

# January 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes: Also Due on Jan 30: • Early Graduation ANB requests to OPI • 2nd semester bus inspection (TR-13) due to OPI • W-2's mailed to employees, 1099's to vendors						1
2	3 <b>New Years Day Observed</b> (State Offices Closed)	4 • During 1st week of month: Submit Dec. warrant transfer letter to the Co Treasurer	5	6	7 • December School Foods Claims due to OPI	8
9	10 • Grant Cash Request Paid by OPI	11	12	13	14	15
16	17 • Martin Luther King Day (State Offices Closed) • December TRS Report due • 4th quarter MSUIP/WCRRP reports due	18	21 • SFSF/DSA/ SPED/ Payment from OPI	22	23 • Grant Cash Request due to OPI	24
25	26	27	28	29	30 • Impact Aid applications (ESEA Title VIII) due to US Dept of Ed with copy to OPI • Federal 4th quarter federal payroll reports due (Oct, Nov, Dec)	31

## DURING MONTH OF JANUARY

Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)  
 Reconcile project cash balances to total Fund 15 cash per County Treasurer  
 Distribute December interest earnings to funds  
 Review cash status and amend Cash Advance Request forms as necessary  
 PERS report deadline due 5 days after payroll

## Board Meeting Agenda Items:

Superintendent & Co High School Principal Evaluation & Appointment  
 Select a Negotiations Team  
 Set Board Visitation Date

## Organizational Hints:

Adjust Payroll Tax Rates as per changes in the law  
 Adjust mileage reimbursement as per changes in the law  
 Check Bus Driver Certificates for Expiration  
 Post Work Comp Notice of Coverage in School Buildings

# February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:		1 <ul style="list-style-type: none"> <li>• Spring Enrollment Count Date; Report Due to OPI within 10 days</li> <li>• Trustees notify Supt/Principal of Termination of Contract</li> <li>• Meal counting &amp; Claiming Self Review</li> <li>• 2nd After school snack program review</li> </ul>	2 <ul style="list-style-type: none"> <li>• During 1st week of month: Submit Jan warrant transfer letter to the Co Treasurer</li> </ul>	3	4	5
6	7 <ul style="list-style-type: none"> <li>• School Foods Claim due to OPI</li> </ul>	8	9	10 <ul style="list-style-type: none"> <li>• Grant Cash Request Paid by OPI</li> </ul>	11 <ul style="list-style-type: none"> <li>• January TRS Reports Due</li> </ul>	12
13	14 <ul style="list-style-type: none"> <li>• TR-5 &amp; TR-6 Reports due to Co Supt</li> </ul>	15	16	17 <ul style="list-style-type: none"> <li>❖ See Election Calendar</li> </ul>	18	19
20	21 <ul style="list-style-type: none"> <li>• <b>President's Day</b> (State Offices Closed)</li> </ul>	22	23	24	25 <ul style="list-style-type: none"> <li>• ED JOBS/ DSA/ SPED Payment</li> <li>• Grant Cash Request due to OPI</li> </ul>	26
27	28 <ul style="list-style-type: none"> <li>• CTE Participation Report Due Electronically to OPI</li> </ul>	Notes: <ul style="list-style-type: none"> <li>• Adult Basic and Literacy Education (ABLE) applications are mailed (2 year cycle-even number year) (i.e.2006).</li> <li>• Review cash status and amend Cash Advance Request forms as necessary.</li> <li>• Gifted &amp; Talented State Grant Program "Intent to Participate" mailed to authorized representatives</li> <li>• Carl Perkins nontraditional and rural reserve RFP's are sent to secondary authorized representatives</li> <li>• Check school elections calendar</li> <li>• Reconcile January cash balances to Co Treasurer / bank accounts (Student Activity Fund)</li> <li>• Reconcile January project cash balances to total Fund 15 cash per Co Treasurer</li> <li>• Distribute January interest earnings to funds</li> </ul>				

## DURING MONTH OF FEBRUARY

Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)  
 Reconcile project cash balances to total Fund 15 cash per County Treasurer  
 Distribute January interest earnings to funds  
 Review cash status and amend Cash Advance Request forms as necessary  
 PERS report deadline due 5 days after payroll

## Board Meeting Agenda Items: Approve & Sign TR-5 & TR-6

**Organizational Hints:** Make sure the completed information is correct on the TR-5 & TR-6 when it comes to you from the state. Double check State reimbursement for transportation when received. Pay Individual & Isolated Transportation contracts from TR-6.

# March 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes: <ul style="list-style-type: none"> <li>Review cash status and amend Cash Advance Request forms as necessary</li> <li>Nonpublic school participation in federal program packets distributed to authorized representatives</li> <li>OPI distributes indirect cost rate applications for ensuing year</li> <li>Gifted &amp; Talented State Grant Program-application package and allocation amount mailed to authorized representative</li> <li>Check School Elections calendar</li> <li>Reconcile February cash balances to Co Treasurer/bank accounts (Student Activity Fund)</li> <li>Reconcile February project cash balances to total Fund 15 cash per Co Treas</li> <li>Distribute February interest earnings to funds</li> </ul>		1  <ul style="list-style-type: none"> <li>Preliminary Budget Sheets available</li> <li>CTE Spring Data Collection Begins</li> </ul>	2  <ul style="list-style-type: none"> <li>During 1st week of month: Submit Feb warrant transfer letter to the Co Treasurer</li> </ul>	3	4	5  <ul style="list-style-type: none"> <li>Out of state Gifted/Talented Program "Intent to Participate" must be postmarked to OPI</li> </ul>
6	7 <ul style="list-style-type: none"> <li>School Foods Claim due to OPI</li> <li>Career &amp; Technical Ed Enrollment Reports must be postmarked to OPI</li> </ul>	8	9	10 <ul style="list-style-type: none"> <li>Grant Cash Request Paid by OPI</li> </ul>	11	12
13 Daylight Savings Begins	14 <ul style="list-style-type: none"> <li>February TRS Reports Due</li> </ul>	15	16	17	18	19
20	21	22	23	24 <ul style="list-style-type: none"> <li>See Election Calendar</li> </ul>	25 <ul style="list-style-type: none"> <li>DSA/SPED Payment</li> <li>Grant Cash Request due to OPI</li> </ul>	26
27	28	29	30	31 <ul style="list-style-type: none"> <li>A-133 audits for districts with total federal expenditures greater than \$500,000 in previous fiscal year due to Dept of Admin &amp; OPI</li> <li>Quarter 3 ARRA Report Due to OPI</li> </ul>	Notes:	

## DURING MONTH OF MARCH

Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)  
 Reconcile project cash balances to total Fund 15 cash per County Treasurer  
 Distribute February interest earnings to funds  
 Review cash status and amend Cash Advance Request forms as necessary  
 PERS report deadline due 5 days after payroll

## Organizational Hints:

Review all Federal Grant Budgets for possible Budget Modifications.

## Board Meeting Agenda Items:

Election Resolution – 40 days before School Election (20-20-201)  
 Appoint Judges for election – Appoint some Alternates (20-20-203)  
 Trustee Nomination Petitions due to District Clerk 40 days prior to school election  
 Teacher and Principal Evaluation  
 School Calendar  
 Application for Summer School Driver Ed Program





# June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:			1 <ul style="list-style-type: none"> <li>• Application for Additional ANB to due to OPI (PAA-3)</li> <li>• TR-4 Individual Contract due to Clerk</li> </ul>	2 <ul style="list-style-type: none"> <li>• During 1st week of month: Submit May warrant transfer letter to the Co Treasurer</li> </ul>	3 <ul style="list-style-type: none"> <li>• May School Food Claim due to OPI</li> </ul>	4
5	6	7 <ul style="list-style-type: none"> <li>❖ See Election Calendar</li> </ul>	8	9 <ul style="list-style-type: none"> <li>• Grant Cash Request Paid by OPI</li> </ul>	10	11
12	13	14	15 <ul style="list-style-type: none"> <li>• May TRS Report Due</li> </ul>	16	17	18
19	20 <ul style="list-style-type: none"> <li>• 2nd half Tuition payment due</li> </ul>	21	22 <ul style="list-style-type: none"> <li>• MASBO Summer Conference Holiday Inn Grand Billings</li> </ul>	23 <ul style="list-style-type: none"> <li>• MASBO Summer Conference Holiday Inn Grand Billings</li> </ul>	24 <ul style="list-style-type: none"> <li>• MASBO Summer Conference Holiday Inn Grand Billings</li> <li>• ED JOBS/SFSF/DSA/SPED Payment</li> <li>• Send copies of all completed school bus contracts and all completed individual transportation contracts to Co Supt</li> </ul>	25
26	27	28	29	30 <ul style="list-style-type: none"> <li>• End of Fiscal Year</li> <li>• Quarter 4 ARRA Report Due to OPI</li> </ul>	Notes: Board Meeting Agenda Items: Act on Individual & Isolated Transportation Contracts; Act on Attendance Agreements; General Fund Operating Reserve (20-9-104); Support Staff renewal & salaries; Select Auditor; Curriculum Consortium Renewal; Review State Fire Marshall's Report Organizational Hints: See below.	

## DURING MONTH OF JUNE

Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)  
 Reconcile project cash balances to total Fund 15 cash per County Treasurer  
 Distribute May interest earnings to funds  
 Review cash status and amend Cash Advance Request forms as necessary  
 PERS report deadline due 5 days after payroll

**Organizational Hints:** Pay individual and Isolated Transportation contracts from TR-6 Information; Seek Building Insurance Bids; Compute Sick & Vacation Leave pay off for support staff (2-18-611,612 & 618); Reconcile Compensated Absenses Liability Fund (20-9-512); COBRA for employees leaving your employment

# July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 • First day to advertise budget meeting • Beginning of Fiscal Year • TR-4 Individual Contract due to Co Supt	2
3	4 <b>Independence Day Observed</b> (State Offices Closed)	5 • During 1st week of month: Submit June warrant transfer letter to Co Treasurer	6 • Traffic Ed Certification due to OPI • Co Treas submits final balances to schools • Year end balancing with PERS report due	7	8	9
10	11	12	13	14	15 • MSUIP/WCRRP quarterly report due (April, May, June) • Tuition report (FP 15) due to Co Supt • Joint district basic data transmittal forms exchanged • June TRS Reports due	16
17	18	19	20	21	22	23
24	25 • Grant Cash Request due to OPI • Out-of-district attendance report for State Paid Tuition due to OPI	26	27	28	29 • Last day to liquidate obligations for grant projects ended June 30 (see Aug. 10 for list) • 2nd qtr federal payroll reports due (Apr, May, June)	30
31	Newspaper Notices: Final Budget Notice - Notice shall be published once between July 1 and August 4 (20-9-116); Board Meeting Agenda Items: Drug Free Schools Incident Review; Annual Self Evaluation & Assurance of Title IX Compliance; Title IX Coordinator Appointment; Summer Projects Update; Achievement Test Results Review Organizational Hints: Bus Inspections (TR 13) - 30 days prior to start of school - Montana Highway Patrol (20-10-101)(61-9-502); NOTE CHANGES TO WORKER'S COMPENSATION, TRS AND PERS RETIREMENT RATES THAT AFFECT PAYROLL; Post Work Comp Notice of Coverage in School Buildings					

# August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> • Last day to advertise final budget meeting • Recommended deadline for conducting special mill levy elections [Building Reserve (61), Technology (28), Flexibility (29)] to allow adequate time for canvassing votes, etc.	<b>2</b> • During 1st week of month: Submit July warrant transfer letter to Co Treasurer	<b>3</b> • Co Assessor delivers taxable valuation information to County Supt (20-9-122)			
7	<b>8</b>	9	<b>10</b> • Grant Cash Request Paid by OPI • Fiscal Closeout Reports and Final Program Reports due for grant projects ended June 30 (See specific programs below.) <sup>1</sup> & <sup>2</sup>	11	12	13
14	<b>15</b> • Trustees' Annual Financial Summary due to County Supt by August 15 • Final Budget adopted by trustees (Adopted budget due to Co Supt within 5 days of adoption) • July TRS Reports Due	16	17	18	19	20
21	22	23	24	<b>25</b> • DSA/SPED/ Payment • Grant Cash Request due to OPI	26	27
28	29	30	31	<b>Newspaper Notices:</b> Annual Publication of: Special Education Services Notification; Non-Discrimination Policy & name & location of Title IX & 504 Coordinators; Free & Reduced Hot Lunch Notification; Asbestos Material Notification; Drug Free Workplace Policy Notification <b>Board Meeting Agenda Items:</b> Adopt & Sign Trustee Report; Adopt & Sign Final Budget; Self-Evaluation of Title IX and Sexual Harassment Policies; Class Schedules; Summer Projects; Set Fees for Lunch Program & Extracurricular Events; Set date for Joint Meeting/Board, Teachers, Staff. <b>Organizational Hints:</b> Schedule Title I Staff Meeting & Parent Meeting; Schedule Audit; School Starts; Organization Information for Employee Packets; Drug & Alcohol Policy to each Student & Employee		

**DURING MONTH OF AUGUST**

Reconcile July project cash balances to total Fund 15 cash per County Treasurer  
 Reconcile July cash balances to County Treasurer/bank accounts. (Student Activity Fund)  
 Distribute July interest earnings to funds  
 Review cash status and amend Cash Advance Request forms as necessary

PERS report deadline due 5 days after payroll  
 1st Semester TR-13 Bus Inspection must be done **before** school begins

<sup>1</sup> **Federal programs are:** • Adult Basic & Literacy Education; • Carl Perkins; • ESEA Title V, Part D, Subpart 3, Character Education; • IDEA Part B, Students with Disabilities; • Learn & Serve Montana; • Reading Excellence; • School-To-Work; • TANF  
<sup>2</sup> **State Programs are:** • Gifted & Talented; • Services for Significant Needs Students; • State Adult Education

# September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Board Meeting/Agenda Items:</b> Bus Registration (TR-1) - Elementary only; Adult Educaiton Class Schedule; Self Evaluation of Accreditation Standards</p> <p><b>Organizational Hints:</b> Salaries are not to be paid to teaching staff if Certificates are not registered with the Co. Supt. within 60 days after starting work (20-4-202, MCA); Give copies of Pupil List (TR-2 ) to bus drivers for completing the information they can contribute to the form (20-10-141,MCA)</p>				<p>1</p> <ul style="list-style-type: none"> <li>Last day to request budget or program modifications for projects ending Sept. 30</li> <li>Joint district Trustees' Annual Financial Summary due</li> </ul>	<p>2</p> <ul style="list-style-type: none"> <li>During 1st week of month: Submit Aug warrant transfer letter to the Co Treasurer</li> </ul>	<p>3</p>
4	<p>5 <b>LABOR DAY</b> (State Offices Closed) • Birthday cutoff for 5 year olds entering kindergarten • Deadline to update School Nutrition sponsor site information online</p>	6	7	8	<p>9</p> <ul style="list-style-type: none"> <li>Grant Cash Request Paid by OPI</li> </ul>	10
11	12	13	14	<p>15</p> <ul style="list-style-type: none"> <li>August TRS Reports due</li> </ul>	16	17
18	19	20	21	22	<p>23</p> <ul style="list-style-type: none"> <li>DSA/SPED/etc. Payment</li> <li>Grant Cash Request due to OPI</li> </ul>	24
25	26	27	28	29	<p>30</p> <ul style="list-style-type: none"> <li>Last day to transfer funds to Compensated Absences &amp; Litigation Reserve Funds (must have accrued entry on TFS)</li> </ul>	Notes:

## DURING MONTH OF SEPTEMBER

- Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute August interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll

# October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:						1
2	3 <ul style="list-style-type: none"> <li>• During 1st week of month: Submit Sept warrant transfer letter to the Co Treasurer</li> <li>• TR-4 individual contracts due to Co Supt</li> <li>• Fall enrollment count date; report due to OPI within 10 days</li> </ul>	4 <ul style="list-style-type: none"> <li>• CTE Fall Data Collection Begins</li> </ul>	5	6	7 <ul style="list-style-type: none"> <li>• August/Sept. school foods claims due to OPI</li> <li>• Grant Cash Request Paid by OPI</li> </ul>	8
9	10  <b>Columbus Day</b> (State offices closed)	11	12	13	14 <ul style="list-style-type: none"> <li>• September TRS Reports Due</li> <li>• 3rd quarter MSUIP/ WCRRP reports due</li> <li>• Reallocated application must be postmarked to the OPI for ESEA Title I (if applying)</li> </ul>	15
16	17	18	19 <ul style="list-style-type: none"> <li>• MCEL @ Great Falls Holiday Inn</li> </ul>	20 <ul style="list-style-type: none"> <li>• MCEL @ Great Falls Holiday Inn</li> </ul>	21 <ul style="list-style-type: none"> <li>• MCEL @ Great Falls Holiday Inn</li> </ul>	22
23	24	25 <ul style="list-style-type: none"> <li>• DSA/SPED/ Payment</li> <li>• Grant Cash Request due to OPI</li> </ul>	26	27	28	29
30	31 <ul style="list-style-type: none"> <li>• Last date to liquidate obligations for grant projects ending 9/30</li> <li>• 3rd quarter federal payroll reports due (months July-Sept)</li> <li>• 1st Afterschool snack program review</li> <li>• Civil Rights Self Evaluation</li> </ul>	Notes:				

**Board Meeting Agenda Items:** Fall Report; MEA-MFT & MCEL Plans; Red Ribbon Week.  
**Organizational Hints:** Request Check for Red Ribbon Week Speaker; Deliver Red Ribbon Week supplies to schools  
 New bus drivers must have First Aid Certificate within 60 days of starting work (20-10-103)

# November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:		1 • TR-1 Bus Route Form due to Co Supt & OPI • During 1st week of month: Submit October warrant transfer letter to the Co Treasurer • State Career & Tech Education (CTE) deposited with Co Treas	2	3	4	5
6 • Daylight Savings Ends	7 • October School Food Claim due to OPI	8	9	10 • Grant Cash Request Paid by OPI • Fiscal Closeout Reports and Final Program Reports due for grant projects ended Sept 30	11 <b>Veteran's Day</b>	12
13	14	15	16	17	18	19
20	21	22	23 • GTB/Block Grants/etc. Payment • Grant Cash Request due to OPI	24 <b>Thanksgiving</b> (State Offices Closed)	25	26
27	28	29	30 • 1st half of local property tax payment due to county - check for receipts on Treasurer's report	<b>Board Meeting Agenda Items:</b> Audit Exit Conference; Teacher Evaluation Review; Distribute Superintendent Evaluation. <b>Organizational Hints:</b> Free/Reduced Lunch Program Verification; Pay 1st half of Special Ed Co-op Fees		

## DURING MONTH OF NOVEMBER

Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)

Reconcile project cash balances to total Fund 15 cash per County Treasurer

Distribute October interest earnings to funds

Review cash status and amend Cash Advance Request forms as necessary

PERS report deadline due 5 days after payroll

# December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>DURING MONTH OF DECEMBER</b> Reconcile cash balances to Co Treasurer / bank accounts (Student Activity Fund) Reconcile project cash balances to total Fund 15 cash per Co Treasurer Distribute November interest earnings to funds Review cash status and amend Cash Advance Request forms as necessary PERS report deadline due 5 days after payroll				1	2	3
				• During 1st week of month: Submit Nov. warrant transfer letter to the Co Treasurer		
				←————→		
4	5	6	7	8	9	10
	• November school foods claim due to OPI				• Grant Cash Request Paid by OPI	
11	12	13	14	15	16	17
				• November TRS Reports Due • School Nutrition Programs verification of income due to OPI		
18	19	20	21	22	23	24
	• Last day for school districts & cooperatives to submit corrections to Trustees' Financial Summary (TFS). Changes after this date will be made only through the hearings process.				• DSA/SPED Payment from OPI • Grant Cash Request due to OPI	
25	26	27	29	29	30	31
	<b>Christmas Day Observed</b> (State Offices Closed)				• At least 1/2 of tuition payments due • Carl Perkins Accountability Core Indicators 2-4 forms must be postmarked to OPI • Electronically submitted Sped Child Count due to OPI • CTE Fall Data Collection Ends	

**Board Meeting Agenda Items:** Return Supt. Evaluations for compiling results; Christmas Vacation Projects.

**Organizational Hints** Bus Inspections (TR-13) - Second Inspection - Mt Highway Patrol (20-10-101 & 61-9-502); Pay 1st half of Tuition