

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empowering School Business Leaders Through Education*

**APRIL 2023**

## DO YOU KNOW AN OUTSTANDING SCHOOL BUSINESS OFFICIAL?

MASBO is accepting nominations for 2023 Outstanding Business Official. Co-workers, teachers, trustees, district administration, other school business officials, OPI employees, and county or state officials may nominate a current, active MASBO member (past recipients are not eligible.)



Please submit a letter of nomination and two letters of recommendation that support the nomination. The letter of nomination should include the nominee's name, job title and school district and state the specific reasons the person is nominated, including:

1. contributions to public education in Montana at the school, community, county, state and federal levels;
2. contributions to civic and public organizations; and
3. the nominee's service to students.

Nomination materials may be emailed to [sturner@masbo.com](mailto:sturner@masbo.com).

**NOMINATION DEADLINE IS April 28 at 5:00pm.**

### Region Meeting Are Nearly Here- Register Today!

Region meeting events are a fantastic way to network with other Business Officials within your geographical area. Training is provided on a variety of topics allowing for in depth discussion and brain storming. Registrations can be found under the [MASBO Professional Development](#) tab on the MASBO website. Reserve your place now so you don't miss out! Agendas for each meeting is attached to session link on the registration page.

Region 1: April 3<sup>rd</sup>, Missoula Courtyard

Region 2: April 4<sup>th</sup>, Great Falls Holiday Inn

Region 3 & 6: April 13<sup>th</sup>, Sleep Inn & Suites

Region 4: March 31<sup>st</sup>, Butte Copper King

Region 5: April 5<sup>th</sup>, Billings Hotel & Convention Center

## REGION DIRECTOR ELECTIONS TO BE HELD AT SPRING REGIONAL WORKSHOPS

Elections for Region Director for the term July 1, 2023 – June 30, 2026 will be held at the Region 3 and Region 6 Spring Workshop on April 13. Nominations may be made:

- via email to [Shelley Turner](#) or the applicable Region Director prior to the spring workshop, or
- from the floor during the business portion of the spring workshop



### MASBO Minutes with Steve

Are you a new member and have questions about the newsletter but aren't sure where to turn? Steve Hamel will be hosting a webinar on **April 4<sup>th</sup> at 9:00 am** to discuss items within the newsletter or help new members with any questions they may have. This is a **FREE** service from MASBO. Click [here](#) to join.

**Tuesday April 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> 2023**  
**1-3 pm**

Agenda to be released soon! This three-part series will have great information and is FREE for participants in the in MTSUIP program. Those registrants unable to take part will have access to video links after the event.

**Mark Your Calendars and [Register](#) Now!**



### NEW CLERK WEBINARS April 25<sup>th</sup> and April 26<sup>th</sup>



MASBO will be holding a 2-day webinar on April 25<sup>th</sup> and April 26<sup>th</sup>. These will be held from 8:30 am to Noon. The trainings will focus on the Misc. Fund 15 Accounting. There will also be additional time for members to ask questions regarding the end of the fiscal year processes. Registration [here](#). Cost is \$100 for both days and will be recorded for later viewing.

## Did You Miss the PAYROLL or the BUDGET WEBINARS? Want to Watch it From the Comfort of your Home or Office?

MASBO is offering the recorded two-day Payroll webinars or the 18 hours of Budget Training webinars to our members for a limited time. If you were unable to attend and would like to receive the link to the trainings, please check out the [professional development](#) tab in the MASBO website. Upon registration and payment, we will send you the links for these recordings.

### Introducing Laren Carparelli- Director of MTSUIP & MTSBA CFO

Laren is a Montana native graduating from Helena High School in 1982 and Montana State University in 1986. Laren enjoys many of the activities a Montana lifestyle offers, especially hiking. Laren is an “empty-nester” with two daughters, Maria & Anna, who currently live in Washington. As a licensed CPA with a professional career spanning over 35 years in the public accounting field, Laren has a wide range of expertise in accounting & taxation.

Laren is a great addition to the MTSBA team both in terms of leading our MTSUIP Program and in taking on the role of our in-house Chief Financial Officer as she has provided a full range of financial services to MTSBA, MSGIA, and MTSUIP for nearly 25 years, first as a shareholder in Lopach & Carparelli PC and later as a shareholder at JCCS. Laren’s extensive knowledge of the ins and outs of MTSBA and its programs, employment and tax law, and insurance, provide unique attributes that will serve MTSUIP members well and ensure the growing success of MTSUIP as the largest self-insured unemployment insurance trust in Montana.

Laren’s work ethic, tireless dedication to providing accurate and timely service, and deep knowledge of MTSBA and its members are well-known and highly regarded and make her the perfect fit for this leadership position at MTSBA.

Laren can be reached at [lcarparelli@mtsba.org](mailto:lcarparelli@mtsba.org)



### MASBO Board of Directors

President	<u>Rita Huck</u> , Huntley Project	Region 1 Director	<u>Lacey Porrovecchio</u> , Bigfork
Vice-President	<u>Belinda Klick</u> , Sun River Valley	Region 2 Director	<u>Karsen Floerchinger</u> , Cascade
Past President	<u>Lorie Carey</u> , Jefferson Co. H.S.	Region 3 Director	<u>Colleen Drury</u> , Scobey
Fiscal Agent	<u>Kim Aarstad</u> , East Helena	Region 4 Director	<u>Shay Baize</u> , Lima
Ex-Officio, MTSUIP	<u>Jen Mettler</u> , Baker	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	<u>Barb Quinn</u> , MT Office of Public Instruction	Region 6 Director	<u>Stacy Montgomery</u> , Forsyth

### MASBO Staff

Shelley Turner  
Executive Director  
406-461-3659

Marie Roach  
Association Services Coordinator  
406-461-8804

Steve Hamel  
Interim Services/Trainer  
406-431-0124

# SUMMER CONFERENCE JUNE 12-16

**REGISTRATION WILL OPEN LATE APRIL**

New School Business Officials June 12-14\*

Summer Conference June 14-16

Make your room reservations now:

Fairmont Hot Springs Rooms are Full

Please look at the [MASBO.com](https://www.masbo.com) homepage for other lodging options



*\*New School Business Officials, please join us the whole week if you can!*

## 2023 Summer Conference Soak It Up

Fairmont Hot Springs June 12<sup>th</sup> to the 16<sup>th</sup>

Have you booked a room already that you may not need? If so, please email Marie **before** releasing the room.

MASBO has a waiting list and we'd like to assist our members in finding rooms.



## NOW ACCEPTING NOMINATIONS FOR MASBO VICE-PRESIDENT

The MASBO Board of Directors is now accepting nominations for Vice-President. This office is elected at large for a 2-year term beginning July 1, 2023, and shall automatically succeed to the office of President, also for a 2-year term. The office of President automatically succeeds to the office of Past-President for another 2-year term. The total time commitment for this level of leadership is 6 years.

You may nominate someone for Vice-President by doing one of the following:

1. Send an email to Shelley at [sturner@masbo.com](mailto:sturner@masbo.com), or
2. Nominate the person at your spring regional workshop during the MASBO business meeting or
3. Nominate the person at the 2023 MASBO summer conference opening business meeting.

**It is always a good idea to check with the person you wish to nominate to ensure they are willing and able to make a long-term commitment to serve on the MASBO board.**

## SUMMER CONFERENCE SUNSHINE FUND

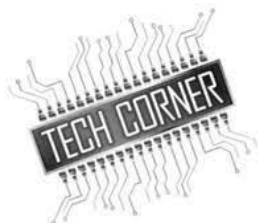


Each year at the summer conference, MASBO holds a silent auction of member-donated items to raise money for the Sunshine Fund. The Sunshine Fund is a great way to help MASBO members that have incurred extensive medical bills due to illness. Please notify your Region Director or Shelley at [sturner@masbo.com](mailto:sturner@masbo.com) if you know of a MASBO member who might need this help. Also, put on your shopping shoes and bring items for the silent auction with you to the conference!

## Do You Want to Work for MASBO?

We are excited to announce that we are now accepting applications for an Interim/Onsite Trainer and Professional Learning Coordinator. Information on this position can be found on our [website](#). Potential applicants are encouraged to reach out to the MASBO team for more information. This position will remain open until filled.





## MASBO TECH CORNER

This year, we will periodically include this new *Tech Corner* feature in the newsletter, provided by K12 Montana([k12mt.com](http://k12mt.com)).

April's article can be found [here](#).

### MASBO WEBSITE – DID YOU KNOW?

#### Our Resource Page's Drop-Down Menu Includes:

<b>Presentations</b>	Slides from past MASBO workshops
<b>Calendar</b>	Important dates, deadlines and links
<b>Election</b>	Reminders, news and links
<b>Legislative</b>	News and resources
<b>Links</b>	Various state and federal website links
<b>Software Users</b>	Find software users here
<b>Region Map</b>	Find which counties are in your MASBO region

### MASBO MEMBER PROFILES

New custom fields for County, District Enrollment and MHSA Class Size have been added!

To assist with negotiations, we also have both salary and benefit fields. Please note that these two fields are hidden and only accessible for salary survey use by MASBO staff.

To update your profile:

Log in to MASBO.com

Your username is your email address

Don't remember your password? Please try the password reset option

Go to your Profile page, then select the Custom tab to add and update, that's it!

### MASBO MEMBER SEARCH

Do you need to find another MASBO Member? We've enhanced this search feature on our website for you:

Under the Membership Page, select the Member Search Drop-Down

You can now search by School, Software, County, Region, MHSA Size, Last Name or Zip

Email Marie if you need any assistance: [mroach@masbo.com](mailto:mroach@masbo.com)

## P-Card Participants – PLEASE MARK YOUR CALENDARS:

### P-Card Webinars presented by Holly Wallace



Thursday May 18 9-10am

Thursday July 13 9-10am

No cost to join; zoom link provided prior to each webinar

State Financial Services Division Audit Roster Updated March 28<sup>th</sup> 2023

## MASBO MEMBERS IN YOUR DISTRICT

Other members of your school business team and/or school board will benefit from a MASBO membership. MASBO Members have a wide range of networking and training opportunities throughout the year, including budgeting, school elections, payroll, technology and accounting to name a few. Additional memberships from your district can complete an application online: [MASBO Membership](#) Email Marie if you need any assistance: [mroach@masbo.com](mailto:mroach@masbo.com)

## Legislative Updates

Please watch your emails or visit the MASBO [website](#) for regular legislative updates.

The easiest way to provide testimony, without having to attend in person, is to use the [Legislative Online messaging system](#). Be sure to use the drop downs to address certain bills, legislators or committees. For more assistance, feel free to reach out. As always, please keep the discussion simple, clear and concise.

Another great opportunity to share information with the public is the [Great Works Publication](#).

# UPCOMING OPPORTUNITIES & NEWS FROM OPI & OTHER MASBO PARTNERS

## **OPI Indirect Cost Rate Applications for FY24 Now Available**

OPI has released the FY24 applications forms for indirect cost rate certification. These forms are due by April 30<sup>th</sup>. Information regarding this can be found on the OPI [website](#).

## **Elections Check-In Webinars**

Don't miss out! Nicole Thuotte, OPI will be providing additional election check-ins leading up to Election Day. At these webinars, Nicole will hit on pertinent topics and allot time for questions and answers. Please check the OPI website for more information.



### **Election Webinars** **FY 2023 Elections**



Day/Date	Time	Topic
Friday, Dec 16, 2022	10:00 AM	Candidates and Legislative Updates
Friday, Jan 13, 2023	10:00 AM	Preparing for an Election
Friday, Jan 27, 2023	10:00 AM	Election Accessibility
Friday, Feb 10, 2023	10:00 AM	Election Resolutions
Friday, Feb 24, 2023	10:00 AM	Mail Ballot Plans
Friday, Mar 10, 2023	10:00 AM	Election Notices
Friday, Mar 24, 2023	10:00 AM	Ballot Certification
*Thursday, Apr 6, 2023	10:00 AM	Mailing Ballots/Signature Verification
Friday, Apr 21, 2023	10:00 AM	Preparing for the Election
Friday, May 5, 2023	10:00 AM	Post-Election Procedures
Friday, May 19, 2023	10:00 AM	Election Wrap-Up

<https://mt-gov.zoom.us/j/84012824303?pwd=dElqakZ1S2FJQiswOUF2cEljMDNPQT09>

## [ESSER Monthly School Reports](#)

### **ESSER Amendments- Information Provided by OPI**

Schools must **create an E-Grants Amendment in ESSER II and ESSER III** so that the updated allocation will populate in the corresponding E-Grants budget pages.

In the amendment description you may use this template language:

- (if the budget description already exists) BUDGET AMOUNT CHANGE ONLY – additional allocation of \$xx to Object Code xx
- (if adding a new budget item) Additional Allocation of \$xx to Object Code xx [for the purpose of xxxxx to prepare, prevent, respond]

To view the additional funds, scroll down to view **Allocation Remaining** at the bottom-right of each E-Grants budget page.

#### **Deadlines for the ESSER Grants:**

- ESSER II expires September 30, 2023 - 6 months to spend down the grant
- ESSER III expires September 30, 2024 - 18 months to spend down the grant

### **ESSER Templates**

These templates are critical to getting your amendments, budgets, and cash requests to move through quickly. Please take a look at these if you have any sitting on hold to see if you can get them approved quicker.

- [E-Grants Amendment Template OPI Dec22](#) (pdf)
- [E-Grants Budget Template OPI Dec22](#) (pdf)
- [E-Grants Cash Request Template OPI Dec22](#) (pdf)

## Private School Participation in Federal Programs Regional Trainings

The Montana Office of Public Instruction will be hosting several regional trainings for public and private schools this April. These trainings will address private school participation in federal programs, equitable share, allowable expenditures, and much, much more. Public school districts are asked to invite any participating private, non-public within their district boundaries to attend. More specific information will be going out to districts with a participating non-public school. Districts and non-publics wishing to attend must RSVP by March 17, 2023. The RSVP can be emailed to Jack O'Connor at [joconnor2@mt.gov](mailto:joconnor2@mt.gov). The trainings will run from 8:30 to 12:00 and then from 1:00 to 2:30. Dates and locations are listed below:

- April 4-Hardin Family Engagement Center 636 West 5<sup>th</sup> Street, Hardin, MT
- April 5-Manhattan Public School, 416 North Broadway, Manhattan, MT
- April 6-Great Falls Public School District Office, 1100 4<sup>th</sup> St. South, Great Falls, MT
- April 10-Glacier High School Main Conference Room, 375 Wolfpack Way, Kalispell, MT
- April 11-Professional Learning Lab (Building B), 909 South Avenue West, Missoula, MT

## ENROLLING STUDENTS EXPERENCING HOMELESSNESS

- Students qualify for immediate enrollment, even without necessary documentation\*
- Students qualify for free meals and immediate transportation
- Unaccompanied Youth, "a homeless child or youth not in the physical custody of a parent or guardian" may self-enroll

### RESIDENCY QUESTIONNAIRES

- Enrollment, beginning of the year, winter, spring
- OUTREACH-newsletter, website, email/text blast
- Explain resources available and importance of updating information
- [Student Residency Form](#) on TransACT HS-03

**Questions-Please reach out, Serena 444-2036 [serena.wright@mt.gov](mailto:serena.wright@mt.gov)**

### HOMELESS LIAISON MEETING TUESDAY, April 18<sup>TH</sup>

- 10:30am-12pm or 4:30pm-6pm
- <https://mt-gov.zoom.us/j/9936168716?pwd=VUpPUm1HO UdGdzVW aVIYbDliaXprdz09>
- Meeting ID: 993 616 8716 Password: 014390
- Dial by Telephone +1 646 558 8656

## OPI NEW School Finance Calendar

The calendar link on the School Finance website has been updated for FY2023. The link will take you to the GEMS Data Reporting Calendar which is populated with important dates and deadlines that happen throughout the fiscal year. It is sortable by month and can be saved into other workable formats like Microsoft Word or Excel. You can find it here [OPI \(GEMS\) Data Collections Calendar](#) We hope this tool will help education staff across the state.

### FY 2023 REAP Master Eligibility Spreadsheet now available for review

An updated version of the FY 2023 REAP Master Eligibility Spreadsheet (MES) is now available for your review. This version of the MES is updated as of 1/23/2023 and includes SEA-submitted State-derived poverty data and requested changes. The FY 2023 will also be posted on the [REAP website](#) and shared with **eligible LEAs** for review. We will ask LEAs to work with their RLIS State Coordinators if there is a need to update any of the information. We encourage you to also reach out to LEAs in your State to verify the accuracy of this data

SAM.GOV is a free site and you should never have to pay for registration or assistance. If you receive emails, please be address is .GOV



On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

### IRS MILEAGE REIMBURSEMENT RATE CHANGES FOR 2023

Beginning January 1<sup>st</sup>, 2023, the mileage reimbursement rate will be raised to 65.5 cents per mile, and 14 cents per mile for mileage driven for charitable organizations. Official information regarding this rate change can be found on the IRS [website](#).



# 2023 SFSP Summer Meals

A Newsletter for **Montana** Summer Food Service Program Sponsors

## Welcome to Summer 2023!

Summer fun is just around the corner and OPI School Nutrition Programs invites summer sponsors to operate the Summer Food Service Program (SFSP) providing free meals to kids ages 18 and younger this summer.

Help your community by becoming a summer meal site or program sponsor this summer. Summer Food Service Program sites at schools, community centers, parks, pools, and many other locations provide nutritious meals to children all summer long. To qualify as a site, a facility must be located in a neighborhood where at least 50 percent or more of the children in the area are eligible for free or reduced-price meals or must serve primarily low-income children (at least 50 percent of the children must be eligible for free or reduced-price meals). Summer camps and sites serving primarily migrant children also can participate, but under slightly different rules.



You can learn more about the Summer Food Service Program by visiting the Montana OPI School Nutrition Programs [website](#) or start the application to sponsor a Summer Food Service Program site by calling 406-444-2501.

## Reimbursement Rates 2023

	Rural/Self Prep	Urban/Vended
<b>Breakfast</b>	\$2.8250	\$2.7725
<b>Lunch/Supper</b>	\$4.9500	\$4.8700
<b>Snack</b>	\$1.1675	\$1.1400

## — 2023 DEADLINES —

Sponsor and Site Agreements

Open March 1st

Close May 5th, 2023

## SFSP Checklist to Complete:

- ⇒ Complete required sponsor trainings
  - \*Use course catalog [access code mt-406](#) to register for trainings
    - ◇ [MT-179](#) Refresher training for returning sponsors
    - OR
    - ◇ [MT-178](#) Comprehensive training for new or returning sponsors
- ⇒ Complete Civil Rights Training (all SFSP program staff must complete annually)
  - ◇ [MT-150 Civil Rights Training](#)
  - OR
  - ◇ [Civil Rights Training PPT](#) & [Civil Rights Training Documentation log](#)
- ⇒ Complete & Submit SFSP SY2022-2023 Application in [MAPS](#) by **May 5th, 2023**
- ⇒ Determine which area eligible sites are returning or add any new [area eligible sites](#)
- ⇒ Complete items on the [SFSP 2023 Checklist](#)



**SUMMER  
FOOD SERVICE  
PROGRAM**



## MASBO ENDORSES THESE PROGRAMS

	<p>Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program <b>Shawn Bubbs</b>, Director of Insurance Services 406-457-4500 <a href="mailto:sbubbs@mtsba.org">sbubbs@mtsba.org</a> <a href="http://www.msgia.org/home">http://www.msgia.org/home</a></p>
	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits <b>Andy Holmlund</b>, Chief Executive Officer 406-457-4400 <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a> <a href="http://mustbenefits.org/">http://mustbenefits.org/</a></p>
	<p>Montana Schools Unemployment Insurance Program <b>Lisa Gowen</b> 406-457-4407 <a href="mailto:lgowen@mtsba.com">lgowen@mtsba.com</a> <a href="http://www.mtsuip.org/">http://www.mtsuip.org/</a></p>
	<p>Payne West, Inc. Montana Schools Property &amp; Liability Insurance Plan <b>Rody Holman</b>, Program Manager 406-533-1035 <a href="mailto:RHolman@paynewest.com">RHolman@paynewest.com</a> <a href="http://msplip.com/">http://msplip.com/</a></p>

## MASBO EXHIBITOR MEMBERS

<b>Aflac</b> Rob Cook <a href="mailto:r_cook@us.aflac.com">r_cook@us.aflac.com</a>	<b>American Fidelity Assurance Company</b> Jacob Bautista, Office Manager <a href="mailto:jacob.Bautista@americanfidelity.com">jacob.Bautista@americanfidelity.com</a>	<b>Anderson, Zurmuehlen &amp; Co.</b> Stefeni Freese, CPA <a href="mailto:sfreese@azworld.com">sfreese@azworld.com</a>
<b>Black Mountain Software</b> Teresa Van Buren <a href="mailto:teresav@blackmountainsoftware.com">teresav@blackmountainsoftware.com</a>	<b>Bruco, Inc.</b> Adam Uselman, V.P.-C.O.O. <a href="mailto:adamu@bruco.com">adamu@bruco.com</a>	<b>C &amp; C School Accounting</b> David Bardwell <a href="mailto:Help@CandCSchoolAccounting.com">Help@CandCSchoolAccounting.com</a>
<b>D.A. Davidson &amp; Co.</b> Bridget Ekstrom <a href="mailto:Bekstrom@dadco.com">Bekstrom@dadco.com</a>	<b>Fatbeam</b> Graham Taylor <a href="mailto:graham@fatbeam.com">graham@fatbeam.com</a>	<b>Felt Martin, PC</b> Jeffrey Weldon <a href="mailto:JWeldon@feltmartinlaw.com">JWeldon@feltmartinlaw.com</a>
<b>Fisher's Technology</b> Amanda Byrne <a href="mailto:info@fisherstech.com">info@fisherstech.com</a>	<b>Gwyn Andersen Consulting</b> Gwyn Andersen <a href="mailto:gwynma@gmail.com">gwynma@gmail.com</a>	<b>Horace Mann</b> Aaron Moyer <a href="mailto:association.relations@horacemann.com">association.relations@horacemann.com</a>
<b>Iconergy</b> Carl Hurst <a href="mailto:churst@iconergyco.com">churst@iconergyco.com</a>	<b>Infinite Campus</b> Bob Gits <a href="mailto:robert.gits@InfiniteCampus.com">robert.gits@InfiniteCampus.com</a>	<b>Joint Powers Trust</b> Cyndy Maxwell <a href="mailto:cyndy@jointpowerstrust.com">cyndy@jointpowerstrust.com</a>
<b>K12 Montana</b> Jeffrey Patterson <a href="mailto:jeffp@k12mt.com">jeffp@k12mt.com</a>	<b>Kalmbach Consulting</b> Cathy Kalmbach <a href="mailto:cathymkal@gmail.com">cathymkal@gmail.com</a>	<b>Klimas Financial Services, Inc.</b> Charles Klimas <a href="mailto:cklimas@gwnsecurities.com">cklimas@gwnsecurities.com</a>
<b>Montana Digital Academy</b> Sarah Marker <a href="mailto:sarah.marker@montanadigitalacademy.org">sarah.marker@montanadigitalacademy.org</a>	<b>Montana Public Employees Retirement Administration</b> Terry Dalton <a href="mailto:tdalton@mt.gov">tdalton@mt.gov</a>	<b>MSGIA-WCRRP</b> Shawn Bubb <a href="mailto:sbubb@mstba.org">sbubb@mstba.org</a>
<b>Montana Schools Unemployment Insurance Program (MTSUIP)</b> Lisa Gowen <a href="mailto:lgowen@mtsba.com">lgowen@mtsba.com</a>	<b>Montana Unified School Trust (MUST)</b> Andy Holmlund <a href="mailto:aholmlund@ms-sf.org">aholmlund@ms-sf.org</a>	<b>Payne West, Inc./MSPLIP</b> Rody Holman <a href="mailto:RHolman@paynewest.com">RHolman@paynewest.com</a>
<b>Pine Cove Consulting</b> Brandan Bassett <a href="mailto:bbassett@pinecc.com">bbassett@pinecc.com</a>	<b>Red Rover</b> Jim O'Halloran <a href="mailto:johalloran@redroverk12.com">johalloran@redroverk12.com</a>	<b>School Services of Montana</b> Melissa Tovaas <a href="mailto:mtovaas@mt-schools.org">mtovaas@mt-schools.org</a>
<b>Tyler Technologies</b> Carrie Hughes <a href="mailto:carrie.hughes@tylertech.com">carrie.hughes@tylertech.com</a>	<b>Wipfli LLP</b> Kim Dare, CPA <a href="mailto:kdare@wipfli.com">kdare@wipfli.com</a>	

# Attention MASBO Members

## PROPOSED BY-LAW CHANGES TO ARTICLE II Membership Sections 2-6 and subsequent changes thereof.

The MASBO Board voted to bring the following amendments to a vote of the organization. Active MASBO members will vote on these amendments at Summer Conference Thursday June 15:

**SECTION 2. ASSOCIATE MEMBERSHIP** School trustees and school district employees not directly connected with business administration of schools in the state of Montana. ~~Faculty members of the various schools of education in the greater university system of the State of Montana who are particularly interested in the business administration of Montana public schools.~~ Officials and employees of the Office of the State Superintendent of Public Instruction and County Superintendents of Schools and County Treasurers who are particularly involved with the business administration of schools. (1995) Students who are actively engaged in graduate studies in the field of school business administration.

**SECTION 3. ~~VENDOR~~ EXHIBITOR MEMBERSHIP** Individuals and/or organizations actively engaged in supplying school district needs or rendering professional services to school districts. (1991)

**SECTION 4. ~~EMERITUS~~ INDIVIDUAL MEMBERSHIP** An ~~Emeritus~~ Individual member shall have been an Active or Life Member at the time of retirement ~~member at the time they leave or retire~~ from the field of school business management and not currently employed in any area of school management or related endeavors.

**SECTION 5. LIFE MEMBERSHIP** A Life Member shall be one who has served as an active member for a minimum of ten (10) years, and who at the time of application is actively employed in the field of school business administration. A Past President of MASBO, upon retirement from active employment, shall be awarded a Life Membership and not pay membership dues thereafter. (1989) Life memberships are non-transferable. (1991) ~~Honorary Life Membership for outstanding service may be conferred by action of the Board of Directors.~~

**SECTION 6. ~~HONORARY MEMBERSHIP~~** ~~Honorary Membership may be conferred by the Board of Directors to any former officer of this Association and to such other persons who, by their act or position, have shown an outstanding interest in this Association and have contributed to its betterment. Honorary Life Membership for outstanding service may be conferred by action of the Board of Directors.~~

## IMPORTANT DATES & DEADLINES – APRIL 2023

### MARCH 23 – APRIL 22

Post Notice of Election (Not less than 10 days, or more than 40 days before election day)	<p>The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting.</p> <p>The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day.</p> <ul style="list-style-type: none"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</li> </ul>	<a href="#">MCA 20-20-204</a>  <a href="#">School Election Notices</a>  <a href="#">School Election Calendar 2023</a> <a href="#">2023 School Election Handbook</a>
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### APRIL 3

Close of regular voter registration	<p>Registration forms postmarked by this date and received within 3 days are accepted for regular registration. <b>Beginning April 3, late registration must be completed at the county election office (not at the school district).</b></p> <p><i>Contact your county election administrator for the absentee ballot list and work with them to develop a plan for registrations that come in after initial absentee lists are sent.</i></p> <p><i>Late registration begins April 4<sup>th</sup>. Late registration must be completed at the office of the County Election Administrator</i></p>	<a href="#">MCA 13-2-301</a> <a href="#">MCA 20-20-312</a> <a href="#">MCA 13-2-304</a> <a href="#">MCA 13-13-212</a>  <a href="#">MCA 13-2-304</a>
Performance Testing and Certification of Voting System.	The election administrator must publicly test and certify that the system is performing properly.	<a href="#">MCA 13-17-212</a>

### APRIL 10

File monthly claims for NSLP or SSO reimbursement	Monthly lunch, breakfast and snack counts are due the 10 <sup>th</sup> of each month. Counts are submitted in the Montana Agreement and Payments System (MAPS) for National School Lunch Program (NSLP) or Seamless Summer Option (SSO) reimbursement.	<p>Montana Agreement and Payment System (<a href="#">MAPS</a>) log in page</p> <p><a href="#">School Nutrition Programs Checklist</a></p>
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	See OPI's <a href="#">Back to School Page</a> for more information on SSO and important updates.	NSLP <a href="#">Reimbursement rates for FY2023</a> SSO <a href="#">Reimbursement rates</a>  <a href="#">FY2023 School Nutrition Payments</a>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<a href="#">E-Grants System</a> Log in to your district's account, or click on Public Access, then Vendor Payee Details
<b>APRIL 12</b>		
Poll Elections: Absentee ballots available	At least 20 days before election day, the election administrator prepares ballots for absentee voters.	<a href="#">MCA 13-13-205(1)(b)</a> <a href="#">MCA 13-13-214</a> <a href="#">MCA 20-20-401(2)</a> <a href="#">Absentee Voter Materials</a>
<b>APRIL 12 – APRIL 17</b>		
Mail Ballot Elections: Mail ballots mailed to voters	Not before the 20th day nor later than the 15th day prior to election day, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">MCA 13-19-207</a> <a href="#">Mail Ballot Election Materials</a>
<b>APRIL 22 through April 30</b>		
Publish Absentee/Mail Ballot Counting Notice (Not more than 10 days or less than 2 days before the election)	Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day.	<a href="#">MCA 13-15-105</a>  <a href="#">Absentee/Mail Ballot Counting Notice</a>
Polling Location Accessibility Notice (Not more than 10 days or less than 2 days before the election)	Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. This notice may be combined with the notice above, and with the notice of election if the notice is published on the 10th day prior to the election.	<a href="#">MCA 13-3-105</a>  <a href="#">MCA 13-3-207</a>  <a href="#">Notice of Polling Place Locations and Accessibility Designations</a>
Publication of Information Concerning Voting Systems (Not more than 10 days or less than 2 days before the election)	Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and	<a href="#">MCA 13-17-203</a>  <a href="#">Notice of Information Concerning Voting Systems</a>

IMPORTANT DATES & DEADLINES – APRIL 2023		
	instructions on how to vote. This notice may be combined with the notices above, and with the notice of election if the notice is published on the 10th day prior to the election.	
<b>APRIL 25</b>		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on May 10.	<a href="#">OPI State and Federal Grants Handbook</a>
<b>APRIL 25</b>		
OPI makes K-12 BASE aid payments	<b>Direct State Aid</b> <b>Quality Educator Component</b> <b>At Risk Student Component</b> <b>Indian Education for All</b> <b>Student Achievement Gap</b> <b>Data for Achievement</b> <b>(SPED) State Special Education Payments</b>	<a href="#">FY2023 Schedule</a> (scroll to bottom of page)
<b>APRIL 30</b>		
Form 941 for Quarter 1 is due	Form 941 payroll report for Quarter 1 (January, February and March) is due.	<a href="#">IRS Form 941 Instructions for Form 941</a>
Indirect Cost Applications for FY2024 grants are due to OPI	<p>Application forms to request an indirect cost rate for fiscal year 2024 are posted on the OPI website. This form is optional but is required if your district plans to charge indirect costs to federal and state grant awards using an indirect cost rate. Application for an indirect cost rate does not increase the amount of your grant awards.</p> <p>For compatibility with the E-grants system the closing date for applying for an Indirect Cost Rate is April 30.</p>	<a href="#">OPI Indirect Cost Rates Cover Letter</a> <a href="#">OPI Indirect Cost Rates Schedule A</a>  <a href="#">OPI Indirect Cost Rates page</a>

IMPORTANT DATES & DEADLINES – MAY 2023		
<b>MAY 1</b>		
Deadline to apply for isolation status	By May 1, trustees apply to County Superintendent for school isolation status when ANB will be less than 10 for elementary or less than 25 for high school for the second consecutive year.	<a href="#">MCA 20-9-302(1)</a>
Deadline for absentee ballot requests (by noon)	Voters who wish to vote absentee may request an absentee ballot in writing or in person <b>until noon the day before the election.</b>	<a href="#">MCA 13-13-211</a> <a href="#">MCA 13-13-214</a>
County election administrator delivers certified copy of the lists of registered electors to the school election administrator	Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver the lists to the election judges prior to the opening of a voting location.	<a href="#">MCA 20-20-313</a>

## IMPORTANT DATES & DEADLINES – MAY 2023

Late voter registration is closed <b>at noon</b> .	Late registration is closed at noon the day before the election. Electors must late register at the office of the county election administrator by noon and return their certificate of late registration to the election administrator (the school district clerk if the school district is running the election) by 8:00 pm on election day.	<a href="#">MCA 13-2-304</a>
<b>MAY 2</b>		
<b>SCHOOL ELECTION DAY</b>	<p>The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).</p> <p>Notify election judges of the names of write-in candidates</p>	<p><a href="#">Title 13</a>  <a href="#">MCA 20-20-105</a>  <a href="#">MCA 20-20-401(3)</a>  <a href="#">MCA 20-20-411</a></p> <p><a href="#">2023 School Election Handbook</a>  <a href="#">Display of Instructions for Electors</a>  <a href="#">Election Judges Oath</a></p>
<b>MAY 8</b>		
First date that provisional ballots may be counted	Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6th day after election. At that time election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<a href="#">MCA 13-15-207</a> <a href="#">Provisional Ballot Instructions</a>
<b>MAY 10</b>		
File monthly claims for NSLP or SSO reimbursement	<p>Monthly lunch, breakfast and snack counts are due the 10<sup>th</sup> of each month. Counts are submitted in the Montana Agreement and Payments System (MAPS) for National School Lunch Program (NSLP) or Seamless Summer Option (SSO) reimbursement.</p> <p>See OPI's <a href="#">Back to School Page</a> for more information on SSO and important updates.</p>	<p>Montana Agreement and Payment System (<a href="#">MAPS</a>) log in page  <a href="#">School Nutrition Programs Checklist</a></p> <p>NSLP <a href="#">Reimbursement rates for FY2023</a></p> <p>SSO <a href="#">Reimbursement rates</a></p> <p><a href="#">FY2023 School Nutrition Payments</a></p>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<p><a href="#">E-Grants System</a></p> <p>Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>
<b>MAY 24</b>		
Second semester transportation claims due	Submit second semester transportation claims online to the Superintendent of Public Instruction and transmit one copy of each claim to the County Superintendent of Schools.	<a href="#">MCA 20-10-145(2)</a> <a href="#">A.R.M. 10-7-104(2)(a)</a>

## IMPORTANT DATES & DEADLINES – MAY 2023

	<ul style="list-style-type: none"> <li>• <b>TR-5</b> Claim for State Reimbursement for Individual and Isolated Transportation</li> <li>• <b>TR-6</b> Claim for Reimbursement for School Bus Transportation</li> </ul>	
<b>MAY 25</b>		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on June 10.	<a href="#">OPI State and Federal Grants Handbook</a>
<b>MAY 26</b>		
OPI makes K-12 BASE aid and other payments	<b>Guaranteed Tax Base Aid</b> <b>State Lands Block Grant</b> <b>State Cole Mitigation Block Grant</b> <b>Debt Service Assistance</b> <b>Education Improvement Payment</b> <b>State Major Maintenance Aid</b> <b>County Retirement</b>	<a href="#">FY2023 Schedule</a> (scroll to bottom of page)
Deadline for trustees canvass the votes, issue certificates of election, and publish results	Following receipt of the tally sheets from all polls and within 15 days after the election, the trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If the tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">MCA 20-20-415</a> <a href="#">MCA 20-20-416</a> <a href="#">Canvass of Votes and Results</a> <a href="#">Certificate of Election of Trustee</a>
Deadline for trustees to hold organizational meeting	The trustees of each district shall annually organize as a governing board of the district after the regular school election day and after the issuance of the election certificates to the newly elected trustees, but not later than 15 days after the election.	<a href="#">MCA 20-3-321</a> <a href="#">School Board Organization</a>
<b>JUNE 1</b>		
Deadline for trustees to request county election administrator to conduct school elections for next fiscal year	The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request, by resolution, the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">MCA 20-20-417</a> <a href="#">Trustee Resolution – Request for County to Conduct Elections</a>
Last day to amend grants	Last day to request grant amendments (budget and program modifications) for projects that will end June 30.	<a href="#">OPI State and Federal Grants Handbook</a>

## IMPORTANT DATES & DEADLINES – MAY 2023

Last day to file OPI Form PAA-3 Application for Additional ANB	Trustees must submit form PAA-3 (Application of Additional ANB) to the Superintendent of Public Instruction for opening a new school, creating a new 7-8 grade accredited program, or opening a new kindergarten.	<a href="#">MCA 20-9-313</a> <a href="#">MCA 20-9-314</a> <a href="#">Form PAA-3</a>
County Superintendent electronically authorizes second semester transportation claims	County Superintendent electronically authorizes second semester transportation claims (consisting of one copy of each district claim).	<a href="#">MCA 20-10-146(5)</a> <a href="#">A.R.M. 10-7-104(1)(b)</a>

## 14 Ways to Quiet Your Mind- WEB MD

Burn out in the educational industry is real. We all feel the need to accomplish mountains of work in little to no time, push through lunch breaks, and put in extra hours. I would encourage you to take a moment each day to remind yourself why you are in the educational business. Walk around your school. Witness student learning first hand, interact with staff members outside of meetings and engage with parents outside the board room. Additionally, give yourself a short break each day. Above is a list of some simple ideas to quiet your mind, which can help you become more productive and healthier.

