

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

SEPTEMBER 2020

TRAINING OPPORTUNITIES

MONTANA CONFERENCE OF EDUCATION LEADERSHIP (MCEL)

"Exploring the Future of Public Education in a Changing World."

Virtual - October 15 - 16

It's not too late to sign up for the 2020 MCEL Conference! The conference schedule is posted on the MCEL website (click [here](#)).

Look for information on the opening session and [session descriptions](#) for several **topics important to you as a school business official**, such as:



Click [here](#) to register for MCEL now

- Best Practices for Managing District Credit Cards
- Local, State, and Federal Rural School Issues
- MTSBA 2021 Legislative Platform
- Disinfection Technologies and Products for Schools and Public Facilities During the COVID-19 Crisis
- Review of Funding During the Pandemic
- Equipment and Supplies That Schools Should Consider During the Current COVID Crisis
- What Every Board Member Should Know
- COVID-19 Ongoing Challenges
- Crowdfunding Best Practices for K-12 School Business Officials
- Unemployment 101
- The 3 "Ships" = RelationShips, LeaderShip and PartnerShips
- 2020 Healthcare Trends/Being a Smart Shopper
- Election Planning Scenarios
- Best Practices for Planning and Managing School District Budgets
- Exploring Your District's Future Through Recent Montana School Building Projects
- Partners of MCEL -- Lessons Learned - Future Focused
- School Health Program - School Administrative Rules: Public & Environmental Health

OPI AIM Fall Enrollment and Program Participation Webinar

Thursday October 1st, 2020 at 2:30 p.m. - 3:30 p.m.

This AIM webinar will cover the Fall Enrollment Count process and the Fall Program Participation User Guides.

Join Zoom Meeting

<https://mt-gov.zoom.us/j/98554371249?pwd=ZUI0TWNKZHdjbmNKdG9MN2RxUnhwdz09>

Meeting ID: 985 5437 1249

Password: 369003

Dial by Telephone: +1 646 558 8656 or +1 406 444 9999

Meeting ID: 985 5437 1249

Password: 369003

Find your local number: <https://mt-gov.zoom.us/j/adzo4cVEws>



MASBO Board of Directors

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Executive Director
406-461-3659

Marie Roach
Association Services Coordinator
406-461-8804

Steve Hamel
Interim Services/Trainer
406-431-0124

Meet MASBO Region 3 Director Colleen Drury (Scobey Schools)



Hello from Region 3! My name is Colleen Drury and I am the Business Manager and Clerk at the Scobey K-12 School District. I was born in Great Falls, lived in Butte until I was 5 and then on to Bozeman where I graduated from Bozeman Senior High School and MSU in Marketing. On an impromptu visit to a friend in Billings, I met my husband Lane in Lucky's Saloon. We were married in 1988 and moved as far away from home as I could have imagined and still lived in Montana. My husband also graduated from MSU. He farms and ranches and in the winter months works at the local Credit Union as an equipment appraiser. We have three amazing kids. Nolen is the baby and is a lineman (or pole dancer) for Sheridan Electric in Medicine Lake. The middle kid – Jesse – has decided to follow in the family business and farms and ranches with his dad here in Scobey. We have tried to talk him out of it, but the dirt and critters are in his blood. Most of you have met our oldest – Karsen – the Business Manager in Cascade. In 2016 she was graduating from MSU and was at a cross-road. I saw the job announcement for the job in Cascade, suckered her into applying, and she was offered the job before she even left town. It's so much fun having her travel this road with me.

Being the Scobey Business Manager may have been my destiny – the saying “3rd time is a charm” totally fits. I first applied for the job in 1988. I was graduating in June and getting married in July. I was offered the job but they needed me right away. I only had a quarter left of school and couldn't imagine throwing away almost 5 years of school (and \$11,000.00 – that WAS a lot of money then), so I had to turn them down. The second time one of my co-workers wanted the job and my husband was the Board Chair at the school. The Superintendent thought the school would benefit more with him as a Board member than me as a Clerk. Strike 2. In 2011, the job opened up again. The stars aligned, I got the job, and haven't looked back since.

I love spring, summer and the warm days of fall. I love to work in my yard and I'm an amazing “starter of projects” but terrible finisher. I run – but only because I love to eat and have a beer.

I have had to follow some amazing ladies in our Region and only hope I can be as good at this as they were. This is an amazing organization that I feel so very lucky to be a part of – even if it took 3 chances!



P-CARD NEWS-----

MASBO P-CARD PURCHASES REPORT

P-Card purchases for five months of the current rebate year (April - August) totaled over **\$10.9 million** with **159** school districts and special education cooperatives participating in the program. At the same time last year, we had 141 participants with almost \$11.7 million in total purchases. Click [here](#) to see the current year P-Card purchases report.



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

Consider setting up ACH Pull or ACH Push or use the 'Pay Now' feature in Spend Dynamics.

Contact Holly Wallace for help with the 'Pay Now' feature:
1-815-793-4655 or hwallace@iasbo.org

THANK YOU, MASBO COMMITTEE MEMBERS

The following committees are up and running to make our programs and publications current.

PAYROLL

*Jane Knudsen (Malta)
*Brigette Clark (Geraldine)
Ginger Martello (Ennis)
Laurie Kvamme (Lockwood)
Carrie Ruff (Bonner)
Jodi Williams (Richey)

CERTIFICATION

*Colleen Drury (Scobey)
*Deb Anderson (Polson)
*Sandy Watkins (NCLRC)
Melissa Bartelt (Reed Point)
Karsen Drury (Cascade)
Jen Metter (Baker)
Lacey Porrovecchio (Bigfork)

STUDENT ACTIVITIES

*Maryetta Engle (Big Sandy)
Carrie Fisher (Gallatin Gateway)
Marlene Krum (Huntley Project)
T.J. Harold-Marmon (Ronan)

***chair/co-chair**

Pre-Order your [MASBO Membership Directory](#)

NO COST TO MEMBERS

Please email Marie your picture this week to be included in the directory:
mroach@masbo.com

MASBO T-Shirts
on sale now!

[2020 SHARE THE VISION TSHIRT](#)

Starting at \$18, includes shipping

Questions? Email Marie
mroach@masbo.com



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 – OCTOBER 2020

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.	Regulations & Guidelines for Pupil Transportation Reporting A.R.M. 10.7.106 (13)
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OCTOBER 5

	<p>The official fall count day is Monday, October 5, 2020. <i>MAEFAIRS Student Count for ANB must be submitted no later than October 23, 2020.</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 Fall Enrollment, Aggregate Hours & Count Date Absence Collection</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 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
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

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 October 25. Due date for other carriers is October 15.</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 2020

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 27

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)

OCTOBER 31

Last day to liquidate funds for grant projects ending September 30, 2020

- 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](#)



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 \(instructions\)](#)

FROM OUR FRIENDS AT MTSBA

We need your assistance! Do you have new trustees? A new superintendent? New principals? If you already haven't updated the MTSBA website, we can help! Please email **Wendy at wbrenden@mtsba.org** and I can assist you in your updates.

MTSBA.org is full of resources that not only trustees, superintendents and others on your district's administrative team can benefit from, you can too! Check out the [Montana Education Law Report \(MELR\)](#). This tab is a members-only publication that is made available to members of MTSUIP. This webpage contains a series of articles, forms and model job descriptions that you can use!

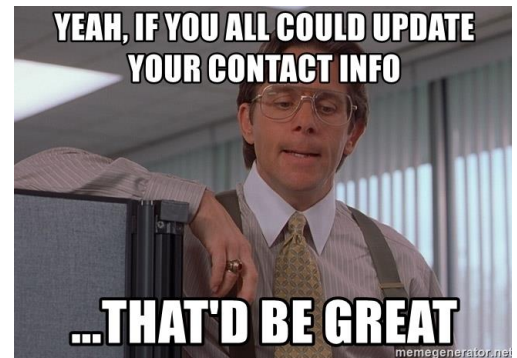
We also have the [Learn and Lead Video Training Resources tab](#). There are over 30 hours of training available at no cost to your district! There are many other resources available, login and check it out!

Our members can't access this information if they aren't in the database and have set their password. Help us, help them!

... and while you're at it ...

UPDATE YOUR INFO IN THE OPI DIRECTORY OF SCHOOLS

Click [here](#) to see instructions on how to update your district's information in the OPI Directory of Schools.



OPI SUMMER FOOD SERVICE PROGRAM

IMPORTANT CLARIFICATION - PRICING ADULT MEALS

Montana OPI recently received clarified guidance about pricing adult meals while operating the Summer Food Service Program. Initially, we had advised schools that adult meal lunch prices be at least the SFSP reimbursement amount (\$4.15) plus the cost of USDA Foods. Please see the [SFSP Adult Price Memo](#) and keep in mind the value of USDA Foods for the school year are higher (for a total meal cost of at least \$4.50). The clarified guidance states that it is *not required but suggested* that meals cost \$4.50 in order to cover total program costs.

The purpose of the Summer Food Service Program reimbursement is to provide nutritious meals to children to safeguard their health and well-being. The reimbursement cannot be used to subsidize adult meals. The requirement is that schools ensure that the total costs of an adult meal are either paid for by the adult or supplemented by an additional source (such as the school general fund). Therefore, as long as a school can cover at least the full cost of the meal, (including food and non-food supplies, labor, and the value of USDA Foods), or use other non-Program funds to cover the remainder of the cost of the meal, the price of SFSP adult meals may be lower than \$4.50. Please keep in mind that the [minimum price requirement in the NSLP](#) is \$3.83.

Questions may be directed to the [SFSP Manager](#) or your [Regional Specialist](#).

MASBO EXHIBITOR MEMBERS

Aflac Rob Cook R_cook@us.aflac.com	AIG RETIREMENT SERVICES Michael Hart michael.hart@valic.com	American Fidelity Assurance Company Jacob Bautista, Office Manager jacob.Bautista@americanfidelity.com
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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
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TimeClock Plus James Baker marketing@timeclockplus.com	Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com	U.S. Omni 403(b) Retirement Savings Plan Administration Ryan Phillips rphillips@omni403b.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

Know the signs of MENINGITIS

Invasive meningococcal disease is a rare but potentially life threatening condition caused by inflammation of the protective membranes covering the brain and spinal cord. This inflammation is usually caused by infection with viruses or bacteria, including meningitis. **Ask your doctor about immunizations at your next appointment.**

Symptoms can appear in any order. Some may not appear at all.

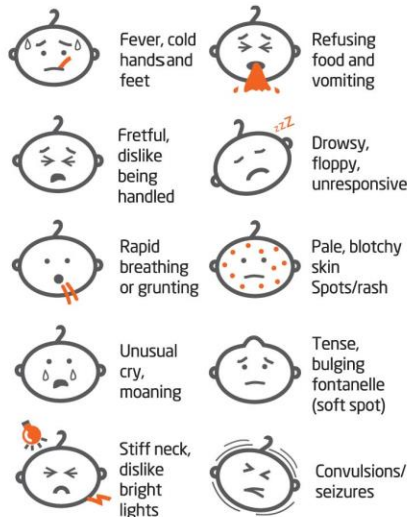
Early symptoms can include:

fever headache vomiting diarrhoea
muscle pain stomach cramps
fever with cold hands and feet

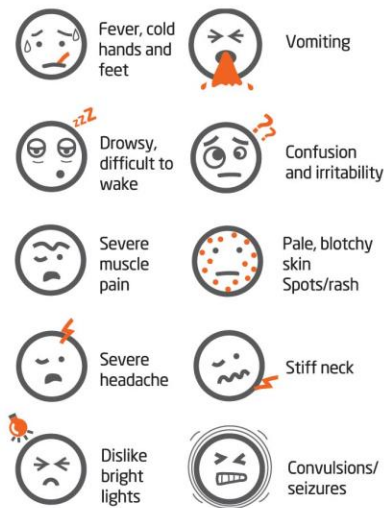
Trust your instincts —
get medical help
immediately



Babies and Toddlers



Children and Adults



Source: cdc.gov

IMPACT OF BACTERIAL MENINGITIS

11-19%

of survivors of meningococcal disease will have long-term consequences, including deafness, nervous system problems, brain damage, or loss of limbs.

VACCINES TO HELP PREVENT BACTERIAL MENINGITIS

According to the Centers for Disease Control and Prevention (CDC), keeping up-to-date with recommended vaccines is the best defense against acquiring bacterial meningitis, although vaccination may not result in protection in all recipients.