Clerk/Business Manager at Stevensville Schools. Prior to that, he was a payroll clerk at Anaconda Schools for 3 years. He's been a MASBO member for 26 years, and has held his Montana Certified School Business Official (MRSBO/MCSBO) certificate since October 1, 2006. Bill holds a Bachelor's degree in Computer Science/Accounting.



Bill is a regular at MASBO workshops and conferences and MTSBA and OPI trainings. He is known throughout the Bitterroot Valley school districts as someone to call when help is needed. Bill often fills in for districts when their clerk is absent or when they are transitioning between clerks. He's always willing to provide guidance on school finance questions or help with resolving audit issues.

Bill is very involved in school and community activities. In addition to his work behind the scenes at various events, Bill has served as a coach for the Stevensville football program and has coached both youth soccer and youth baseball. He serves as a judge for speech and debate competitions. He volunteers to help with food drives, reads Christmas stories to K-3 students and helps prepare Christmas baskets for members of the community. An avid hunter, Bill is a member of the Saddle Club and Retrieving Dog Club.

Here are some noteworthy comments from Bill's peers:

- ★ *"Mr. Schiele always keeps the educational needs of the students at the forefront of his recommendations to the superintendent."*
- ★ *"Bill's opinion is valued and trusted throughout the school community and he is well respected for his quiet but effective management style."*
- ★ *"... he has successfully helped navigate the employees through the transition of 6 superintendents . . . 3 major construction phases and numerous changes in board members."*
- ★ *"Mr. Schiele is recognized by other districts for his abilities and his advice and assistance is frequently requested."*

CONGRATULATIONS, BILL!

The Outstanding School Business Official Award recognizes the indispensable role school business officials have in educating children. A nomination means your colleagues believe you are committed to the students, staff, taxpayers and members of your community, and also for your contributions to MASBO. Congratulations to the following individuals who were nominated for the 2020 award!

Melissa Bartelt, Reed Point

Bill Schiele, Stevensville

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

UPCOMING TRAINING OPPORTUNITY

Mark your calendar! Steve Hamel will lead a one-hour Zoom meeting on how to complete the OPI Compensated Expenditure Report on **Thursday, November 12** and again on **Monday, November 16**, each beginning at **10:00 a.m.** Watch for an email with links to the meetings.

MASBO WEBSITE GETS FRESH LOOK

Go to www.masbo.com and check out the new look and feel of the website. It's pretty easy to navigate – links to the main pages appear across the top and you can log in at the upper right-hand corner of any page. Many thanks to Marie Roach for her work with I4A to update the MASBO website.

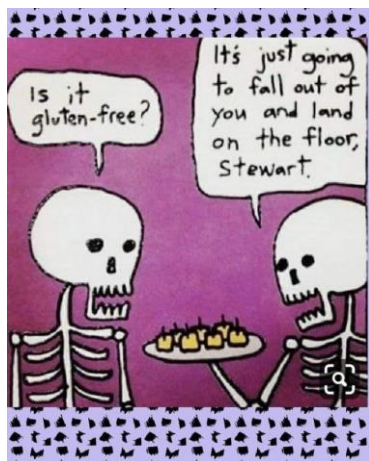


GOT A TRAINING IDEA?

If you have an idea or request for training, click [here](#) and share it with us.

MASBO 2021 DIRECTORY IS HERE

Want a printed copy of the 2021 MASBO Directory? Click [here](#), fill in your mailing information and Marie will send one to you. No charge to MASBO members this year!



IN CASE YOU MISSED IT . . .

Registration is now open for the MCEL 2020 Video Option – click [here](#). Registered participants can earn up to 30 hours of continuing education credits if they watch all video recorded sessions. Watch for an email from MTSBA for more details.



P-CARD NEWS-----

MASBO P-CARD PURCHASES REPORT

P-Card purchases for six months of the current rebate year (April - September) totaled almost **\$13.6 million** with **160** school districts and special education cooperatives participating in the program. At the same time last year, we had 141 participants with over \$13.9 million in total purchases. Click [here](#) to see the current year P-Card purchases report.



Get your payments to BMO in < 27 days every month to receive your annual rebate.

Fastest ways to pay your p-card monthly:

ACH Pull

ACH Push

“Pay Now” in Spend Dynamics.

Contact Holly Wallace for help with the ‘Pay Now’ feature or to schedule a webinar:

815-793-4655 or hwallace@iasbo.org

WELL DONE!



GFOA Certificate of Achievement for Excellence in Financial Reporting
FY2018 CAFR

Billings Public Schools
Bozeman Public Schools

ASBO International Certificate of Excellence in Financial Reporting
FY2018 CAFR

Billings Public Schools

ASBO International Meritorious Budget Award FY2020
Bozeman Public Schools

AMERICAN FIDELITY - GOT QUESTIONS ABOUT ONLINE BILLING?

Most billing concerns are unique to the group so the best way to get immediate assistance would be to call Jacob Bautista: Jacob.bautista@americanfidelity.com (877) 589-2544

Or call these Montana representatives:

Jim Simkins

jim.simkins@americanfidelity.com

(406) 431-2646

Jason Galloway

Jason.galloway@americanfidelity.com

(509) 464-9235

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 - NOVEMBER 2020

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.	Regulations & Guidelines for Pupil Transportation Reporting 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).	Regulations & Guidelines for Pupil Transportation Reporting A.R.M. 10.7.101 (2)(h)
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Final Expenditure Reports for grants ended September 30, 2020 due in E-Grants system	<ul style="list-style-type: none"> • IDEA, Part B • Regional CSPD • IDEA, Preschool • IDEA, Part D: MTSS • Title I, Part A, Improving Basic Programs • Title I, Part A, Schoolwide • Title I, Part C, Migrant Education • Title I, Part D, Neglected and Delinquent • Title I, School Support • Title I, Targeted Support & Improvement • Title II, Part A, Improving Teacher Quality • Title II, Part A, Improving Teacher Qlty (state level) • Title II, Part B, Math Science Partnerships • Title III, Part A, English Language Acquisition • Title III, Part A, Emergency Immigrant • Title IV-A, Student Support & Academic Enrichment • Title VI, Part B, Rural Low Income • Title X, Part C, McKinney-Vento Homeless Education 	OPI State and Federal Grants Handbook 
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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 FY2021 FY2021 School Nutrition Payments
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IMPORTANT DATES & DEADLINES - NOVEMBER 2020

NOVEMBER 10 (continued)

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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NOVEMBER 15

Verification Summary Report is due to OPI	Verification is the process by which schools confirm the eligibility of a sample of approved free and reduced-price meal applications. Schools will report the verification results and October eligibility data on the School Food Authority (SFA) Verification Collection Report in MAPS. Please carefully read through the verification instructions to ensure reporting accuracy. Additional instructions can be found in the USDA's Eligibility Manual.	OPI School Nutrition Programs Administrative Update
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NOVEMBER 20

OPI makes K-12 BASE aid payments	Direct State Aid Quality Educator Component At Risk Student Component Indian Education for All Student Achievement Gap Data for Achievement State Special Education Payment	FY2021 Payment Schedule (scroll to bottom of page)
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NOVEMBER 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on December 10.	OPI State and Federal Grants Handbook
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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	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. 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.	A.R.M 10.21.201(4) and (5)

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	

IMPORTANCE OF A FLU SHOT

UNDERSTANDING DIFFERENCES & SIMILARITIES BETWEEN THE FLU & COVID-19

Efforts to reduce the spread of COVID-19, such as stay-at-home and shelter-in-place orders, have led to decreased use of routine preventive medical services, including immunization services. Ensuring that people continue or start getting routine vaccinations during the COVID-19 pandemic is essential for protecting people and communities from vaccine-preventable diseases and outbreaks, including the flu. Routine vaccination prevents illnesses that lead to unnecessary medical visits and hospitalizations, which further strain the healthcare system.

For the upcoming flu season, flu vaccination will be very important to reduce flu incidents, reducing the overall impact of respiratory illnesses on the population. This will help lessen the resulting burden on the healthcare system during the COVID-19 pandemic.

A flu vaccine may also provide several individual health benefits, including:

1. Keeping you from getting sick with flu.
2. Reducing the severity of your illness if you do get flu.
3. Reducing your risk of a flu-associated hospitalization.

Source: [cdc.gov](https://www.cdc.gov)

VACCINE FINDER

Protect your family and community. Use this helpful tool by typing in your zip code and what vaccination you need to see locations offering them near you.

vaccinefinder.org



FLU SYMPTOMS

Influenza (flu) can cause mild to severe illness, and at times, can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who have flu often feel some or all of these symptoms:

- ✓ Fever* or feeling feverish/chills
- ✓ Cough
- ✓ Sore throat
- ✓ Runny or stuffy nose
- ✓ Muscle or body aches
- ✓ Headaches
- ✓ Fatigue (tiredness)
- ✓ Some people may have vomiting and diarrhea, though this is more common in children than adults.

*Note: Not everyone with flu will have a fever.

COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- ✓ Fever or chills
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Sore throat
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting
- ✓ Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.



406.457.4400

 @MUSTbenefits
mustbenefits.org