

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS SEPTEMBER 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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406-461-8804 or mroach@masbo.com

WHAT'S NEXT IN

MONTANA CONFERENCE OF EDUCATION LEADERSHIP

It's not too late to sign up for the 2015 MCEL Conference, **October 14-16** in Billings. The conference schedule is posted on the MCEL website. Look for [session descriptions](#) for the following and more:

- Legal Issues as They Relate to G.R.E.A.T.
- Legal Analysis of the 2015 Legislative Session
- Energy Performance Contracting
- Coffee with the Lt. Governor!
- Alternatives to Traditional Negotiations
- SB157 New Property Value Reappraisal Cycle
- Sustainable Technology Planning & Budgeting
- New Tools for Improving Workplace Safety in the Classroom
- Identifying and Serving Homeless Students
- Roundtable discussions on P-cards, Organization Skills, Intercap Loan Program and STIP Updates
- Best Practices in Human Resources
- Investment & Cash Management Options (Manage Your Own Cash)
- MCS – An MREA-MTSBA Purchasing Program
- Your School Food Service: The Ten Most Important Things to Know
- A Buy-Out Strategy
- School Bond Overview
- Legal Challenges Facing Montana Schools in 2015
- Intelligent Unemployment
- Non Linear Project Funding
- GASB 68 Implementation
- Unemployment 101



Click [here](#) to register.

ASBO INTERNATIONAL ANNUAL MEETING & EXPO

The Association of School Business Officials International is hosting its premier event for school business leaders, the Annual Meeting & Expo in Grapevine, Texas at the Gaylord Palms Hotel & Convention Center, **October 23 - 26**. For conference registration, information and hotel reservations, click [here](#).



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.]

KIM AARSTAD, MASBO FISCAL AGENT



Welcome back for another school year.

My name is Kim Aarstad and I was appointed as the MASBO Fiscal Agent in 2014, prior to this appointment I served as the Region 4 Director for 5 years.

For over thirteen years I have worked as the Business Manager/Clerk for the East Helena School District. East Helena is a K-8 school district with over 1200 students.

I started my career as a CEDA employee at the City of Troy, eventually being hired as the water/sewer billing clerk over 31 years ago. Prior to taking my position in East Helena, I worked for the City of Libby as Clerk/Treasurer for over 15 years, the last two years I also served as the President of Montana Municipal Clerk, Treasurer and Finance Officers Association.

The first MASBO meeting I was able to attend was a New Clerks Workshop, and it saved my life, so I knew that I wanted to become involved with the organization. The information that is available through the newsletters, emails, workshops and summer conference is extremely important and it allows everyone to get together and discuss issues we all have.

In my spare time I enjoy gardening, reading and taking a ride in my side by side buggy. I have been married to my husband Rich for 21 years. Rich and I have one son, Rick and two beautiful granddaughters, Chesnie and Kashlyn, who live in Spokane, Washington, and YES I am the 3rd Executive Board member who is an avid GRIZ fan!!!

PLEASE UPDATE YOUR RECORDS

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

2016 MASBO SUMMER CONFERENCE & NEW CLERK ACADEMY JUNE 13 — 17, 2016 BILLINGS HOTEL & CONVENTION CENTER

You can now book your reservations for the Summer Conference and New Clerk Academy.

Call (406) 248-7151 or [book online](#) and use group code **MASBO6**.

NEW REGION 1 DIRECTOR — Noreen Anderson

At a special board meeting held Thursday, September 17, the MASBO Board of Directors appointed Noreen Anderson, District Clerk/Business Manager at Hellgate K-8 Elementary School, to serve as Region 1 Director until the Spring Regional meeting next March. During her 20-year MASBO membership, Noreen has served on the Payroll Committee and Mentor Committee and most recently has headed up the “Getting Ready for the TFS” sessions at summer conference. Congratulations and welcome, Noreen!

MARK YOUR CALENDAR!

Registration will open soon for these important workshops.

DATE	WORKSHOP	LOCATION
Wednesday, November 4	ELECTIONS	Missoula
Thursday, November 5	TECHNOLOGY	Grant Creek Inn (Best Western)
Tuesday, November 10	ELECTIONS	Great Falls Heritage Inn (Best Western)
Thursday, November 12	TECHNOLOGY	Bozeman
Friday, November 13	ELECTIONS	GranTree Inn (Best Western)
Monday, November 16 Tuesday, November 17	NEW CLERK ACADEMY	Billings Holiday Inn Grand Montana
Wednesday, November 18	ELECTIONS	Miles City
Thursday, November 19	TECHNOLOGY	Sleep Inn & Suites



P-CARD NEWS-----

WE'RE HERE TO HELP!

Please contact Marie Roach at 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.

USEFUL *details* Online TUTORIALS

Want to manage your p-Card accounts 24/7 online? It is easy with BMO/Harris's powerful tool – *details* online. Click [here](#) to access the tutorials for some of the reports and p-Card management tools that are available on *details* online. The majority of these reports can only be done by the p-Card Administrator.

GOT ANY p-CARD TIPS or TRICKS?

MASBO members always have great ideas for how to make work easier, and this no doubt applies to p-Cards. Send us a brief write-up of your best tip or trick and we'll share it with everyone in the MASBO newsletter.

MASBO ENDORSES THESE PROGRAMS

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

IMPORTANT DATES & DEADLINES

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.	OPI Transportation Form Calendar A.R.M. 10.7.106 (13)
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OCTOBER 5

Fall Enrollment Count Date	<p>The official fall count day is Monday, October 5, 2015. <i>MAEFAIRS Student Count for ANB must be submitted <u>no later than October 16, 2015.</u></i></p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance <i>should be submitted to the OPI prior to the official enrollment count date</i> 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. <u>Deadline for changes/corrections is December 31.</u></p>	<p>A.R.M. 10.20.102 ANB Memo Reporting Instructions Step-by-Step Student Count for ANB Instructions</p> <p>A.R.M. 10.20.102(10)</p> <p>A.R.M. 10.21.204</p>
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OCTOBER 10

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 FY2015-2016 Reimbursement Rates
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 th of the previous month.	Payments to Schools and Coops Click on Grants tab

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 3rd quarter payroll (July, August, September) is due.</p> <p>If your district is a member of MTSUIP, the unemployment insurance report for 3rd quarter payroll is due.</p>	<p>http://www.msgia.org/home</p> <p>http://www.mtsuip.org/</p>
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IMPORTANT DATES & DEADLINES

OCTOBER 23		
OPI makes K-12 BASE aid payments	(DSA) Direct State Aid (QEC) Quality Educator Component (ARC) At Risk Student Component (IEA) Indian Education for All (SAG) Student Achievement Gap (SPED) State Special Education Payments (D4A) Data for Achievement (NRD) Natural Resource Development	FY2016 Payment Schedule State Payments to School and Cooperatives
OCTOBER 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on November 10.	OPI Grants Calendar
OCTOBER 31		
Last day to liquidate funds for grant projects ending September 30	Last day to liquidate funds for projects that end September 30. <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 	OPI Grants Calendar
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)



THE 2015 SCHOOL LAW BOOKS ARE HERE!

The 2015 School Law Books are available at the Office of Public Instruction. To order a copy(ies) please click on the following link to obtain the Order Form.

<http://www.opi.mt.gov/pdf/LegalDivision/15LawBookOrderForm.pdf>

HANDY RESOURCES

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

PROPERTY TAX APPRAISAL RESOURCES

The Montana Department of Revenue has posted information related to the new two-year tax appraisal cycle that may help folks understand the appraisal notices and tax bills.

- [Real Property Classification and Appraisal Notice FAQs](#)
- [How To Estimate Your 2015 General Property Taxes](#)

RETIREMENT NEWS

School staff members often seek help from their District Clerk/Business Manager on retirement issues. The following may help you direct their questions to experts who can help:

State of Montana 457(b) Deferred Compensation Plan

(submitted by Gary Whitney, Retirement Plan Counselor, Empower Retirement)

Are you looking for ways to help your employees prepare for retirement? Did you know the state of Montana offers a 457(b) Deferred Compensation plan? The state's 457(b) plan is administered by the Montana Public Employee Retirement Administration (MPERA) and is available to state, university systems, and political subdivisions at no cost to the employer. Once set up, all employees would be able to participate if they choose. Further, the amount your employee elects to contribute to their savings is withheld from their paycheck either as before tax contributions or as after tax Roth contributions.

MPERA contracts with a third party administrator, Empower Retirement, to offer valuable education and training services to your employees. Empower's non-commissioned representatives are available throughout the state to help your employees with retirement planning.

If you do not already offer a 457(b) Deferred Compensation plan, you may want to consider this supplemental retirement option. The process is easy and it provides a valuable benefit for your employees. If you are interested, simply contact Joel Thompson at (406) 444-0199, and he will guide you through the process. You can also contact the Empower representative for your area. They are available to help answer your questions:

Gary Whitney, 406-670-5616 or email gary.whitney@empower-retirement.com
Nancy Quirino, 406-549-3131 or email nancy.quirino@empower-retirement.com
Beth Long, 406-449-2408 or email beth.long@empower-retirement.com

MEA-MFT Fall 2015 PERS and TRS Pre-Retirement Workshops

MEA-MFT is working together with staff at the Teachers Retirement System (TRS) and Montana Public Employees Retirement Administration (MPERA) to provide regional opportunities for members to learn about the retirement systems and the benefits offered. Please share this information with your staff:

- MEA-MFT members and spouses are invited, including those in the Montana Public Employees' Retirement System (PERS) and Teachers' Retirement System (TRS).
- Get easy-to-digest information on your PERS or TRS plan. Learn about the status of your guaranteed annual benefit adjustment (GABA).
- Representatives from TRS and PERS will give overviews of your retirement benefits and procedures and answer your questions.
- MEA-MFT staff will facilitate the workshops and provide a brief introduction to the MEA-MFT Retired program and NEA and AFT+ Plus Member Benefits programs.
- 1 OPI Renewal Unit available. Light snacks provided.

Workshop schedule - (All sessions take place 4:30 – 6:30 P.M. except the Billings session, held Friday morning at the MEA-MFT Educators' Conference. Meeting rooms to be announced.)

September 29	Hamilton High School Perform Arts Center 327 Fairgrounds Rd.
September 30	Frenchtown High Auditorium 17620 Frenchtown Frontage Rd.
October 6	Beaverhead High School Auditorium 104 N Pacific St.
October 7	Butte High School Commons 401 S. Wyoming St.
October 13	Bozeman, Chief Joseph Middle School Orchestra room, 4255 Kimberwicke St.
October 16	Billings – MEA-MFT Educators Conference
December 9	Helena Middle School, Rooms 124 & 126, 1300 Billings Ave.

Questions? E-mail Diane Fladmo, MEA-MFT, at dfladmo@mea-mft.org

MASBO EXHIBITOR MEMBERS

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