



MeASBO
Maine Association of School Business Officials

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<http://www.measbo.org/>

November 8, 2019

Minutes

Keeley's Banquet Center

Zak Harding	Brigette Williams	Holly Greenleaf	Stacey Webster
Kristal Flagg	Colin Walsh	Tammy Fields	Kelly Wentworth
Stephanie Saltzman	Tammy Bureau	Dawn Pooler	Marcia Weeks
Haley McCrater	Dean Flanagin	Alison Gamache	Kris Pottle
Lori Glidden	Adam Hanson	Rachel McMullen	Lynn Gray
Sue Bell	Kathleen Pearce	Diane Boucher	Scott Vaitones
Bruce Rudolph	Mark Conrad	Sherry Moody	Teresa Scott
Andrea Disch	Barbara Grindle	Donna Lodge	Kat Jensen
Dan O'Shea	Kirstie Hale	Hollis Cobb	Aileen MacNaughton
Michele Coates			

1. Association Business

- a. Welcome – Introductions
- b. Approval of Minutes, September 20, 2019 – Motion & Second - Approved
- c. Approval of Treasurer's Report – Motion & Second - Approved
- d. Approval of Fiscal 2019-2020 Budget – Motion & Second - Approved
- e. Committee Reports
 - Tri State – encourages everyone to attend (Maine has lowest turnout); May13-15 in Burlington VT; \$160 for registration; 3 days of valuable professional development.
 - Certification – there are 2 or 3 people who have an interest; trying to see where this committee stands; Colin will oversee right now
 - Technology – was not able to meet due to weather; will reschedule
 - Legislative – Luci was not able to be here today
 - Executive – Looking for topics for upcoming meetings & need membership to help fill open committee
- f. Other Association Business
 - Mentorship – reach out & utilize each other to get the resources you need to be the best business manager you can be

2. President's Update – March 6 & April 10 are the next meeting

- Dues invoicing & payments went much better this year

3. Vendor Spotlight – Cross Insurance; Brian Jensen & Jeff Vermette

- Thank you to the breakfast sponsor; a brief presentation was made by Cross Insurance who handed out some information about the company.

4. Legislative News & Updates Affecting Business Managers- Deb Roberts, MSMA

- Workers Comp legislative updates - there were 26 separate bills last session; all 26 were killed & rolled into LD756; there are some that go into effect 1/1/20; six major points in LD756 – notice period extends from 30 days to 60 days; gives annual cost of living adjustments of up to 5% for total (see handout ; LD1370 (effective 9/19/19) An act to address dangerous behavior in the classroom – employer cannot charge the employees sick leave and still needs to pay employee & no workers comp payments will be paid; how to define “dangerous behavior” – DOE/MSMA/DWM are working on a reporting form; question about the definition of “classroom” – would a school bus be considered a “classroom” – Tyler Backus looked at the law and only the title states “classroom” but nothing within the law talks states “classroom”; LD on Pay Averaging – handout from MePERS; if districts have questions they should call their MePERS rep; need to make sure employees are getting the correct earnable service for the year;

Retired Teachers who return to work can access health insurance benefits LESS the 45% the State pays; check individual negotiated agreements; 3 Year Average Salary for Retirement will have some changes so stayed tuned.

Reviewed workers comp injuries - those that arise out of and in the course of employment; reviewed when to file a first report of injury; with loss time injuries the form has to be filed within seven days for there is a \$100 penalty; employers have the right to select the physician within the first 10 days after injury; WC may ask questions of the employers to try to discover if any claim is not legitimate; look for "red flags" – layoff, performance issues, other employers, etc.; reviewed workers comp benefits – when compensation starts, how long benefits can be paid, total incapacity compensation, offset with sick time; reviewed getting employees back to work after a WC injury; MSMA has a "Return to Work" policy/procedure; reviewed dispute resolution process; lump sum settlements procedures; loss prevention measures & strategies; reviewed loss runs/trending data; reduce school injury risks by reviewing activities & participants; pre-employment physicals can be required & show pre-existing conditions (mostly used for custodians, food service, bus drivers) but should have good job descriptions.

5. Website Update – Luci Milewski – Luci was not able to attend.

6. ED-279 and How to Understand and Prepare for Your District's Funding for Fiscal 2020-2021– Tyler Backus, School Finance & Compliance Coordinator

– Tyler talked about the trainings that DOE did in October reviewing how the ED279 information is put together; approximately 125 people attended the trainings; DOE wants to make sure business managers have access to all reports that are used to calculate the ED279; an excel spreadsheet can be emailed with highlighted boxes so districts can update and estimate their FY21 subsidy; some reports may be renamed to make them clearer as to what they actually are; reviewed the fillable ED279; currently there is still an issue with the salary data that is being calculated – pulling actual salary data instead of DOE salary matrix; no longer have "declining enrollment" in the formula; ED279 – page 2 includes superintendent agreements, but page 4 does not include superintendent agreements; can request from Tyler (for FY20 & FY21) to get an adjustment on superintendent's agreement based on the sending schools per pupil amount & state's share; Tyler reviewed the Teacher \$40K Minimum Salary requirements.

7. Panel Discussion – Budgeting Tips and Tricks from Maine Business Officials

- Several Business/Finance Managers described their budgeting process.

Thank you to Brian Jensen & Jeff Vermette of Cross Insurance for being our Breakfast Sponsor!