

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empowering School Business Leaders Through Education*

**July 2023**

## PREPARING FOR MAEFAIRS WEBINARS WITH STEVE

**JULY 11: 9:00AM-12:00PM**

**JULY 12: 9:00AM-12:00PM**

We hope you can join us for our MASBO webinars presented by Steve Hamel:

### Preparing for MAEFAIRS Trustee's Financial Summary

Tuesday July 11th: 9:00am – 12:00pm

### Preparing for MAEFAIRS Budget

Wednesday July 12th: 9:00am – 12:00pm



Cost per attendee: \$40 per webinar, click the link above to register. Registered attendees will receive instructions to join webinar(s) the day before.

## MARK YOUR CALENDARS: P-Card Participants & Those Interested in the P-Card Program

P-Card program Manager Holly Wallace will be providing one more Webinar!

Thursday, July 13<sup>th</sup>, 9-10 am – P-Card Q & A

NO COST TO [REGISTER](#)- zoom links will be provided to registrants prior to each webinar or [click here!](#)



## MASBO ANNOUNCEMENT Donnie McVee Joins the MASBO Team

It is an honor to announce that MASBO has selected Donnie McVee as our newest member of the MASBO team. She will be joining us in August to assist our members and provide additional professional development this upcoming year. Steve Hamel is staying onboard for a few more months to continue guiding our members through the end of year process. Can't wait to see you soon at our upcoming trainings.

**MARK YOUR CALENDARS FOR MCEL IN BILLINGS THIS OCTOBER  
REGISTRATIONS COMING SOON!!**

# Congratulations Kim Aarstad, 2023 MT Outstanding Business Official of the Year



We are thrilled to announce the selection of Kim Aarstad of East Helena Public School as the 2023 Outstanding Business Official of the Year. Kim serves as the current Fiscal Agent of MASBO and has been a MASBO member for 22 years. Kim entered the field of government accounting at the age of 20 with the City of Troy, which led to the City of Libby and then to East Helena Public Schools. Kim has always taken an active role in MASBO, serving as a mentor as well as taking part in several committees and providing training at the state level. She will be retiring soon after an amazing career.

Kim's nominees wrote the following about her:

*"I came to know her as a highly intelligent professional who cares deeply about her work and strives for the highest levels of professionalism. Her years of service and her commitment to always putting kids first are the key reasons I am nominating Mrs. Aarstad for this award." Dan Rispens, Superintendent of East Helena Public Schools.*

*"Kim has been outstanding in working collaboratively with the superintendent in starting the first ever health self-insurance program and can be relied upon to demonstrate forward thinking in the face of constant new challenges". Ron Whitmoyer, East Helena Public Schools Retired Superintendent*

*"As if her dedication and service to the East Helena Public Schools, our community's taxpayers, and our students were not enough, Kim has selflessly served as a director and officer of MASBO for many years. By volunteering to serve in this fashion, her influence and talents have impacted and benefited districts as well as her peers across the state." Scott Walter, Chairman, Board of Trustees of East Helena Public Schools and President of the Montana School Boards Association.*

Congratulations Kim!!! Kim has received a lifetime membership to MASBO, a beautiful crystal award to display and MASBO apparel. Kim will also be recognized during MCEL in October and the SAM evening of Excellence in June.

The Outstanding School Business Official Award recognizes the indispensable role school business officials have in educating children. A nomination means your colleagues believe you are committed to the students, staff, taxpayers and members of your community, and for your contribution to MASBO. Congratulations!!!

## Summer Conference Wrap Up!

Thank you to everyone who attended and provided feedback of Summer Conference. We want to share our sincere thanks to every one of our presenters for providing their experience with our members. Slides can be found [here](#). Please see the next page for additional awards presented to our members as we.

**We also want to say a big thank you to our membership who participated in the Sunshine Fund. We raised \$3696! MASBO is amazing!**

## ELECTIONS

**We are thrilled to announce that Rebekah Rhoades has been elected as the MASBO Vice President!**

**We also wish to thank Lorie Carey as our outgoing President for years of service on the MASBO Board**

## RETIRED MEMBERS

Linda Graham, Philipsburg  
Bill Schiele, Stevensville  
Nona Coughlan, Belt  
Betty Brumwell, Dutton/Brady  
Cindy Hecker, Rau  
Nicole Beyer, Sidney  
Dalene Hahnkamp, Dillon  
Kim Aarstad, East Helena  
Patti Drake, Whitehall

Jeri Anton, Billings  
Merridy Gauthier, Columbus  
Marlene Krum, Huntley Project  
Sherry Long, Yellowstone County  
Monica Morgan, Ashland  
Della VanHorn, Circle  
Lora Tauck, Ekalaka  
Anne Sadorf, Glendive

## MONTANA CERTIFIED SCHOOL BUSINESS OFFICIALS

Colleen Drury, Scobey (renewal)  
Betty Sweet, Bridger (renewal)

Ginger Martello, Ennis (renewal)  
Kim Aarstad, East Helena (standard certificate renewal)

## YEARS OF SERVICE

### 10 YEAR PINS

Deb Anderson, Polson  
Shay Baize, Lima  
RaSena Christopher, St Ignatius  
Lorrie Clemons, Big Country ED COOP  
Jamie Fuller, Augusta  
Teri Harris, Fromberg  
Adam Hawkaluk, St Ignatius  
Park Hook, Ryegate  
Kathi Kerr-Taylor, Hardin  
Maggie Lowell, Laurel  
Dixie Mitchell, Broadus  
Beth Pulse, Belfry  
Pamela Ramsted, Great Falls  
Autumn Schultz, Superior  
Tiffany St Goddard, Heart Butte  
Peggy Tobin, Sunburst  
Jasmine WalksOverIce, Lodge Grass  
Diane Whitmore, Ulm

### 20 YEAR PINS

Rhonda Decker, Clinton  
Susan Graveley, Helmville  
Arra Rausch, Alberton  
Carrie Ruff, Bonner

### 30 YEAR PINS

Lora Finnicum, Culbertson

### 40 YEAR PINS

Roger Heimbigner, West Yellowstone  
Diane Smith, Montana City

## MTSUIP is Seeking Board Nominations

If you, or someone you know, would like to take a more active role in the Montana Schools Unemployment Insurance Program, please consider reaching out to [Debra Silk](#) at MTSBA. School Business Officials, preferably from a Class B districts, are encouraged join. You can also reach out to [Jen Mettler](#), our MTSUIP Ex- Officio for more information. Voting will be held at MCEL in October.

## Has Your District Experienced an Admin or Board Member Change? Remember to Update Your Information with Our Partners

**MTSBA:** Please be sure to login to [MyMTSBA](#) and update your board members names, contact information and who is serving as Board Chair and Vice. Also, be sure to update any changes to other administrative roles. If you are having issues with this process, please contact [Wendy](#) for assistance. **You will not get important information from MTSBA without updating your information so please make this a priority.**

**OPI:** Changes to the board chair, clerk/business manager, superintendent, or principal should be reported to [OPI Contacts](#). Instructions for how to make these changes are found here: [Instructions](#). If you have questions about how to complete the updates, please contact: [CentralUpdates@mt.gov](mailto:CentralUpdates@mt.gov)

**OTHER:** Consider keeping a list of other memberships and/or logins your admin team holds. These could include School Administrators of Montana, cooperatives, vendors, other government sites, and email list serves that you and your team rely upon.



## MASBO Minutes with Steve

MASBO Minutes Meeting will be back in August. Thank you!

### MASBO Board of Directors

President <a href="#">Belinda Klick</a> , Sun River Valley	Region 1 Director	<a href="#">Lacey Porrovecchio</a> , Bigfork
Vice-President <a href="#">Rebekah Rhoades</a> , Lewistown	Region 2 Director	<a href="#">Karsen Floerchinger</a> , Cascade
Past President <a href="#">Rita Huck</a> , Huntley Project	Region 3 Director	<a href="#">Colleen Drury</a> , Scobey
Fiscal Agent <a href="#">Kim Aarstad</a> , East Helena	Region 4 Director	<a href="#">Shay Baize</a> , Lima
Ex-Officio, MTSUIP <a href="#">Jen Mettler</a> , Baker	Region 5 Director	VACANT
Ex-Officio, OPI <a href="#">Barb Quinn</a> , MT OPI	Region 6 Director	<a href="#">Stacy Montgomery</a> , 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



## Montana Quality Education Coalition

*Quality Public Education ... Montana's Constitutional Guarantee*

## Consider MQEC Enrollment

[MQEC](#) was formed in 2001 by K-12 public school superintendents frustrated with the State of Montana's declining financial contributions to

public education and increased property taxes. Over 100 AA, A, B, C and Independent Elementary school districts and six education organizations have joined MQEC in pursuit of adequate funding for public education. We are the largest education advocacy organization in Montana, representing public school districts ranging from large to small, rural to urban, and east to west, as well as the teachers, trustees, and administrators who serve our students.

MQEC continues to successfully advocate for adequate and equitable funding for Montana's K-12 public schools. With additional courtroom success in 2011 and unprecedented collaboration with educational partners in the 2013 legislative session, today each public-school district in Montana receives approximately \$1074 per student in annual, additional funding because of MQEC's efforts.

MQEC membership is open to public school districts, educational organizations, and individuals. Please [contact Doug Reisig](#), MQEC Executive Director, for additional information about MQEC.

### Has Your District Experienced a Staffing or Board Member Change?

**MASBO:** If you are new to your position as business manager and/or clerk, or you anticipate changes please let the staff at MASBO know so we can also update your information. Please feel free to reach out to [Shelley](#) or [Marie](#) for assistance.

**MTSBA:** Please be sure to login to [MyMTSBA](#) and update your board members names, contact information and who is serving as Board Chair and Vice. Also, be sure to update any changes to other administrative roles. If you are having issues with this process, please contact [Wendy](#) for assistance.

**OPI:** Changes to the board chair, clerk/business manager, superintendent, or principal should be reported to [OPI Contacts](#). Instructions for how to make these changes are found here: [Instructions](#). If you have questions about how to complete the updates, please contact: [CentralUpdates@mt.gov](mailto:CentralUpdates@mt.gov)

**OTHER:** Consider keeping a list of other memberships and/or logins your admin team holds. These could include School Administrators of Montana, cooperatives, vendors, other government sites, and email list serves that you and your team rely upon.

## Did You Miss the PAYROLL, BUDGET WEBINARS, or NEW CLERKS MISC FUND TRAINING? Want to Watch it From the Comfort of Your Home or Office?

MASBO is offering the recorded two-day Payroll webinars, the 18 hours of Budget Training webinars, and the 8 hour NEW SBO Miscellaneous Fund webinar, to our members. 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.

## FY24 MASBO Membership

Invoices are being mailed out. Please consider other members of your school business including Superintendents and Board members that 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. There is also an opportunity to dual enroll in MASBO and ASBO international. Call or email for more information.

To set up a new employee with a MASBO membership, please have them complete an online membership application: [\*\*MASBO Membership\*\*](#)

Please email [Marie](#) with any membership questions.

### 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)

## UPCOMING OPPORTUNITIES & NEWS FROM OPI COMPASS & OTHER MASBO PARTNERS



NATIONAL HARBOR, MARYLAND | OCTOBER 19-22, 2023

*Registration is Open!*

[School Nutrition Compass for July 2023](#)

[School Finance Compass for July 2023](#)

[Transformational Learning & Advanced Opportunities Compass  
for July 2023](#)

[OPI legislative update document](#)

- [FY 2024 Special Education Cooperative reports](#)
  - [GASB 87 Updates](#)
  - [GASB 96 Updates](#)

### **Upcoming Training - Trustees Financial Summary (TFS) and Budget**

The Office of Public Instruction (OPI) will be presenting a MAEFAIRS Trustees Financial Summary (TFS) and Budget training. This training will go over how to navigate and enter data into the OPI's MAEFAIRS System. This training will be presented by Laci Novark and Renee Richter, Budget Analysts at the OPI.

**The training will be held via Zoom on Wednesday, July 26, 2023**

TFS reporting at 11:00 am – 12:00 pm

<https://mt-gov.zoom.us/j/85902846193?pwd=c3hESVZLeHNJQWU1ckVmMXpXSENMQT09>

Budget reporting 1:00 pm – 2:00 pm

<https://mt-gov.zoom.us/j/86100954448?pwd=allnblcyRi90T2JDRTNkZU56bVJEUT09>

A recorded presentation of this information will be available on the OPI website after July 26th.

## Summer E-grants Tour

This summer, the Federal Programs Unit will again be touring the state putting on the Summer Egrants Tour. These trainings will provide districts the opportunity to learn about the Egrant system, work on the grant applications, and get feedback from OPI staff to assist in the Egrant approval process. Below are the dates, times, and locations of the Summer 2023 Egrants Tour:

**Laurel HS**-July 17, 8:30 AM to 2:00 PM

**Glendive HS**-July 18, 8:30 AM to 2:00 PM

**Glasgow HS**-July 19, 8:30 AM to 2:00 PM

**Lewistown HS**-July 20, 8:30 AM to 2:00 PM

**Glacier HS** (Kalispell)-July 25, 8:30 AM to 2:00 PM  
South Ave)-July 26, 8:30 AM to 2:00 PM

**Missoula** (Professional Learning Lab Rm 119, 909

**No pre-registration required. Just show up and attend.**

## School Data Error Correction Request form - TFS Changes, ESSA Changes or other Revisions submitted to the OPI

The Office of Public Instruction (OPI) has a form to be completed when changes are made to financial related data. The [School Data Error Correction Request](#) form can be found on the School Finance website and at the link above.

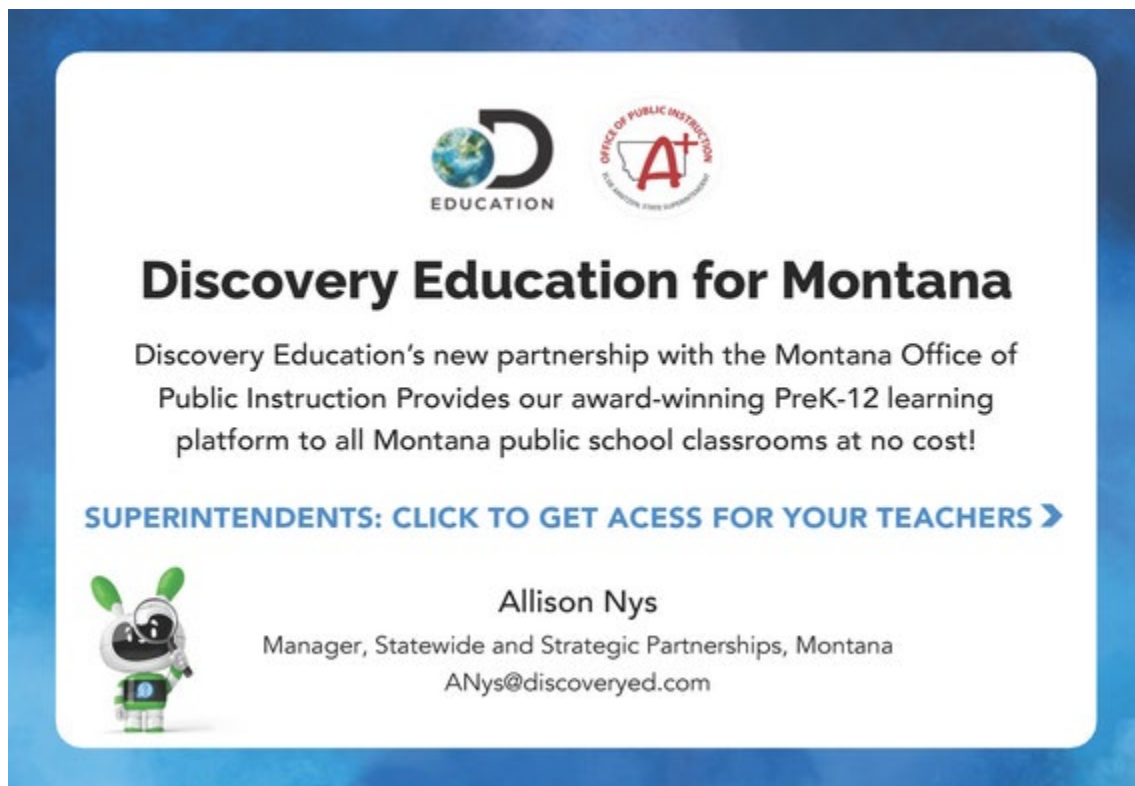
Please complete the following actions.

- Fill out the form with the necessary information and the appropriate signatures.
- Submit the Request form and the changes to the OPI – Requests for changes can be mailed, faxed, or scanned and emailed. All completed requests must be received by the OPI no later than December 10 (ARM 10.10.504). Changes can be made for:
  - material revisions that do not impact fund balance of budgeted funds.
    - Revisions in balance sheet accounts, provided no change occurs in the fund balance of budgeted funds.
    - ESSA reporting is due with the submission of the TFS. Only minor changes to ESSA Per Pupil expenditures will be allowed.
    - Please refer to the TFS instructions for additional information.
- The OPI will notify the school when the corrections are done. The school is responsible for verifying that changes have been made accurately and must **send confirmation to the OPI**.

For questions please contact: [Barbara Quinn](#), School Finance Senior Manager, 406-444-3249.

## Youth Detention – Payment Due July 15<sup>th</sup>

Resident districts may be receiving bills for students in county youth detention facilities. These bills must be paid not later than July 15 from the Tuition Fund or the Impact Aid Fund. Please review the invoice to ensure that the student is a resident of the school district. **Questions:** For information on Tuition, please contact [Andrea Mohammadi](#), Business Analyst, (406) 444-1960



## ESSA - Fiscal Year 2023 ESSA Per Pupil Data and Validations

The Federal Every Student Succeeds Act (ESSA) requires school-based expenditure reporting. This [guidance](#) is designed to help districts comply with statewide uniformity to fulfill the federal requirements. District compliance is essential for Federal compliance. The federal law requires all districts report expenditures by SC, regardless of enrollment, number of school buildings, or location.

The OPI has limited authority to make changes in the district's financial records after the Trustees' Financial Summary (TFS) report has been approved by the Board of Trustees and County Superintendent of Schools. All expenditures, including mandatory ESSA entries are the responsibility of the district. The allowable circumstances in which the OPI can make changes to the TFS are prescribed in ARM 10.10.504.

All Local Education Agencies (LEAs) report per-pupil expenditure data at the school or LEA level, including allocations of district wide expenditures to the school level. Expenditures are disaggregated by the source of (revenues) funds (state, local and federal). School level expenditure reporting is submitted to the OPI in MAEFAIRS, which publishes the information in the Montana Report Card as mandated by ESSA reporting requirements.

LEAs with only one designated SC are the only LEA's that do not have to allocate expenditures by SC. If the LEA is designated as the Prime Agency for expenditures in the School Food Service Fund (12), Miscellaneous Programs Fund (15) and the Interlocal Agreement Fund (82) those expenditures will be reported separately in the TFS. The TFS data entry will allocate the expenditure to the appropriate entity or LEA.

**Questions:** For information on ESSA Per Pupil Expenditure Reporting, please contact: Andrea Mohammadi, Business Analyst 406-444-1960 or Laci Novark, Budget Analyst, 406-444-4401.

## TR1 Bus Routes and TR4 Individual Contracts Rollover

Districts can rollover TR1 Bus Routes for FY2024 by going under the Administration tab in the Pupil Transportation System. Districts can also rollover TR4 Individual Contracts for FY2024 by going under the Administration tab in the Pupil Transportation System.

Please review the [TR1 Bus Route Reporting Instructions](#) and [TR4 Individual Contracts Reporting Instructions](#) or if you have questions please contact [Donell Rosenthal](#) at (406) 461-9316.

## Contact OPI IEFA Office to Request Fall Professional Development

As you are completing your Fall PD plans and scheduling, consider inviting OPI IEFA staff to provide an in-person presentation to some or all of your staff. Our team is happy to visit your school and community and provide PD and can also tailor our PD to meet the needs of individual schools and teachers.

To request a PD for the upcoming school year, please contact Joan Franke at [jfranke@mt.gov](mailto:jfranke@mt.gov) or 406-444-3694.

## CSCT IGT Process Transitioning to DPHHS

The Montana Legislature (HB 872) has transferred the management of the Comprehensive School and Community Treatment (CSCT) Program from the Office of Public Instruction (OPI) to the Department of Public Health and Human Services (DPHHS), **effective July 1, 2023**. According to the [DPHHS-OPI CSCT Monthly IGT timeline](#), the last claims for June will be processed by OPI on June 30, 2023, and the state match will be due back to OPI on Friday, July 14, 2023. It is essential all state match is received by the deadline. School districts will be required to email a PDF of a new signed MOU to the CSCT Medicaid Program Officer at DPHHS to be recorded as received by July 14, 2023. Please see the [transition](#) document for further questions. OPI would like to thank you for your continued commitment to serving our children through mental health services.

## State Facility Tuition Claims

Under [20-9-435.MCA](#) legislation passed in the 2021 Legislative Session, resident districts will now be responsible for a portion of the education costs for students in state facilities (Shodair, Intermountain, Yellowstone Boys & Girls Ranch). The state facility must notify the resident district of any obligation for tuition not later than August 15<sup>th</sup>. Resident districts may run a report in MAEFAIRS at any time to see claims that have been submitted. **These should not be viewed as actual bills from the facility, but rather an opportunity to review submitted claims.** The report may be found under Views>Tuition>State Facilities District of Residence.

**Questions:** For information on Tuition, please contact: [Andrea Mohammadi](#), Business Analyst, (406) 444-1960, or [Barbara Quinn](#), School Finance Senior Manager, 406-444-3249.

## TEAMS Transition to AIM

There's a new page on the AIM website dedicated to the TEAMS transition. Currently there's a short PowerPoint, a checklist and a visual transition guide.

The AIM unit will offer a weekly overview webinar and one-on-one online trainings starting in mid-July. In person work sessions will be scheduled for September. Check back often for updates!

[TEAMS Transition to AIM](#)

## ESSER NEWS

**ESSER- No claims will be processed or paid in the Month of July**

The **Broadband Modernization** project information can be found here: <https://opi.mt.gov/COVID-19-Information/ESSER/Broadband>

### [ESSER II Close out Guidance Video](#)

**ESSER Safety Security Reimbursement Request:** In compliance with ESSER requirements and in supporting school safety, OPI is making available \$200 reimbursement to schools for performing Safety/Security needs assessments. Compliances of reimbursement are [here](#). If interested in receiving the \$200 assessment reimbursement please submit a request with documentation (certification) into the portal [here](#).

Just a reminder that **OPI ESSER Team will be reviewing School Plans during June 2023**. Information was emailed to Authorized Representatives and Business Clerks on May 10<sup>th</sup> with guidance. If you did not receive this contact Jessika Bol ([Jessika.bol@mt.gov](mailto:Jessika.bol@mt.gov)).

## 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.

# 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)

## [ESSER May School Reports](#)

### 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

## MontCOMM 2023

The Montana Autism Education Project has a limited number of scholarships for the [MontCOMM 2023 conference](#) on Friday, August 18th, 8:30 a.m. to 3:30 p.m. Attendance can be virtual or in-person (Missoula.) OPI, ASHA and MOTA renewal units are available.

This year's conference offers several sessions which may be of particular interest to those working in schools:

Session 2A: AAC Implementation for School-Aged Individuals

Session 2B: Literacy and AAC: Why Both are Key!

Session 3A: AAC: Re-Defining Life Skills

Session 3B: AAC Assessment: A Practical Approach to Decision Making

These scholarships are only available to Montana public school educators.

You can request a registration scholarship [here](#).

**PLEASE NOTE: Specific Cancellation and No Show policies are in effect that could affect your participation in future trainings from the Autism Project.**

Cancellations: You are welcome to cancel at any time.

No Shows: If you do not cancel and do not attend, 1. you will be unable to receive a MAEP scholarship to the 2024 MCEC conference in Missoula, future MonCOMM August Institutes and all 2023-24 conferences/trainings which require us to pay a fee per person; and 2. You will be automatically wait-listed for any 2023-2024 trainings that have a limited attendance.

## 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. More information regarding REAP/SRSA is the available in the [Title & Federal Programs Compass](#).

**SRSA Drawdown Report** pdf [here](#).

- Please note that the **deadline to obligate (binding commitment to spend)** FY 2021 SRSA funds is September 30, 2023. The deadline to obligate FY 2022 SRSA funds is next year: September 30, 2024.
- LEAs have until **January 30, 2024 to liquidate** (draw down funds from G5) their FY 2021 funds. LEAs have until January 30, 2025 to liquidate their FY 2022 funds.

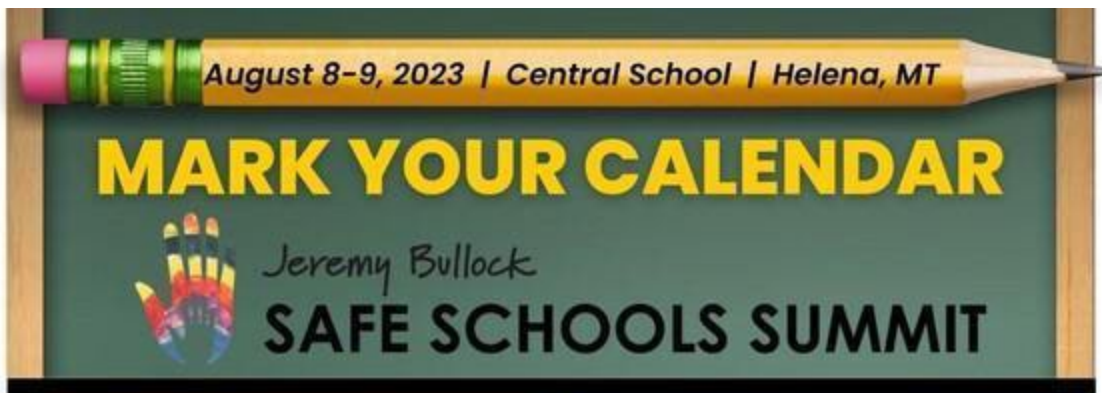
HSA Deductions	2024	2023
<b>Annual Limitation on HSA Deductions</b>		
Self-Coverage	\$4,150	\$3,850
Family Coverage	\$8,300	\$7,750
<b>HDHP – Self-Only Coverage</b>		
Deductible not less than	\$1,600	\$1,500
Out-of-pocket expenses max	\$8,050	\$7,500
<b>HDHP – Family Coverage</b>		
Deductible not less than	\$3,200	\$3,000
Out-of-pocket expenses max	\$16,100	\$15,000

## HANDY YEAR-END RESOURCES

### OPI Spreadsheets and Other Resources

- Budgeting and Financials
  - [School Accounting Manual](#)
  - [Chart of Accounts](#)
  - [FY 2024 General Fund Budget Spreadsheet](#)
  - [Preliminary Title Funding Allocations](#)
  - [Technology Fund levy Spreadsheet](#)
  - [Projecting General Fund Reserves](#)
  - [Building Reserve Fund Guidance Document Revised May 2018](#)
  - [Preliminary Budget Data Sheets FY2023](#)
  - [School Safety Transfers Guidance](#)
  - [Multidistrict Agreement FAQs](#)
  - [Miscellaneous Fund Worksheet](#)
  - [Reconciling Cash to County Treasurer FY2023](#)
  - [Student Activity Fund Worksheet](#)
  - [Compensated Absences Worksheet](#)
  - [FY 2024 Tuition Rates](#)
  - [FY 2024 In District Special Education Permissive Levy Calculator](#)
  - [In District Special Education Permissive Levy Checklist](#)
  - [FY 2023 In District Special Education Permissive Levy Calculator - For Older Excel Versions](#)
  - [CSCT Certification Page](#)
- [E-grants Login](#)
- [MAEFAIRS Link](#)
  - [Budget Instructions](#)
  - [Budget Amendment Packet](#)
  - [TFS Instructions](#)
  - [TFS Revenue/Expenditure Upload Instructions](#)
  - [TFS Expenditure Upload Template](#)
  - [TFS Revenue Upload Template](#)
  - [TFS Additional Expenditure Upload Template](#)
- [Transportation Portal Link](#)
  - [Transportation Budgeting Worksheet](#)
  - [TR1 Bus Route Rollover](#)
  - [TR2 Bus Rider Form](#)
  - [TR4 Rollover Individual Contract Instructions](#)
  - [TR4 Individual Transportation Contract Form](#)
  - [Bus Inspection Form TR13](#)
  - [FP-14.1 Parent or District Student Attendance Agreement](#)





## 4TH ANNUAL JEREMY BULLOCK SAFE SCHOOLS SUMMIT

The Jeremy Bullock Memorial Trust is partnering with Helena Public Schools to host the 2023 Safe Schools Summit. Recently renovated Central Elementary School will open their doors and supply a perfect meeting place to discuss best practices and the latest information on creating safer school environments for young people, educators, and school staff.

2023 will be an innovative, interactive, and practical Summit. You will not want to miss this conference! Please visit [jeremybullocksafeschools.com](http://jeremybullocksafeschools.com) to register.

## AUGUST 8-9, 2023

The Summit will bring together our community of school safety experts and leaders from across the state and nation. The Summit will consist of keynote addresses, panel discussions, deep-dive breakout sessions and more!

This conference is all about YOU! Are there topics you'd like to see at the Summit? Are you interested in presenting or exhibiting? If so, please reach out to Brenda at (406) 531-5957 or [jeremybullockfoundation@gmail.com](mailto:jeremybullockfoundation@gmail.com) to learn more.

We can't wait to host you for this important event.



To reserve a room @ nearby DoubleTree by Hilton Helena Downtown call (406) 443-2200. Space is limited so don't wait! Mention Safe Schools Summit to receive discounted rate of \$139/night.



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	<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>Laren Carparelli</b> 406-457-4407 <a href="mailto:lcarporelli@mtsba.org">lcarporelli@mtsba.org</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>

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## IMPORTANT DATES & DEADLINES - JULY 2023

### JULY 1

First day of fiscal year	The school fiscal year begins on July 1 and ends on June 30	<a href="#">MCA 20-1-301</a>
First day to advertise budget meeting	Between July 1 and August 10 of each year, the clerk of each district shall publish a notice of the annual budget meeting.	<a href="#">MCA 20-9-115</a> <a href="#">OPI Budget Timeline</a> (scroll down the page to see chart) Not currently updated on OPI site.
Individual transportation contracts (TR-4) are due to the County Superintendent and to the Office of Public Instruction	A school district must complete and sign a TR-4 Individual Transportation Contract (3 copies) for the ensuing year. Send to the county superintendent and submit electronically to the OPI.	<a href="#">MCA 20-10-121</a> <a href="#">MCA 20-10-124</a> <a href="#">A.R.M. 10-7-101(2)(b) Regulations &amp; Guidelines for Pupil Transportation Reporting</a>
Last day to send bus contracts to the county superintendent	By July 1, a district must send copies of all completed school bus contracts to the county superintendent.	<a href="#">MCA 20-10-125</a> <a href="#">A.R.M. 10.7.101(2)(a)</a>

### JULY 10

Traffic Education TE06 Year-End Reports due to OPI.	<p>TE06 Year-End Reports are due before July 10 for traffic education courses that ended between July 1, 2023 and June 30, 2024.</p> <p>Reimbursements for eligible students will be paid in August. The estimated payment is \$100 per student, but this number is dependent on the total number of students being reimbursed statewide and the percentage of driver license fees received by the OPI for disbursement to school districts. We won't know the exact amount until late July and will send out an email to school district staff with the final payment information when the reimbursements have been processed.</p> <p>If you need assistance to complete and submit your TE06, send an email to <a href="mailto:Dwight.Nelson@mt.gov">Dwight.Nelson@mt.gov</a> or call at 406-444-4396.</p>	<a href="#">Form TE06</a> <a href="#">OPI Traffic Education Forms and Reports</a>
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### JULY 14

CSCT payment for June Claims due to OPI no later than July 14 <sup>th</sup> .	CSCT funds submitted to OPI within window of 10 business days from receipt of match amount due.	<a href="#">CSCT Certification Form- Access.gov</a> <a href="#">CSCT IGT Timeline</a> <a href="#">CSCT Access.gov Manual</a> <a href="#">A.R.M. 37.87.1803 Accounting Guidance</a>
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## IMPORTANT DATES & DEADLINES - JULY 2023

CSCT MOU signed and received by the CSCT Medicaid Program Officer at DPHHS	New MOU: With the transition of the IGT process to DPHHS, a new signed MOU between DPHHS and the school district will be necessary for claims to be released once the match has been met in full by the due date. The MOU is a CMS requirement.	<a href="#">Transition Document</a>
<b>JULY 20</b>		
County treasurer provides statement of cash balances and bond information	County treasurer provides bond, endowment fund and cash balances for school trustees' financial summary (TFS) and cash balances for county school funds supported by countywide levies.	<a href="#">MCA 20-9-121</a> <a href="#">MCA 20-9-604(5)</a> <a href="#">OPI Budget Timeline</a> (scroll down the page to see chart)
<b>JULY 25</b>		
County transportation committee must meet to approve bus routes and additional payments on individual transportation contracts by the fourth Monday in July	A county transportation committee (CTC) must act to approve or not approve all bus routes established by districts. The CTC must also act on all applications for increased individual payments due to isolation. Approval of board of trustees for increased payments is required prior to CTC action.	<a href="#">MCA 20-10-132</a> <a href="#">A.R.M.</a> <a href="#">10.7.101(2)(c)</a>
<b>JULY 25</b>		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on August 10.	<a href="#">OPI State and Federal Grants Handbook</a>
<b>JULY 31</b>		
Form 941 for Quarter 2 is due	Form 941 payroll report for Quarter 2 (April, May, June) is due.	<a href="#">Form 941</a> <a href="#">Form 941 Instructions</a>
Last day to liquidate funds for grants that ended June 30	Last day to liquidate funds for grants that ended June 30: <ul style="list-style-type: none"> <li>• ABLE Extension</li> <li>• ABLE, EL Civics</li> <li>• State ABLE</li> <li>• Carl Perkins and Technical Education</li> <li>• Title IV, 21st Century Community Learning Centers</li> <li>• Indian Education for All</li> <li>• In-State Facilities: Significant Needs Schools</li> <li>• Pre-School Development Grant</li> </ul>	<a href="#">OPI State and Federal Grants Handbook</a>
<b>At least 30 days prior to first semester of the new school year</b>		
1st Semester Bus Inspections must be completed	Use form TR-13 Bus Inspection for inspections of yellow school buses.  Use form TR-13A Bus Inspection for inspections of Type E buses.  The Highway Patrol must inspect (a re-inspect, if needed) the buses prior to the beginning of first semester.	<a href="#">MCA, 20-10-101(4)(a)(i)</a> <a href="#">Regulations &amp; Guidelines for Pupil Transportation Reporting</a> (see page 4) <a href="#">TR13 Instructions</a>

		<a href="#">TR13 Form-Blank</a> <a href="#">TR13A Form-Blank</a>
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## IMPORTANT DEADLINES – AUGUST 2023

### AUGUST 1

1st Semester Bus Inspections must be completed. <i><b>within 30 days prior to the beginning of the school term</b></i>	<p>Use form TR-13 Bus Inspection for inspections of yellow school buses.</p> <p>Use form TR-13A Bus Inspection for inspections of Type E buses.</p> <p>The Highway Patrol must inspect (a re-inspect, if needed) the buses prior to the beginning of first semester.</p>	<a href="#">MCA, 20-10-101(4)(a)(i)</a> <a href="#">Regulations &amp; Guidelines for Pupil Transportation Reporting</a> (see page 4) <a href="#">TR13 Instructions</a> <a href="#">TR13 Form-Blank</a> <a href="#">TR13A Form-Blank</a>
Traffic Education Form TE01 due prior to program start	Due August 1 or before TE program begins.	<a href="#">Traffic Education Data &amp; Reporting System</a> <a href="#">Traffic Education Forms list and calendar</a> <a href="#">TE01 Form</a>

### AUGUST 2

Taxable valuation is available from Department of Revenue	The Department of Revenue (county assessor) delivers taxable valuation information to the county superintendent of schools.	<a href="#">20-9-122, MCA</a> <a href="#">OPI Budget Timeline</a> (scroll down the page to see chart)
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### AUGUST 9

(second Monday in August) County superintendent computes revenue for transportation budget	County superintendent computes revenue available to finance the transportation budget	<a href="#">20-10-144, MCA</a> <a href="#">OPI Budget Timeline</a> (scroll down the page to see chart)
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## IMPORTANT DEADLINES – AUGUST 2023

### AUGUST 10

Deadline for publishing a notice of budget meeting	<p>Between July 1 and August 10, the district clerk must publish one notice of the date, time and place of the annual budget meeting in the local or county newspaper that the trustees of the district determine to be the newspaper with the widest circulation in the district. Include the following information in your notice:</p> <ul style="list-style-type: none"> <li>• date, time, and place that the trustees will meet for the purpose of considering and adopting the final budget of the district</li> <li>• state that the meeting of the trustees may be continued from day to day until the final adoption of the district's budget</li> <li>• stating that any taxpayer in the district may appear at the meeting and be heard for or against any part of the budget</li> </ul>	<p><a href="#">20-9-115, MCA</a></p> <p><a href="#">OPI Budget Timeline</a></p> <p>(scroll down the page to see chart)</p>
Final Expenditure Reports for grants ended June 30, 2023 due	<p>Final Expenditure Reports for the following grants are due by August 10:</p> <ul style="list-style-type: none"> <li>• ABLE Extension</li> <li>• ABLE, EL Civics</li> <li>• State ABLE</li> <li>• Carl Perkins and Technical Education</li> <li>• Title IV, 21st Century Community Learning Centers</li> <li>• Indian Education for All</li> <li>• In-State Facilities: Significant Needs Schools</li> <li>• Pre-School Development Grant</li> </ul>	<p><a href="#">OPI State and Federal Grants Handbook</a></p> <p>State and Federal Grants Handbook</p> <p><a href="#">Section 400</a> Accounting and Reporting Procedures</p> <p>(see 400.8 Project Closeouts)</p>

### AUGUST 15

OPI Form FP-8 due	<p>Located and non-located counties exchange information between August 10 and August 15 in order to determine what percentage of the joint district their county supports.</p>	<p><a href="#">20-9-151, MCA</a></p> <p><a href="#">OPI Budget Timeline</a></p> <p>(scroll down the page to see chart)</p>
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## IMPORTANT DEADLINES – AUGUST 2023

Trustees Financial Summary (TFS) due to county superintendent	Trustees report annual financial activities of each fund maintained by the district to the county superintendent.	<a href="#">20-9-213(6), MCA</a> <a href="#">OPI Budget Timeline</a> (scroll down the page to see chart)
TFS for joint school districts due to county superintendents	Annual fiscal reports for joint districts must be submitted to the county superintendent of each county in which the part of the joint district is situated.	<a href="#">20-9-213(6), MCA</a> <a href="#">OPI Budget Timeline</a> (scroll down the page to see chart)
Deadline for resident district to notify home district of attendance to Foster or Group Home resulting in Tuition costs	The district of attendance must notify the resident district of any obligation for tuition not later than Aug 15, 2023 The report may be found under Views>Tuition>Foster and Group Home Resident District.	<a href="#">MCA 20-5-324</a>
State Facilities to notify home district of any obligation for tuition no later than August 15th.	Resident districts are responsible for a portion of the education costs for students in state facilities (Shodair, Intermountain, Yellowstone Boys & Girls Ranch). Resident districts may run a report in MAEFAIRS at any time to see claims that have been submitted. The report may be found under Views>Tuition>State Facilities District of Residence.	<a href="#">MCA 20-9-435</a>
<b>AUGUST 20</b>		
(on or before August 20)  Annual Final Budget Meeting	Trustees meet to consider all budget information and any attachments required by law.	<a href="#">20-9-131(1), MCA</a> <a href="#">OPI Budget Timeline</a> (scroll down the page to see chart)
<b>AUGUST 25</b>		
(not later than August 25)	Trustees adopt final budget.  Trustees of a joint district shall adopt a budget according to school budgeting laws and send a copy to the county superintendent of each county in which a part of the joint district is located.	<a href="#">20-9-131(2), MCA</a>  <a href="#">20-9-151(1), MCA</a> <a href="#">OPI Budget Timeline</a>

## IMPORTANT DEADLINES – AUGUST 2023

		(scroll down the page to see chart)
Grant cash request due to OPI	Grant cash requests made by this date will be paid on September 10.	<a href="#">OPI State and Federal Grants Handbook</a>
<b>AUGUST 28</b>		
(within 3 days of final adoption of budget; not later than Aug. 28) Deliver adopted budget to county	Upon final approval of budgets, trustees deliver adopted budget, including amounts to be raised by tax levies, to county superintendent.	<a href="#">20-9-131(3), MCA</a> <a href="#">OPI Budget Timeline</a> (scroll down the page to see chart)
<b>AUGUST 28</b>		
OPI makes K-12 BASE aid payments	<b>Direct State Aid</b>  <b>Quality Educator Component</b>  <b>At Risk Component</b>  <b>Indian Education for All</b>  <b>Student Achievement Gap</b>  <b>Data for Achievement</b>  <b>Special Education</b>  <b>Technology</b>  <b>Transportation Prepayment</b>	<a href="#">FY2024 Schedule</a>          <a href="#">20-9-344, MCA</a>