

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empowering School Business Leaders Through Education*

**MAY & JUNE 2022**

## MASBO SUMMER CONFERENCE

Don't hesitate, get registered! This conference is JAM PACKED with presentations from amazing contributors from across the state. Conference is a great time to reconnect, share ideas, and stay updated on upcoming legislation and other changes that will matter to your districts.

Conference is ALSO a great time to have a little fun! Show off your impressive bowling and golfing skills and/or play tourist at the Mining Museum. We can't wait to see you there!



[New Clerk Academy](#), [Schedule at a Glance](#) and [Session Descriptions](#) are now available on the Website!

### 2022 Summer Conference Registration Open: [Register HERE:](#)

Butte Copper King Hotel June 13-17

New Clerk Academy June 13-15

Summer Conference June 15-17

Copper King MASBO Room Block is full

Other options include:

**Hampton Inn (1.4 miles) [MASBO Block](#) \$106+tax/night: 406-494-2250**

**Best Western Plus Butte Plaza Inn (1.9 miles): 406-494-3500**

**Comfort Inn (2.2 miles): 406-494-8850**

Please email [Marie](#) with registration questions.

### FY23 MASBO Membership

Invoices will be emailed at the end of June.

If you'd like to be invoiced earlier, please email Marie or select membership in your summer conference registration. No need to renew on our website.

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.

## **Calling all Retirees!**

Please let [Marie](#) know if you intend on retiring this year. We would love to honor your years of service at the upcoming summer conference!



## **UPCOMING OPPORTUNITIES**

**ASBO Build a Better Budget Workshop**- This workshop is being held May 23<sup>rd</sup>-27<sup>th</sup>. This is a live webinar series held each day from 12:30-1:30 pm eastern time. Below is the website description.

“Learn how to successfully develop the most scrutinized and utilized document in school district financial reporting – the annual budget. The Build a Better Budget Boot Camp contains five one-hour lunch and learn webinars that take place over five consecutive days. Throughout the live virtual boot camp, facilitators will provide real-world examples and break down the components of the budget so that each section is easier to understand – all while answering questions and providing guidance to free resources that can be used to build a budget that meets today’s rigorous demands.”

Consider taking your budget to the next level. Click the link to learn more.

## **Are you considering going to ASBO Conference and Expo?**

If you are considering going to ASBO Conference and Expo in September (Portland, OR), and have been a business official for five years or less, please consider applying for this scholarship.

### **RISING STARS IN SCHOOL BUSINESS**



The Emerging Leaders Scholarship recognizes new professionals and helps them develop into tomorrow's leaders.

#### **18 SCHOLARSHIPS AWARDED EACH YEAR. EACH RECIPIENT GETS:**

- \$2,000 scholarship toward ASBO International's Annual Conference & Expo
- A strong network of peers and mentors before, during, and after the event
- Exclusive training session and networking events

**Apply or Nominate by June 1<sup>st</sup>!**



**MASBO**  
Montana Association of  
School Business Officials

**MFPE**  
Montana Federation  
of Public Employees

**MQEC**  
Montana Quality  
Education Coalition

**MREA**  
Montana Rural  
Education Association

**MTSBA**  
Montana School Boards  
Association

**SAM**  
School Administrators  
of Montana

## **MTPEC "Did You Know"...Telling Your Story of Personalized Learning and Innovations**

"Did You Know"...Telling Your Story of Personalized Learning and Innovations is a Montana Public Education Center statewide effort to collect information about our public schools. We know that the value our schools bring to local communities enrich the lives of not only our students, but our communities and entire state. Statistical information about student performance, and financial information about our schools, tells only a part of the story, and our ability to "Tell Our Story" is so important in providing a deeper, more meaningful look at the value of our public schools. So, join this effort to describe the many ways our schools are making a difference in our communities for our children.

The information collected can then be used by all of us to "Tell Our Story" to audiences that want to know more about the value of our schools. The stories will be collected and made easily accessible, electronically, for you to share with others.

If you have a personalized learning and/or innovative program, project, activity or event that you want to share with others, please take a moment to complete and submit this electronic [DID YOU KNOW](#) form. If there are materials you would like included (e.g., documents, photos, video), you will have the ability to upload them below. You can submit this form multiple times for programs/projects in the Categories described in this form. Please do not submit personally identifiable student information and obtain FERPA compliant permissions for any photo or video with students present.

Thanks for sharing!

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## Thank you to our Amazing MASBO Volunteers

I want to take a moment to thank all of the following for their dedication to the MASBO program.

Thank you to the numerous Region Directors, presenters, and colleagues who worked hard to provide region meetings across the State in March and April. I can not say enough how impressed I was by the interaction, comraderies, and support I witnessed our members share with one another!

I am also very grateful for how many members offered to assist Amy Carlson at the Montana Legislative Finance Division in the School Cost Projection Project I sent out in April. I was thrilled to see our members step up and reach out. The following will be assisting in this process:

Carrie Fisher, Heather Mumby, Carmen Jackson, Colleen Drury, Lucie Shea, and Mike Waterman

Additionally, thank you to Rebekah Rhoades, Tonnie Decker, Shari Hurst, and Jen Mettler for also volunteering to assist. I will be reaching out to you, as well as seeking out additional volunteers to provide SAM webinar trainings this fall. YAY!!

## DID YOU KNOW?

The Internal Revenue Service (IRS) announced annual inflation adjustments for High Deductible Health Plans (HDHPs) and Health Savings Accounts (HSAs). These increases are effective for 2023.

\*\* provided by American Fidelity.

	2023	2022
<b>Annual Limitation on HSA Deductions</b>		
Self-Coverage	\$3,850	\$3,650
Family Coverage	\$7,750	\$7,300
<b>HDHP – Self-Only Coverage</b>		
Deductible not less than	\$1,500	\$1,400
Out-of-pocket expenses max	\$7,500	\$7,050
<b>HDHP – Family Coverage</b>		
Deductible not less than	\$3,000	\$2,800
Out-of-pocket expenses max	\$15,000	\$14,100

## 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 Drury</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>Kevin Patrick</u> , Butte
Ex-Officio, MTSUIP	<u>Jen Mettler</u> , Baker K-12	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	Vacant	Region 6 Director	<u>Stacy Montgomery</u> , Forsyth

## MASBO Staff

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## How to Delight Employees and Create Exceptional Benefits Education

Employees feel better about their employment when they know their employer cares. Employee benefits can generate this goodwill, but only if employees know and understand their benefits. In a company where employee benefits are generous and wide-ranging, benefits education is the key to keeping a satisfied employee.

### Start From the Beginning

Communication about employee benefits begins when the employee is hired and sometimes even before as they are researching your organization. Clear benefits education can help your employees during the benefits selection process and helps ease their transition into the new job.

- Prepare a packet of information or a video for new employees that summarizes benefits and makes choices easier.
- Provide an employee orientation that goes over benefits in-depth and provides employees an opportunity to ask questions.
- Update your employee benefits packet yearly as benefits change.

### Tailor Benefits to Your Employees

Employees focus on the benefits they need most. Therefore, review your benefits package regularly and update it yearly to ensure that your company's benefits meet your staff's needs.

Survey your employees regularly to find out more about their needs. Ask questions such as:

- Are you satisfied with the company's health plan options?
- Which of the current employee benefits do you like the most?
- What type of education efforts may help you understand the company's benefits better?

Taking a regular survey helps you keep up with the changing needs of your employees to ensure that your benefits package is relevant and valuable to your staff. Collecting a wide range of information during your survey is essential, including demographic information, if possible. For example, if most of your employees are young, then it may be more important to them to have benefits for young people starting families. On the other hand, a robust retirement package may be more valuable if your employees are primarily older.

### Communicate About Benefits in Different Ways

Not all people learn the same. Some employees prefer to find out about benefits from email. Others may need a website or may want a face-to-face interaction to discuss benefits. Use different platforms for communicating about benefits to meet the needs of all your employees.

Here's a tip: when you survey employees about their preferred methods for learning about benefits, ask them about communication platforms they prefer. Give them a chance to tell you what they want.

### Provide Year-Round Benefit Education

People tend to forget about benefits they don't need all the time. For example, maybe your organization offers a transportation benefit that allows your employees to pay for their commuting expenses with pre-tax dollars. An employee who used to walk to work probably ignored that benefit when they first started. Now that they've moved and must commute, they could use a reminder about this perk!

Create a year-round education program that spotlights various benefits throughout the year. This education program could take the form of a newsletter or even a monthly webinar series.

By creating a program for communicating with employees about benefits, you empower your workforce to take advantage of their benefits, potentially helping with your retention goals. The better your communication, the more everyone benefits.

This information is intended to be educational. It is general in nature and should not be considered legal or tax advice. Consult an attorney or a tax professional regarding your specific situation.

This blog is up to date as of January 2022 and has not been updated for changes in the law, administration, or current events.



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P: 503-828-3718 | [americanfidelity.com/northwest](https://americanfidelity.com/northwest)



# CULTIVATE YOUR HEALTH

In addition to providing delicious fruits and veggies to your dinner table and aromatic flowers to decorate it, gardening has a plethora of health benefits!



## Gardening boosts your immune system.

You have more in common with a plant than you might realize. Much like plants that process sunlight into key nutrients, your skin uses sunlight to make vitamin D. This essential vitamin can help strengthen your bones and your immune system. Take precautions from overexposure to the sun's rays of course, but a little sun can go a long way for your body.

## Gardening counts as exercise.

The CDC says gardening is exercise. Gardening works every major muscle group in your body. Activities like raking, or cutting grass are moderate, where shoveling, digging, chopping or hauling, are considered vigorous. Plus after a hard days work, people who garden are more likely to get at least 7 hours of sleep at night.

## Grow a garden - grow your confidence!

Many studies have found that gardening improves your mood and increases your self-esteem. When people spend time in a garden, their anxiety and depression levels drop.

Even if you do not consider yourself a green thumb, after a day of tilling, planting, nurturing, and harvesting plants you have accomplished a new task! And when you learn something new, your brain creates new neuron connections and rewards you with dopamine!

Whether your garden is large or small, a raised bed or community garden, getting dirty and eating clean is beneficial for your health!

## Growing your own food can help you eat healthier.

If you grow your own vegetables, herbs, or fruits you get to decide what kind of fertilizers and pesticides come in contact with your food. You also get to decide when to harvest! Vegetables that ripen in the garden have more nutrients than store-bought veggies.

If you've never had a garden before, here are some tips to help you get started!

- Start small and plant things you'd really like to eat.
- Pick a spot with at least 6 hours of good daytime light and access to water.
- Use contaminant-free soil.
- Consider using a raised garden bed, which allows you to control the soil and nutrient blend.
- Talk to farmers or other backyard gardeners in your area to get a sense of what grows well in your region and when.



We hope you enjoy our monthly wellness updates!



406.457.4400  
mustbenefits.org  
@mustbenefits

## MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services <b>Jacob Bautista</b>, Office Manager 877-589-2544 <a href="mailto:jacob.bautista@americanfidelity.com">jacob.bautista@americanfidelity.com</a> <a href="http://www.americanfidelity.com/home.aspx">http://www.americanfidelity.com/home.aspx</a></p>
	<p>Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program <b>Shawn Bubb</b>, Director of Insurance Services 406-457-4500 <a href="mailto:sbubb@mtsba.org">sbubb@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>Theresa LeSueur</b>, Director 406-457-4407 <a href="mailto:tlesueur@mtsba.org">tlesueur@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 – MAY 2022

### MAY 1

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>
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### MAY 2

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> <a href="#">Application for Absentee Ballot</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>
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>

### MAY 3

<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>	<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>  <a href="#">2022 School Election Handbook</a> <a href="#">Display of Instructions for Electors</a> <a href="#">Election Judges Oath</a>
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### MAY 9

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>
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### MAY 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	Montana Agreement and Payment System ( <a href="#">MAPS</a> ) log in page
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## IMPORTANT DATES & DEADLINES – MAY 2022

	<p>(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><a href="#">School Nutrition Programs Checklist</a></p> <p>NSLP <a href="#">Reimbursement rates for FY2022</a></p> <p>SSO <a href="#">Reimbursement rates FY2022 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	<p>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.</p> <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>	<p><a href="#">MCA 20-10-145(2)</a></p> <p><a href="#">A.R.M. 10-7-104(2)(a)</a></p>
<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 Education Improvement Payment State Major Maintenance Aid</b>	<a href="#">FY2022 Payment Schedule</a> (scroll to bottom of page)
<b>MAY 27</b>		
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.	<p><a href="#">MCA 20-20-415</a></p> <p><a href="#">MCA 20-20-416</a></p> <p><a href="#">Canvass of Votes and Results Certificate of Election of Trustee</a></p>
<b>MAY 27 (continued)</b>		
Deadline for trustees to hold organizational meeting	The trustees of each district shall annually organize as a governing board of the district after the	<p><a href="#">MCA 20-3-321</a></p> <p><a href="#">School Board Organization</a></p>

## IMPORTANT DATES & DEADLINES – MAY 2022

	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.	
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## IMPORTANT DATES & DEADLINES – JUNE 2022

### JUNE 1

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 the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. 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>
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>

### JUNE 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.  See OPI's <a href="#">Back to School Page</a> for more information on SSO and important updates.	Montana Agreement and Payment System ( <a href="#">MAPS</a> ) log in page <a href="#">School Nutrition Programs Checklist</a> NSLP <a href="#">Reimbursement rates for FY2022</a> SSO <a href="#">Reimbursement rates FY2022 School Nutrition Payments</a>
OPI pays grant cash requests	OPI pays grant cash requests submitted from	<a href="#">E-Grants System</a>

## IMPORTANT DATES & DEADLINES – JUNE 2022

	April 26 – May 25	Log in to your district's account, or click on Public Access, then Vendor Payee Details
<b>JUNE 17</b>		
Grant cash request due to OPI for payment on June 20	Grant cash requests submitted from <b>May 26 through June 17</b> will be processed and paid on <b>June 20</b> .  There are no payments in the month of July. The next grant payment will be made on August 10.	<a href="#">OPI State and Federal Grants Handbook</a>
<b>JUNE 27</b>		
OPI makes K-12 BASE aid payments	<b>Direct State Aid Quality Educator Component At Risk Student Component Indian Education for All Student Achievement Gap Data for Achievement (SPED) State Special Education Transportation</b>	<a href="#">FY2022 Payment Schedule</a> (scroll to bottom of page)
<b>JUNE 30</b>		
Last day of fiscal year	<b>End of school fiscal year.</b> All budget appropriations lapse except appropriations for “uncompleted improvements in progress on construction” and properly authorized obligations to purchase personal property in manner prescribed by the Superintendent of Public Instruction.  The district may encumber current year appropriations for valid obligations existing as of June 30. Encumbrances outstanding at year end shall be added to current expenditures to arrive at the budgetary basis expenditures for the year.	<a href="#">MCA 20-1-301</a> <a href="#">MCA 20-9-209</a>  <a href="#">A.R.M. 10.10.101</a>
Last day to obligate funds for projects ending June 30	Last day to obligate funds for projects ending June 30.	<a href="#">OPI State and Federal Grants Handbook</a>
FY 2021 regular audits are due to OPI	FY 2021 “Yellow Book” audits are due to OPI by June 30, 2022, for entities with federal expenditures less than \$750,000 and revenues greater than \$750,000.  Entities that had revenues less than \$750,000 are required to have a Financial Review once every four years. If your district is required to have a Financial Review for FY2021, the report is due to OPI by June 30, 2021.  Please remit audit reports and correspondence to <a href="mailto:OPIAuditReports@mt.gov">OPIAuditReports@mt.gov</a> .	<a href="#">MCA 2-7-503</a> <a href="#">State of Montana Single Audit Act</a>  <a href="#">A.R.M. 2-4-410</a>  <a href="#">OPI School Finance Division website – Auditing</a>

## IMPORTANT DATES & DEADLINES – JUNE 2022

	For more information, contact <a href="#">Dan Moody</a> , 406-444-0701	
Last day trustees may adopt a budget amendment	Board of Trustees may adopt a resolution for a budget amendment due to causes other than an unusual enrollment increase.	<a href="#">MCA 20-9-162</a> <a href="#">A.R.M. 10.22.201(4)</a> <a href="#">Budget Amendment Packet</a>

## School Bus Stop Arm Requirements Effective July 1<sup>st</sup>, 2022

The following is from the [2022 Montana School Bus Standards Publication](#) located on the OPI website.

When a school bus route includes a bus stop that requires a child to cross a roadway, the school bus must be equipped with an extended stop arm that partially obstructs the roadway. A school child may not cross a roadway to enter or exit from a school bus unless the roadway has been partially obstructed by the extended stop arm. Extended Stop Arm must:

- Be equipped with additional flashing red lights as specified in 61-9-402, MCA;
- Be capable of extending a distance of at least 54 inches from the school bus; and
- Be at a height of not less than 36 inches.

Extended Stop Arm should have an additional illuminated stop sign located at the furthest distance from the school bus.

## OPI E-Grants Tour Tentative Summer Schedule

OPI has recently released a tentative summer schedule for the E-grants tour. More information and registration links will be provided soon and listed on the OPI [Compass](#) site.

July 11<sup>th</sup>- Laurel      July 12<sup>th</sup>- Glendive      July 13<sup>th</sup>- Glasgow      July 14<sup>th</sup>- Lewistown

July 26<sup>th</sup>- Evergreen (Kalispell)      July 27<sup>th</sup>-Target Range      July 28<sup>th</sup>-Mahattan

August 10<sup>th</sup>- Online Virtual