

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empowering School Business Leaders Through Education*

**SEPTEMBER/OCTOBER 2021**

## TRAINING OPPORTUNITIES

### MONTANA CONFERENCE OF EDUCATION LEADERSHIP

The 2021 MCEL Conference, ***“Leading the Way to a New Future – Opportunities Beyond COVID-19.”*** will be held in a virtual format October 20 -22. Registration details can be found at [mcel.org](https://mcel.org). The MASBO track alone will include Bus Driver Training and Driver Requirements, DPHHS/DEQ rules on Lead Testing, ESSER Funding Q&A, Clerk & Superintendent Duty List and Transfers Between Funds. The MCEL Partners will provide a legislative recap, there’s a 2-hour session on school law, rural school issues in Montana, and many more clinic sessions. Don’t miss this important joint leadership training!

### AMERICAN FIDELITY FALL WEBINAR SERIES

November 11 at 2:00 p.m. – Active Enrollments and Dependent Verification Reviews (DVRs)  
Enrollment times can be hectic, so it’s no surprise that school districts often miss the chance to manage costs and maintain compliance during their open enrollment. Explore the best practices for conducting an active enrollment and learn why many districts choose to conduct a Dependent Verification Review.  
Click [here](#) to register or contact [Stephanie Thomas-Roid](#) at 503-828-3718.

### 2021-2022 OPI TEAMS Virtual Works Sessions Schedule

Click [here](#) to see a chart of TEAMS virtual work sessions, which include an opportunity for Q&A. The remaining sessions are shown below.

- **New Users:** Oct. 14, 19 and 25 are designed for you.
- **Returning Users:** Oct. 8, 15, 20, 26 and 29 are updates.

### MASBO TECHNOLOGY AND ELECTIONS WORKSHOPS

Registration is open for the following in-person workshops in November:

- November 8 - Technology (Polson)
- November 9 - Elections (Polson)
- November 11 - Technology (Great Falls)
- November 12 - Elections (Great Falls)
- November 16 - Elections (Miles City)
- November 17 - Elections (Billings)
- November 19 - Elections (Helena)

Note: The Elections workshops will feature legislation passed in the 2021 session, most notably, [HB15](#) which revises election laws related to accessibility for disabled electors.

## MASBO VIRTUAL TRAINING OPPORTUNITIES

### New Clerk and Veteran Clerk Webinars

The full-day workshops held in September will be brought to you in a virtual format after the in-person trainings are complete. Watch for details and registration coming soon.

## 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
Past President	<u>Lorie Carey</u> , Jefferson Co. High School	Region 3 Director	<u>Colleen Drury</u> , Scobey
Fiscal Agent	<u>Kim Aarstad</u> , East Helena	Region 4 Director	<u>Kevin Patrick</u> , Butte
Ex-Officio, MTSUIP	<u>Jen Mettler</u> , Baker K-12	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	<u>Renee Richter</u> , Financial Specialist	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



## P-CARD NEWS-----

### MASBO P-CARD PURCHASES REPORT

P-Card purchases for five months of the current rebate year (April - August) totaled over **\$15 million** with **169** school districts and special education cooperatives participating in the program. At the same time last year, we had 159 participants with almost \$11 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

## CONGRATULATIONS!

GFOA Certificate of Achievement for Excellence  
in Financial Reporting

FY2019 Comprehensive Annual Financial Report

- ★ **Billings Public Schools**
- ★ **Bozeman Public Schools**

ASBO International Certificate of Excellence  
in Financial Reporting

FY2019 Comprehensive Annual Financial Report

- ★ **Billings Public Schools**

ASBO International Meritorious Budget Award

FY2021

- ★ **Bozeman Public Schools**



## MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services <b>Jacob Bautista</b>, Office Manager 877-589-2544 <a href="mailto:jacob.bautista@americanfidelity.com">jacob.bautista@americanfidelity.com</a> <a href="http://www.americanfidelity.com/home.aspx">http://www.americanfidelity.com/home.aspx</a></p>
	<p>Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program <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>Health, Dental, Vision, Life and Long-Term Disability Benefits <b>Andy Holmlund</b>, Chief Executive Officer 406-457-4400 <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a> <a href="http://mustbenefits.org/">http://mustbenefits.org/</a></p>
	<p>Montana Schools 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>Payne West, Inc. Montana Schools Property &amp; Liability Insurance Plan <b>Rody Holman</b>, Program Manager 406-533-1035 <a href="mailto:RHolman@paynewest.com">RHolman@paynewest.com</a> <a href="http://msplip.com/">http://msplip.com/</a></p>

## IMPORTANT DATES & DEADLINES – OCTOBER 2021

### OCTOBER 1

TR-4 Individual Transportation Contracts	By October 1, or as received from the district, the county superintendent must electronically verify the County Transportation Committee's receipt of each transportation contract to the Superintendent of Public Instruction.	<a href="#">Regulations &amp; Guidelines for Pupil Transportation Reporting A.R.M. 10.7.106 (13)</a>
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### OCTOBER 4

Fall Enrollment Count Date	<p>The official fall count day is Monday, October 4, 2021. <b><i>MAEFAIRS Student Count for ANB must be submitted <u>no later than October 20, 2021.</u></i></b></p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance <b><i>should be submitted to the OPI prior to the official enrollment count date</i></b> for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.</p> <p>Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year. <b><u>Deadline for changes/corrections is December 31.</u></b></p>	<p><a href="#">A.R.M. 10.20.102 Reporting Instructions Fall Enrollment, Aggregate Hours &amp; Count Date Absence Collection</a></p> <p><a href="#">A.R.M. 10.20.102(10)</a> OPI Contact: <a href="#">Nica Merala</a> 444-4401</p> <p><a href="#">A.R.M. 10.21.204</a></p>
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### OCTOBER 10

File monthly claims for NSLP or SSO reimbursement	<p>Monthly lunch, breakfast and snack counts are due the 10<sup>th</sup> 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 <a href="#">Back to School Page</a> for more information on SSO and important updates.</p>	<p>Montana Agreement and Payment System (<a href="#">MAPS</a>) log in page <a href="#">School Nutrition Programs Checklist</a></p> <p>NSLP <a href="#">Reimbursement rates for FY2022</a></p> <p>SSO <a href="#">Reimbursement rates</a></p> <p><a href="#">FY2022 School Nutrition Payments</a></p>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<p><a href="#">E-Grants System</a></p> <p>Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>

### OCTOBER 15

WCRRP (workers comp) and MTSUIP (unemployment insurance) reports due	<p>If your district is a member of WCRRP, the workers comp report for 3<sup>rd</sup> quarter payroll (July, August, September) is due <b>October 25</b>. Due date for other carriers is October 15.</p> <p>If your district is a member of MTSUIP, the unemployment insurance report for 3<sup>rd</sup> quarter payroll is due.</p>	<p><a href="http://www.msgia.org/home">http://www.msgia.org/home</a></p> <p><a href="http://www.mtsuip.org/">http://www.mtsuip.org/</a></p>
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## IMPORTANT DATES & DEADLINES – OCTOBER 2021

### OCTOBER 25

Grant cash request due to OPI

Grant cash requests made by this date will be paid on November 10.

[OPI State and Federal Grants Handbook](#)

### OCTOBER 26

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**

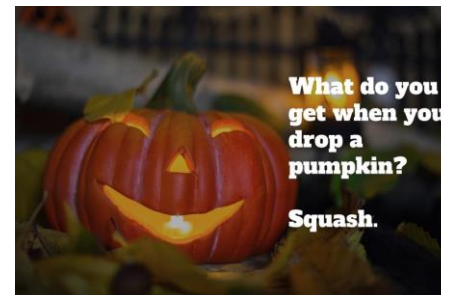
[FY2022 Payment Schedule](#) (scroll to bottom of page)

### OCTOBER 31

Last day to liquidate funds for grant projects ending September 30, 2021

- 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 Quality-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
- Montana Striving Readers Comprehensive Literacy Project (MCLP)
- Montana Comprehensive Literacy State Development Project (MCLSDP)
- Project AWARE Mental Health
- School Improvement: Indian Ed
- Elementary and Secondary School Emergency Relief Funds (ESSER)

[OPI State and Federal Grants Handbook](#)



Form 941 for Quarter 3 payroll is due.

Form 941 payroll report for Quarter 3 (July, August, September) is due.

[Form 941 \(form\)](#)  
[Form 941 \(instructions\)](#)


## IMPORTANT DATES & DEADLINES – NOVEMBER 2021

### 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="#">Regulations &amp; Guidelines for Pupil Transportation Reporting</a>  <a href="#">A.R.M. 10.7.101 (2)(g)</a>
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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).	<a href="#">Regulations &amp; Guidelines for Pupil Transportation Reporting</a>  <a href="#">A.R.M. 10.7.101 (2)(h)</a>
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Final Expenditure Reports for grants ended September 30, 2021 due in E-Grants system	<ul style="list-style-type: none"> <li>• IDEA, Part B</li> <li>• Regional CSPD</li> <li>• IDEA, Preschool</li> <li>• IDEA, Part D: MTSS</li> <li>• Title I, Part A, Improving Basic Programs</li> <li>• Title I, Part A, Schoolwide</li> <li>• Title I, Part C, Migrant Education</li> <li>• Title I, Part D, Neglected and Delinquent</li> <li>• Title I, School Support</li> <li>• Title I, Targeted Support &amp; Improvement</li> <li>• Title II, Part A, Improving Teacher Quality</li> <li>• Title II, Part A, Improving Teacher Quality-State Level</li> <li>• Title II, Part B, Math Science Partnerships</li> <li>• Title III, Part A, English Language Acquisition</li> <li>• Title III, Part A, Emergency Immigrant</li> <li>• Title IV-A, Student Support &amp; Academic Enrichment</li> <li>• Title VI, Part B, Rural Low Income</li> <li>• Title X, Part C, McKinney-Vento Homeless Education</li> <li>• MT Striving Readers Comp Literacy Project</li> <li>• MCLSDP</li> <li>• Project AWARE Mental Health</li> <li>• School Improvement: Indian Ed</li> <li>• ESSER</li> </ul>	<a href="#">OPI State and Federal Grants Handbook</a>  
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File monthly claims for NSLP or SSO reimbursement	<p>Monthly lunch, breakfast and snack counts are due the 10<sup>th</sup> 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 <a href="#">Back to School Page</a> for more information on SSO and important updates.</p>	<p>Montana Agreement and Payment System (<a href="#">MAPS</a>) log in page <a href="#">School Nutrition Programs Checklist</a></p> <p>NSLP <a href="#">Reimbursement rates for FY2022</a></p> <p>SSO <a href="#">Reimbursement rates FY2022 School Nutrition Payments</a></p>
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## IMPORTANT DATES & DEADLINES – NOVEMBER 2021

NOVEMBER 10 (continued)		
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<a href="#">E-Grants System</a> Log in to your district's account, or click on Public Access, then Vendor Payee Details
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.	<a href="#">School Nutrition Programs Checklist</a>
NOVEMBER 19		
OPI makes K-12 BASE aid payments	<b>Direct State Aid</b> <b>Quality Educator Component</b> <b>At Risk Student Component</b> <b>Indian Education for All</b> <b>Student Achievement Gap</b> <b>Data for Achievement</b> <b>State Special Education Payment</b>	<a href="#">FY2022 Payment Schedule</a> (scroll to bottom of page)
NOVEMBER 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on December 10.	<a href="#">OPI State and Federal Grants Handbook</a>

### GRANT OPPORTUNITY – Montana Department of Environmental Quality

For more information and to view the request for applications visit: [Deq.mt.gov/energy/programs/fuels](http://Deq.mt.gov/energy/programs/fuels).

The Montana Department of Environmental Quality (DEQ) is celebrating National Drive Electric Week with new funding opportunities to help curb nitrogen oxide (NOx) emissions with clean transportation. The grants are available for public and private entities and match funds to help make clean transportation affordable.



The first funding opportunity, the [Clean Truck, Bus & Airport Equipment Program](#), matches funds to replace older diesel trucks, buses or airport ground support vehicles with battery electric, alternate fuel or diesel vehicles. Examples of types of vehicles for this funding opportunity can include garbage trucks, street sweepers, bucket trucks, buses, or vehicles that service aircrafts between flights.

**Applications for this opportunity are due January 14, 2022.**

The second funding opportunity is the [Clean School Bus Program](#) that applies to school districts statewide and matches funds to replace older diesel school buses with newer diesel, gasoline, propane, low NOx certified or battery electric buses. This opportunity has funded 23 diesel buses and 8 propane buses at school districts across the state since January of 2020. **Applications for this opportunity are due November 15, 2021** with project completion by August of 2022.



## Another GRANT OPPORTUNITY – OPI School Nutrition Program

The School Food Service Equipment Grant is available for Montana school districts that operate the National School Lunch Program (NSLP) or the Seamless Summer Option (SSO) during SY2021-22 to obtain new equipment or to renovate or replace existing equipment. The OPI has \$68,638 available to award via competitive sub-grants ranging from \$1,000 to \$5,000 to Montana school districts.

**Application deadline is November 5, 2021 - [School Nutrition Equipment Grant](#)**

The Food Service Equipment Assistance Grant Application is available at <https://opi.mt.gov/School-Nutrition>.

## AMERICAN FIDELITY – 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](mailto:jacob.bautista@americanfidelity.com) (877) 589-2544

Or call these Montana representatives:

**Jim Simkins**

[jim.simkins@americanfidelity.com](mailto:jim.simkins@americanfidelity.com)

(406) 431-2646

**Jason Galloway**

[jason.galloway@americanfidelity.com](mailto:jason.galloway@americanfidelity.com)

(509) 464-9235

## BUS DRIVER TRAINING – Malta

Malta Public Schools will be hosting its annual bus driver training on **Friday, October 22, 2021** at the Malta High School Auditorium. Cost is \$200 per school (no limit on number of drivers).

Training will start at 8:00 AM and finish by 6:00 PM. This 10-hour training will meet 10 of the 15 hours of training as required by state law. Lunch will be provided.

Topics to be discussed include:

- Breakdowns on your bus
- Phone use and wireless communication
- Student dynamics
- Handling parent contact
- NEW Montana School Bus Laws from 2021 legislature session (map21 will also be discussed- 2/7/2022 start date)
- Student loading/unloading/Lights on your school bus
- Railroad information (required every year)
- Working with our special needs students
- Who is in control of the bus
- School bus jeopardy
- Training video for working lunch

Training will be provided by Bruce Kubler.

For registration or questions please contact either Patrick Sargent (406-390-0790/406-654-2002 or email [psargent@altaschools.org](mailto:psargent@altaschools.org)) or Jane Knudsen (406-654-1871 or email [jknudsen@altaschools.org](mailto:jknudsen@altaschools.org)).





## MASBO EXHIBITOR MEMBERS

<b>American Fidelity Assurance Company</b> Jacob Bautista, Office Manager <a href="mailto:jacob.Bautista@americanfidelity.com">jacob.Bautista@americanfidelity.com</a>	<b>Anderson, Zurmuehlen &amp; Co.</b> Stefeni Freese, CPA <a href="mailto:sfreese@azworld.com">sfreese@azworld.com</a>	<b>Black Mountain Software</b> Teresa Van Buren <a href="mailto:teresav@blackmountainsoftware.com">teresav@blackmountainsoftware.com</a>
<b>Bruco, Inc.</b> Adam Uselman, V.P.-C.O.O. <a href="mailto:adamu@bruco.com">adamu@bruco.com</a>	<b>C &amp; C School Accounting</b> David Bardwell <a href="mailto:Help@CandCSchoolAccounting.com">Help@CandCSchoolAccounting.com</a>	<b>D.A. Davidson &amp; Co.</b> Bridget Ekstrom <a href="mailto:Bekstrom@dadco.com">Bekstrom@dadco.com</a>
<b>Fatbeam</b> Graham Taylor <a href="mailto:graham@fatbeam.com">graham@fatbeam.com</a>	<b>Felt Martin, PC</b> Jeffrey Weldon <a href="mailto:JWeldon@feltmartinlaw.com">JWeldon@feltmartinlaw.com</a>	<b>Fisher's Technology</b> Amanda Byrne <a href="mailto:info@fisherstech.com">info@fisherstech.com</a>
<b>Frontline Education</b> Lisa Sierra <a href="mailto:lsierra@frontlineed.com">lsierra@frontlineed.com</a>	<b>Horace Mann</b> Keith Jorgensen <a href="mailto:keith.jorgensen@horacemann.com">keith.jorgensen@horacemann.com</a>	<b>Iconergy</b> Carl Hurst <a href="mailto:churst@iconergyco.com">churst@iconergyco.com</a>
<b>Infinite Campus</b> Mariah Ristow <a href="mailto:mariah.ristow@infinitecampus.com">mariah.ristow@infinitecampus.com</a>	<b>Insurance Management Services of Montana</b> John R Boyer <a href="mailto:john@imsvest.com">john@imsvest.com</a>	<b>Joint Powers Trust</b> Cyndy Maxwell <a href="mailto:cyndy@jointpowerstrust.com">cyndy@jointpowerstrust.com</a>
<b>K12 Montana</b> Jeffrey Patterson <a href="mailto:jeffp@k12mt.com">jeffp@k12mt.com</a>	<b>Kalmbach Consulting</b> Cathy Kalmbach <a href="mailto:cathymkal@gmail.com">cathymkal@gmail.com</a>	<b>Klimas Financial Services, Inc.</b> Charles Klimas <a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a>
<b>Montana Public Employees Retirement Administration</b> Terry Dalton <a href="mailto:tdalton@mt.gov">tdalton@mt.gov</a>	<b>MSGIA-WCRRP</b> Shawn Bubbs <a href="mailto:sbubbs@mstba.org">sbubbs@mstba.org</a>	<b>Montana Schools Unemployment Insurance Program (MTSUIP)</b> Theresia LeSueur <a href="mailto:tlesueur@mtsba.com">tlesueur@mtsba.com</a>
<b>Montana Unified School Trust (MUST)</b> Andy Holmlund <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a>	<b>Payne West, Inc./MSPLIP</b> Rody Holman <a href="mailto:RHolman@paynewest.com">RHolman@paynewest.com</a>	<b>Pine Cove Consulting</b> Brandan Bassett <a href="mailto:bbassett@pinecc.com">bbassett@pinecc.com</a>
<b>School Services of Montana</b> Thomas Franta <a href="mailto:tfranta@mt-schools.org">tfranta@mt-schools.org</a>	<b>Teachers On Call</b> Maya Burnaugh <a href="mailto:mburnaugh@teachersoncall.com">mburnaugh@teachersoncall.com</a>	<b>Tyler Technologies</b> Carrie Hughes <a href="mailto:carrie.hughes@tylertech.com">carrie.hughes@tylertech.com</a>
<b>Todd Watkins Consulting Services</b> Todd Watkins <a href="mailto:Toddwatkinsconsulting101@gmail.com">Toddwatkinsconsulting101@gmail.com</a>	<b>Wipfli LLP</b> Kim Dare, CPA <a href="mailto:kdare@wipfli.com">kdare@wipfli.com</a>	



## Breast Cancer Awareness

Breast cancer is the **second** most common kind of cancer in women. About **1 in 8** women born today in the United States will get breast cancer at some point in their lives.

# 7 Things to know about getting a Mammogram

## 1. WHAT IS A MAMMOGRAM?

A mammogram is an x-ray of the breast that's used to find breast changes. X-rays were first used to examine breast tissues nearly a century ago.

## 2. WHERE TO GET ONE

The US Food and Drug Administration (FDA) certifies mammogram facilities that meet high professional standards of quality and safety.

## 3. WHEN TO SCHEDULE ONE

The best time to schedule a mammogram is about a week after your menstrual period.

## 4. WHAT NOT TO WEAR

A two piece outfit is best for ease and comfort. You'll need to remove your top and bra. Do not apply deodorant, lotion, powder, ointment, etc around your chest on the day of your appointment. These products can appear on the x-ray.

## 5. WHAT TO EXPECT

The entire procedure takes about 20 minutes. The breast is compressed between two plastic plates for a few seconds while an x-ray is taken. It's repositioned and compressed again to take another angle. This is repeated on the other breast.

## 6. GETTING THE RESULTS

You should know your results within 10 days. If you don't hear back, call your doctor. If something suspicious is found, you'll likely be contacted to get other tests. This doesn't mean you have cancer. A suspicious finding may be dense breast tissues or a cyst. Other times the image may just not be clear enough and needs to be retaken. If it is your first mammogram, your doctor may want to look at a particular area more closely because there is no previous mammogram for comparison.

## 7. WHAT YOU PAY

For uninsured or low-income women, free or low-cost mammogram services are available. Call the American Cancer Society at **1-800-227-2345** to find a program near you. Or call us at MUST and we will direct you to a representative.



406.457.4400

[mustbenefits.org](https://mustbenefits.org)

 @MUSTbenefits

"Infographic: 7 Things to Know about Getting a Mammogram." American Cancer Society.  
<https://www.cancer.org/cancer/breast-cancer/mammogram-tips-infographic.html>.