

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

SEPTEMBER 2017

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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TRAINING OPPORTUNITIES

REGISTER NOW!

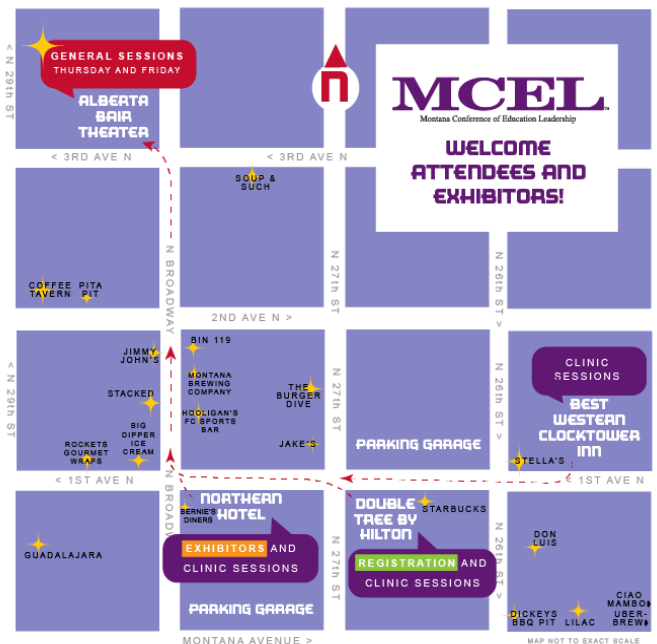
MONTANA CONFERENCE OF EDUCATION LEADERSHIP (MCEL)

Leadership for Transforming Education, Empowering Montana Students

October 18-20 in Billings

It's not too late to sign up for the 2017 MCEL Conference! The conference schedule is posted on the MCEL website (click [here](#)). Look for information on the opening and closing keynote speakers and [session descriptions](#) for several topics important to you as a school business official, such as:

- Vision for Montana K-12 Education – outcomes of work of the K-12 Vision Group
- 2017 Legislative Impacts on Montana Schools
- School Funding Flexibility – What all District Governance Teams Should Know!
- Montana School Law Update
- Reserves: Building Your Budget Castle in Quicksand
- How to Save Your School Thousands\$\$
- Governing for Student Success
- The Montana Information Security Project
- Small Schools Jam Session
- Strategies for School Districts to Engage their Communities
- Investing in Your School District's Infrastructure (2 hrs)
- Bargaining for Student Success
- ERate Support for School Districts Across the State
- What's Effective? School board practices that work!
- MASBO Procurement Card Program Tips & Tricks
- Effective and Transparent Governance Utilizing the Open Meeting Laws
- Transfers Between Funds
- Responsible Social Media Use by School Board Trustees and School District Employees
- Generating Innovation and Increasing Revenue through School Meals
- Why Rural Matters
- ESSA Update
- School Bus Standards: Maximum Driving Time
- Creating a Paperless Board Meeting Using Google
- Infrastructure Improvements Financed Through Energy Savings
- Energy Performance Contracting



REGISTRATION AND INFORMATION

DOUBLE TREE BY HILTON
(THROUGHOUT ENTIRE CONFERENCE)

REGISTRATION HOURS:

WED., OCT. 18	NOON - 5:00 PM
THURS., OCT. 19	7:30 AM - 5:00 PM
FRI., OCT. 20	7:30 AM - 11:00 AM

CONFERENCE FACILITIES OVERVIEW

Co-Hosting Hotels - Contact Information

DoubleTree by Hilton
27 North 27th Street, Billings MT 59101
(800) 588-7666 | (406) 252-7020

Northern Hotel
19 N. Broadway, Billings MT 59101
(406) 867-6767

MASBO Board of Directors

President	Cindy Foley, West Valley Schools	Region 1 Director	Noreen Anderson, Hellgate K-8 School
Vice-President	Lorie Carey, Jefferson Co. High School	Region 2 Director	Belinda Klick, Sun River Valley Schools
Past President	Tammy Tulberg, Target Range Schools	Region 3 Director	Cheri Nygard, Wolf Point Schools
Fiscal Agent	Kim Aarstad, East Helena Schools	Region 4 Director	Kevin Patrick, Anaconda Schools
Ex-Officio, MSUIP	Denise Williams	Region 5 Director	Rita Huck, Huntley Project Schools
Ex-Officio, OPI	Kara Sperle	Region 6 Director	Jen Mettler, Baker Schools

MEET YOUR MASBO BOARD OF DIRECTORS CHERI' NYGARD, WOLF POINT SCHOOLS

I hope everyone is off to a great start this 2017-2018 School Year.

I am excited and honored to serve as the Region 3 Director for the MASBO organization.

My husband, Brent and I have four children; Taylor – 23, Ty – 18, Tori – 15 and Tia – 13. Brent and our oldest son, Taylor, work and manage the family farm. Ty graduated from high school this last year and attends Montana Tech of the University of Montana in Butte. **Go Orediggers!** Tori is a sophomore and Tia is an 8th grader at Wolf Point Junior/Senior High School and both girls are keeping their dad and me busy watching them play junior high and high school sports. **Go Wolves!**



The year 1997 was a big year for me; I received my Bachelor's Degree from Rocky Mountain College, planned a wedding and married, and started my first clerk job at the Brockton Schools. I was lucky to take over for my mother-in-law who had retired as the clerk. She was a great teacher and everything was in great working order! I worked twelve years as the Clerk/Business Manager for the Brockton Public Schools. It was exciting to watch my husband, Brent, coach the Brockton Warriors to their first State Boys Basketball Championship in 2004. I always loved cheering on the Brockton Warriors!

In 2008, I was hired at Northeast Montana Health Services as the Director of Materials Management and worked there until 2011 when I was recruited to Wolf Point Schools to work as their Clerk/Business Manager. We had just moved back to my hometown of Wolf Point and I've been working with the Wolf Point Schools since.

I have been a member of MASBO for 18 years and I can't say enough good things about MASBO and its importance in providing guidance and training for the jobs that we have to do. I truly missed MASBO during the three years I spent in healthcare, the MSHMM (Montana Society of Healthcare Materials Managers) group is definitely not as developed and organized as MASBO. I think this says a lot about our executive leadership and our members. Thanks to all of you for contributing to this great organization and making it what it is. I can't wait to celebrate MASBO's 50 years with all of you this summer!

Take care,

Cheri'

MASBO 50TH ANNIVERSARY FUN FACT

MASBO's first annual conference was held on Thursday, October 8, 1970 in Helena. There were 69 members and guests present. The first address received by the group was, "What is a School Business Official?" given by John Campbell, Director of Financial Support for Public Schools of the State Department of Public Instruction. The Secretary-Treasurer reported a total membership to date of 66. The total funds of the Association was \$610.00.



P-CARD NEWS

MASBO P-CARD PURCHASES REPORT

P-Card purchases for four months of the rebate year (April - July) totaled **\$7.1 million** with **125** school districts and special education cooperatives participating in the program. At the same time last year, we had 109 participants with \$6.7 million in total purchases. Click [here](#) to see the current year P-Card purchases report.

MASBO CERTIFICATION PROGRAM

TOP TEN REASONS TO GET YOUR MCSBO

#7 Fulfill a Job Requirement

More and more, employers are advertising in job announcements for a Certified Business Official, or preference is given to those that are certified. Certification will give you a leg up over applicants that are not certified. Also, studying and preparing for the tests just might alert you to something that you haven't been doing correctly, or maybe not doing at all.

WANT TO TAKE A TEST?

Click [here](#) to access an online registration form that will serve as a request to take a certification test. Marie will contact you to work out the details. NOTE: If you'd like to take a test during MCEL, please submit your request by **October 1**.

MARK YOUR CALENDAR!

Registration will open soon for these important workshops.

DATE	WORKSHOP	LOCATION
Thursday, November 2	ELECTIONS	Missoula Courtyard Marriott
Friday, November 3	TECHNOLOGY	
Thursday, November 9	ELECTIONS	Miles City Courtyard Marriott
Friday, November 10	TECHNOLOGY	Billings Billings Hotel & Convention Center
Thursday, November 16	TECHNOLOGY	Great Falls Heritage Inn
Friday, November 17	ELECTIONS	

ASBO INTERNATIONAL MERITORIOUS BUDGET AWARD

Congratulations to **BOZEMAN SCHOOLS** for earning the Meritorious Budget Award from the Association of School Business Officials International!



Broadband for Montana Schools

[House Bill 390](#) was passed in the 2017 Legislative Session and included an amendment to 20-9-534, MCA that directs \$1 million in each year of the biennium to the Montana Department of Commerce (\$2 million total) for funding to schools to use as a match for FCC E-rate program funds. The Broadband in Montana Schools Program will enable schools to upgrade their broadband, boosting access to high-speed internet and providing students with more digital learning tools. The Broadband for Montana Schools Program matching funds are available for all Montana K-12 schools, including elementary schools, high schools, K-12 school districts, and consortiums of K-12 schools, as those entities are defined in Title 20, Chapter 6, MCA. **Applications will be accepted on a continuous basis until beginning August 1, 2017 and until May 1, 2019.** Click [here](#) to see the DOC's webpage, and contact them at DOCBroadband@mt.gov or call 406-841-2770 if you have any questions about the Broadband for Montana Schools Program.

Meet MASBO Vendor Member

New Hope Technology Foundation

New Hope Technology Foundation was founded in 2004 to provide strategic technology funding assistance to K-12 school districts. The company's client base has grown from five clients in 2004 to over two hundred in 2017, including schools and libraries in 23 separate states. We were recently awarded a contract by the Montana Department of Commerce whereby they will reimburse our consulting fees. This allows New Hope to offer our services to Montana schools for free.

New Hope is a full service E-Rate consultant offering assistance with application filing, discount rate determination, audits, appeals and all other facets of the application process. It is our goal to assume as much of the application burden as is possible. We always take a strong proactive stance for our clients in regards to E-Rate policy and rules changes. This includes actively lobbying both Congress and the FCC on behalf of our client base.

In addition to E-Rate, New Hope provides clients with procurement assistance and has a grant writer on staff. Additional information on New Hope may be found at www.newhopetech.net.

NEW OPI WEBSITE

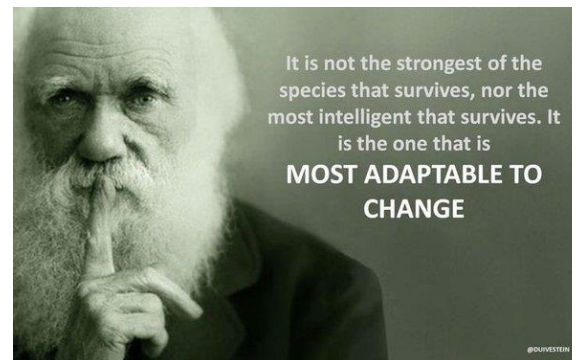
If you haven't already noticed, the Office of Public Instruction has changed its website. While it certainly has slowed me down a bit, I've found that most things are still there for your reference. Here's some handy hints on how to navigate around the new digs at opi.mt.gov:

LEADERSHIP – place your cursor here and find most of what you've accessed in the past.

SCHOOL FINANCE – click on the School Finance link and you'll see a boxes for things link Accounting, Budgets, Elections, Pupil Transportation, State School Payments, etc. Scroll down past the boxes and you'll see links to your favorite data collection systems (Pupil Transportation, MAEFAIRS and County).

DATA & REPORTING – they put AIM and GEMS here. Also, check out the link called OPI Information Reporting Systems. There is a chart of all the data collection systems at OPI complete with a link to the log in page, description of the reporting system and also a link to the division at OPI responsible for that particular data collection.

OPI COMMUNICATION – links to important information to keep you up-to-date with what's going on at the Office of Public Instruction.



MASBO ENDORSES THESE PROGRAMS

 MONTANA SCHOOLS PROPERTY & LIABILITY INSURANCE PLAN	Montana Schools Property & Liability Insurance Plan Dave Pillatzke, Program Manager 406-457-4531 dpillatzke@paynewest.com http://msplip.com/
 AMERICAN FIDELITY a different opinion	Healthcare Reform Section 125 Services Health Savings Account Services Angie Newman, State Manager II 877-589-2544, ext. 352 angie.newman@americanfidelity.com http://www.americanfidelity.com/home.aspx
 MSGIA WORKERS COMPENSATION RISK RETENTION PROGRAM	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
 MUST MONTANA UNIFIED SCHOOL TRUST	Health, Dental, Vision, Life and Long-Term Disability Benefits Andy Holmlund, Chief Executive Officer 406-457-4400 aholmlund@ms-sf.org http://mustbenefits.org/
 MT\$UIP Montana Schools Unemployment Insurance Program	Montana Schools Unemployment Insurance Program Theresia LeSueur, Director 406-457-4407 tlesueur@mtsba.org http://www.mtsuip.org/

IMPORTANT DATES & DEADLINES – OCTOBER 2017

OCTOBER 1

TR-4 Individual Transportation Contracts (county due date)	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 Guidelines and Due Dates A.R.M. 10.7.106 (13)
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OCTOBER 2

Fall Enrollment Count Date	The official fall count day is Monday, October 2, 2017. <i>MAEFAIRS Student Count for ANB must be submitted <u>no later than October 13, 2017.</u></i> 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. 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>	A.R.M. 10.20.102 ANB Memo Reporting Instructions Step-by-Step Student Count for ANB Instructions A.R.M. 10.20.102(10) A.R.M. 10.21.204
Special Education Child Count Collection	Verify accuracy of data for students receiving Special Education services as of 10/2/17 . Ensure completed IEPs and ERs are locked and Exit Dates & Exit Reasons are current. Confirm correct Child Count list by 11/17/17.	AIM Data Collection Schedule for 2017-2018

OCTOBER 10

File school food program claim for reimbursement with OPI	Claims for reimbursement are due on the 10 th of each month	Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist Reimbursement Rates for FY2018
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

IMPORTANT DATES & DEADLINES – OCTOBER 2017

OCTOBER 15

MTSUIP (unemployment insurance) report due	If your district is a member of MTSUIP, the unemployment insurance report for 3 rd quarter payroll (July, August, September) is due.	http://www.mtsuip.org/
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OCTOBER 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on November 10.	
WCRRP (workers comp) report due	If your district is a member of WCRRP, the workers comp report for 3 rd quarter payroll (July, August, September) is due.	http://www.msgia.org/home

OCTOBER 27

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 *(TECHF) Technology Funding ** (D4A) Data for Achievement *** (NRD) Natural Resource Development	FY2018 Payment Schedule FY2018 Payment Advice - Districts <u>* Redirected as per HB390</u> <u>** Eliminated for FY2018 per SB261</u> <u>*** Redirected as per HB647</u>
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OCTOBER 31

Last day to liquidate funds for grant projects ending September 30, 2017	Last day to liquidate funds for projects that end September 30. • IDEA, Part B • IDEA, Part B; CSPD • IDEA, Preschool • IDEA, Part D: RTI, Significant Needs • Title I, Part A, Improving Basic Programs • Title I, Part C, Migrant Education • Title I, Part D, Neglected and Delinquent • Title I, School Support • 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 VI, Part B, Rural Low-Income • Title X, Part C, McKinney-Vento Homeless Education • Project AWARE Mental Health Grant (check with the program administrator or grant accountants for specific deadlines)	
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IMPORTANT DATES & DEADLINES – OCTOBER 2017

OCTOBER 31 (continued)

Form 941 for Quarter 3 (July 2017 – Sept. 2017) payroll is due.

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

Workers Compensation Insurance and Unemployment Insurance

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

If not a member of WCRRP or MTSUIP, check with your specific provider (i.e., Montana State Fund, State of Montana or private insurer) for exact filing dates and instructions.

THANK YOU, BOB VOGEL

For the past several years, most of us have worked with Bob Vogel, MTSBA's Director of Government Relations. Whether it was attending an MTSBA workshop, superintendent search, calling for help on an opening meeting, school election, protested tax, school boundary or legislative question, Bob has always been a friendly, helpful resource for many school business officials across the state. He's always held MASBO members in high regard.

Recently, Bob has had the good fortune to announce his retirement, effective at the end of this month. This is sad news for us, but **GREAT** news for Bob and his wife, Jan!

Bob has been a great mentor for me in my career. His people skills and professionalism are excellent examples for all of us to follow. I will miss collaborating with him on school issues and seeing his smiling face at meetings and legislative hearings.

We appreciate Bob's tireless efforts to represent and advocate for Montana's public schools. Below are some well wishes from some MASBO members:

- ★ Bob is always so friendly and obviously willing to help people. He always wants situations to work out for the best. He is a very knowledgeable professional and is a great asset to MTSBA and Montana schools and administration. He never made me feel like he didn't have time to talk and always took time to recognize and greet me at events. Bob has done much for the public relations of MTSBA and administration. **Betty Brumwell, Dutton/Brady School**
- ★ What a kind and gentle man. His jovial approach to sometimes rough news was more enjoyable and so enlightening. His charms are timeless. He will be missed. Regards from Butte, Montana – Cheers! **Cathy Maloney**
- ★ You are wished all the very best in your retirement and all the new adventures you undertake!! I want to thank you for all your years providing great service to our schools in Montana. You are amazing with your calm demeanor and how you are able to "move mountains" in such a great way. Your kindness, sense of humor, and professionalism will be greatly missed. Take care and I'll look for you at a Griz game! **Cindy Foley, West Valley Schools**
- ★ Just a note to wish Bob all the best. I always appreciated Bob's calm manner and expertise whenever I called upon him for his knowledge and opinion on a number of issues. Good Luck, Bob and thank you for all your years of service to MTSBA and ultimately to the students of Montana. **Della Van Horn, Circle Schools**
- ★ I have known Bob through MTSBA for at least 20 years, and always found him to be knowledgeable, professional, accessible, down-to-earth, and had a great sense of humor. He will truly be missed. I wish him the best for a relaxing retirement. **Jack Eggensperger, Flathead County Superintendent of Schools**
- ★ I will miss that great smile of his. He was always so glad to see you, talk to you, help you with an issue and had great candor in addressing the legislative status. He used to do the best legislative reviews with Darrell Rudd for MACSS meetings. To say the least, I will miss him. I wish him well in his next adventure in life. **Kathy Pfister, Musselshell County Superintendent of Schools**
- ★ All the best to you, Bob. It's been great working with you all these years. Enjoy Retirement!
Noreen Anderson, Hellgate School District #4

MASBO EXHIBITOR MEMBERS

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Montana Schools Property & Liability Insurance Plan (MSPLIP) Dave Pillatzke dpillatzke@paynewest.com	Montana Schools Unemployment Insurance Program (MTSUIP) Theresia LeSueur tlesueur@mtsba.com	Montana Unified School Trust Andy Holmlund aholmlund@ms-sf.org
National IPA and TCPN Shelley Andrews shelley.andrews@nationalipa.org	New Hope Technology Foundation John Hughes, Senior Consultant john@newhopetech.org	Pine Cove Consulting Brandan Bassett bbassett@pinecc.com
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Southwest MT School Services Bruce Grubbs bgrubbs@swmss.ccsend.com	Stifel Nicolaus Bryan Stelmack yroybal@stifel.com	TimeClock Plus James Baker sales@timeclockplus.com
Todd Watkins Consulting Services Todd Watkins Toddwatkinsconsulting101@gmail.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com	VALIC Michael Hart michael.hart@valic.com
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Dental Care and Diabetes: Do a Double Check

www.mustbenefits.org

About 23.6 million people in the U.S. have diabetes. This serious health problem can have a harmful impact on many parts of the body including the heart, nerves, eyes and kidneys. Diabetes can also impact oral health. That's why you should know the facts. Diabetes can cause a number of oral health problems, including:

- Gum disease
- Tooth decay
- Fungal infections
- Changes in taste
- Salivary glands that don't work normally
- More infections and slow healing
- Inflammatory skin diseases that cause mouth lesions

The Infection Connection

Researchers have found that since diabetics have lower infection resistance, the gums can be affected more severely. And the less diabetics control their blood sugar levels, the worse the problem will be. The good news is people who control their blood glucose levels are less likely to have serious gum disease. Anyone noticing signs of gum problems (red, swollen or bleeding gums, a bad taste, changes in bite or the way dentures fit, or gums pulling away from teeth) should plan a visit with the dentist right away.

Special Care

Diabetic dental patients need to use extra care. You should follow your dentist's advice. Your dentist may suggest more frequent exams and cleanings. If you have this illness, consider these ideas:

- Have regular exams and screenings for gum disease.
- Get care for dry mouth. This is a frequent problem for diabetics and can lead to more tooth decay.
- Keep blood sugar levels in check.
- Brush twice a day with a fluoride toothpaste and floss between teeth daily.
- Eat a healthy diet.

If your dentist doesn't know about your diabetes, now is the time to tell him or her. Your dentist can work with you to set up a care plan that meets your special needs. Be sure to:

- Tell your dentist how well your illness is under control.
- Give your dentist all of your health history.
- Give the dentist a list of all drugs and supplements you are taking.

Diabetes doesn't have to mean double trouble for your oral health. A proper diet, regular visits to the dentist and practicing good oral hygiene can help keep your smile bright.

Source: American Dental Association