SUMMER CONFERENCE JUNE 12-16

REGISTRATION IS NOW OPEN!

New School Business Officials June 12-14*

Summer Conference June 14-16

Make your room reservations now:

Fairmont Hot Springs Rooms are Full- Room Block Available at The Forge

Please look at the MASBO.com homepage for other lodging options

Don't hesitate, get registered! This conference is JAM PACKED with presentations, partner discussions, exhibitors, and networking opportunities. Conference is a great time to reconnect, share ideas, and stay updated on legislative and other substantial changes that will matter to your districts in the coming year. Schedule and Session Descriptions will be available soon.

Conference is ALSO a great time to have a little fun! Show off your impressive painting or golfing skills, grab some MASBO swag, and take a little time to **SOAK IT UP** in the pool. We can't wait to see you there!

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

2023 Summer Conference
Soak It Up

Fairmont Hot Springs June 12th to the 16th

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.

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 if you know of a MASBO member who might need this help. Also, put on your shopping shoes and bring items to use in our silent auction.

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!

FY24 MASBO Membership

Invoices will be emailed at the end of June. If you'd like to be invoiced earlier or add a dual membership to ASBO International, please email Marie or select membership in your summer conference registration. 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.

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 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 **Thursday, May 11th, 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.

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 member. 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.

Do You Want to Work for MASBO?

We are 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. Please submit applications materials to Shelley.

MASBO Board of Directors

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

MASBO Staff

Shelley Turner	Marie Roach	Steve Hamel
Executive Director	Association Services Coordinator	Interim Services/Trainer
406-461-3659	406-461-8804	406-431-0124

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, 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.

MASBO WEBSITE – DID YOU KNOW?

Our Resource Page's Drop-Down Menu Includes:

Presentations	Slides from past MASBO workshops
Calendar	Important dates, deadlines and links
Election	Reminders, news and links
Legislative	News and resources
Links	Various state and federal website links
Software Users	Find software users here
Region Map	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

MASBO TECH CORNER
This year, we will periodically include this new *Tech Corner* feature in the newsletter, provided by K12 Montana([k12mt.com](k12mt.com)). May's article can be found here.
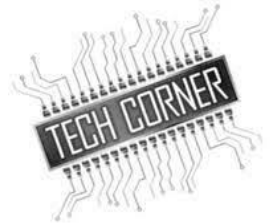
P-Card Participants and Those Interested in the P-Card Program

Mark Your Calendars

P-Card program Manager Holly Wallace will be providing two Webinars related to the P-Card program.

[Thursday, May 18th, 9-10 am- Spend Dynamics](#)

[Thursday, July 13th, 9-10 am – P-Card Q & A](#)

NO COST TO REGISTER- zoom links will be provided to registrants prior to each webinar.

P-CARD NEWS- -

MASBO P-CARD PURCHASES REPORT

P-Card purchases for 12 month current rebate year (April – March) totaled **$39,438,576** with **186** school districts and special education cooperatives participating in the program. At the same time last year, we had 175 participants with nearly $37 million in total purchases. Click ***[here](#)*** to see the current year P-Card purchases report. **Need Help?** Contact Holly Wallace at ***1-815-793-4655 or hwallace@iasbo.org*** for help or to schedule a webinar on helpful topics.

Sending Our Support to all School Business Officials Running Elections!

State Financial Services Division Audit Roster Updated March 28th 2023

UPCOMING OPPORTUNITIES & NEWS FROM OPI & OTHER MASBO PARTNERS

School Finance Compass for May 2023

ESSA Training Webinars

OPI will conduct two ESSA training webinars.

Tuesday, May 2nd, 2023 at 1 pm
Wednesday, May 24th, 2023 at 1 pm

For Additional Information please contact Andrea Mohammadi, Business Analyst, (406) 444-1960.

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

opi.mt.gov

opi.mt.gov

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

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
- **Missoula** (Professional Learning Lab Rm 119, 909 South Ave)-July 26, 8:30 AM to 2:00 PM

Transportation Reimbursement
TR6 and TR5 Claims Due by May 24th in Pupil Transportation System

By **May 24th** school districts must electronically enter and submit Bus Route Reimbursement Claims (TR6) and Individual Contract Reimbursement Claims (TR5) in the Pupil Transportation System. If you have questions or require assistance entering and submitting the second semester transportation reimbursement claims, please contact Donell Rosenthal at (406) 461-9316..

TEAMS Conversion Involving AIM

The OPI will be transitioning many components from the TEAMS system to AIM in the Fall of 2023. Please stay tuned for more details. In the meantime, it would be helpful if districts entered the SEID number for all staff members currently in AIM into the State Staff ID field. There are many duplicates across the state, and this step would help us to match and clean up those records.

More information will be on provided at Summer Conference and in the next few months.

Please be sure to check the AIM monthly compass for updates on important report deadlines that will affect ANB and other areas of school budgets.

Budget Amendment Adoption Deadline is June 30th

In accordance with 20-9-162, MCA, budget amendments must be adopted prior to the end of the school fiscal year (June 30th). A budget amendment may be adopted only for the purposes outlined in 20-9-161, MCA. The budget amendment packet may be found here: Budgets (mt.gov).

Questions: For information on Budget Amendments, please contact: Laci Novark, Budget Analyst, 406-444-4401 or email OPISchoolFinance@mt.gov

Extracurricular Activities Participation for ANB – Due June 30ᵗʰ

Students participating in extracurricular activities in the 2022-2023 school year and who meet the requirements of 20-9-311(13), MCA may be included in the district's FY2024 ANB count. The students must be enrolled in AIM and have their participating data entered as part of the End of Year collection. The guide to entering that information in AIM may be found here: **AIM Extracurricular Activities Guide**. Additionally, two new documents explaining the legislative changes in SB 72 and SB 157 may be found here: **Student Count ANB/Guides & Resources**.

Questions: For information on Extracurricular Activities Participation, please contact: Andrea Mohammadi, Business Analyst, (406) 444-1960.

ESSER II - Targeted Support

The 2021 Legislature through HB 630 amended statute to suspend the funding of enrollment increases through the Anticipated Enrollment Increase (20-9-314, MCA) and Unanticipated Enrollment Increase (20-9-166, MCA) processes. However, the legislature provided for additional payments to schools for enrollment increases during FY2022 & FY2023. See the Memo on the ESSER website for more information. The Additional funding was distributed to counties in April. The ESSER II Targeted Support funds are to be distributed through E-grants. The funds may be used for general operations purposes. The accounting codes for the ESSER II targeted support can be found in the Consolidated Guidance Document.

The Targeted Support is not a separate grant but has been added to the Allocation page. However, you need to open an Amendment to your application in order to see the Targeted Support column.

Questions: For information on Targeted Support, please contact: Barb Quinn, School Finance Senior Manager at (406) 444-3249 or email OPISchoolFinance@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 Monthly 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

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.

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
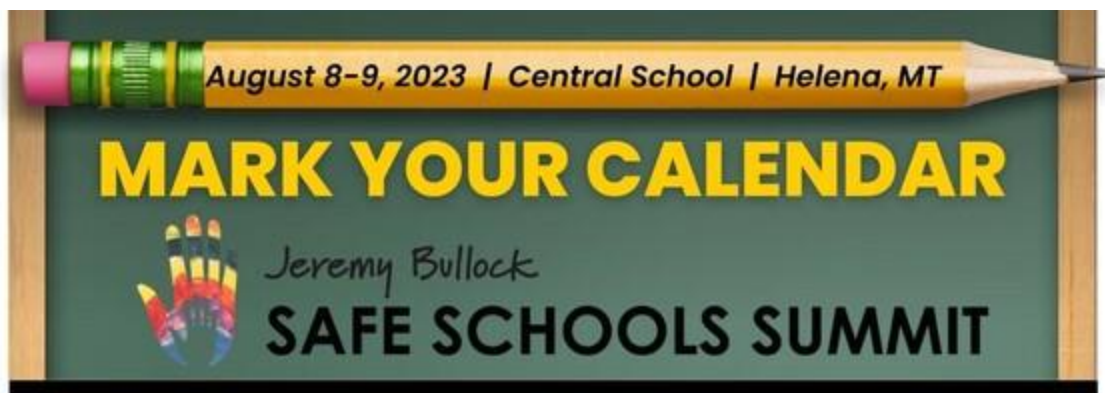
SAM.GOV®

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 1st, 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.

August 8-9, 2023 | Central School | Helena, MT

MARK YOUR CALENDAR

Jeremy Bullock

SAFE SCHOOLS SUMMIT

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 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 to learn more.

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

Helena Public Schools
A great place to learn

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.

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
Breakfast	$2.8250	$2.7725
Lunch/Supper	$4.9500	$4.8700
Snack	$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

opi.mt.gov

MASBO ENDORSES THESE PROGRAMS

MSGIA WORKERS COMPENSATION RISK RETENTION PROGRAM	Montana Schools Group Insurance Authority Workers Compensation Risk Retention Program **Shawn Bubb,** Director of Insurance Services 406-457-4500 sbubb@mtsba.org http://www.msgia.org/home
must MONTANA UNIFIED SCHOOL TRUST	Health, Dental, Vision, Life and Long-Term Disability Benefits **Andy Holmlund,** Chief Executive Officer 406-457-4400 aholmlund@ms-sf.org http://mustbenefits.org/
MTSUIP Montana Schools Unemployment Insurance Program	Montana Schools Unemployment Insurance Program **Laren Carparelli** 406-457-4407 lcarparelli@mtsba.org http://www.mtsuip.org/
MONTANA SCHOOLS PROPERTY & LIABILITY INSURANCE PLAN	Payne West, Inc. Montana Schools Property & Liability Insurance Plan **Rody Holman,** Program Manager 406-533-1035 RHolman@paynewest.com http://msplip.com/

MASBO EXHIBITOR MEMBERS

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

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 <u>Thursday June 15</u>:

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 – MAY 2023		
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.	MCA 20-9-302(1)
Deadline for absentee ballot requests (by noon)	Voters who wish to vote absentee may request an absentee ballot in writing or in person **until noon the day before the election**.	MCA 13-13-211 MCA 13-13-214
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.	MCA 20-20-313
Late voter registration is closed *at noon*.	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.	MCA 13-2-304
MAY 2		
SCHOOL ELECTION DAY	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). Notify election judges of the names of write-in candidates	Title 13 MCA 20-20-105 MCA 20-20-401(3) MCA 20-20-411 2023 School Election Handbook Display of Instructions for Electors Election Judges Oath
MAY 8		
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.	MCA 13-15-207 Provisional Ballot Instructions
MAY 10		
File monthly claims for NSLP or SSO reimbursement	Monthly lunch, breakfast and snack counts are due the 10th 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.	Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist NSLP Reimbursement rates for FY2023

IMPORTANT DATES & DEADLINES – MAY 2023

	See OPI's Back to School Page for more information on SSO and important updates.	SSO Reimbursement rates FY2023 School Nutrition Payments
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25th of the previous month.	E-Grants System Log in to your district's account, or click on Public Access, then Vendor Payee Details
MAY 24		
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. • **TR-5** Claim for State Reimbursement for Individual and Isolated Transportation • **TR-6** Claim for Reimbursement for School Bus Transportation	MCA 20-10-145(2) A.R.M. 10-7-104(2)(a)
MAY 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on June 10.	OPI State and Federal Grants Handbook
MAY 26		
OPI makes K-12 BASE aid and other payments	**Guaranteed Tax Base Aid** **State Lands Block Grant** **State Cole Mitigation Block Grant** **Debt Service Assistance** **Education Improvement Payment** **State Major Maintenance Aid** **County Retirement**	FY2023 Schedule (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.	MCA 20-20-415 MCA 20-20-416 Canvass of Votes and Results Certificate of Election of Trustee

IMPORTANT DATES & DEADLINES – JUNE 2023

JUNE 1		

IMPORTANT DATES & DEADLINES – JUNE 2023

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.	MCA 20-20-417 Trustee Resolution – Request for County to Conduct Elections
Last day to amend grants	Last day to request grant amendments (budget and program modifications) for projects that will end June 30.	OPI State and Federal Grants Handbook
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.	MCA 20-9-313 MCA 20-9-314 Form PAA-3
County Superintendent electronically authorizes second semester transportation claims	County Superintendent electronically authorizes second semester transportation claims (consisting of one copy of each district claim).	MCA 20-10-146(5) A.R.M. 10-7-104(1)(b)
JUNE 10		
File monthly claims for NSLP or SSO reimbursement	Monthly lunch, breakfast and snack counts are due the 10th 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 Back to School Page for more information on SSO and important updates.	Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist NSLP Reimbursement rates for FY2023 SSO Reimbursement rates FY2023 School Nutrition Payments
OPI pays grant cash requests	OPI pays grant cash requests submitted from April 26 – May 25	E-Grants System Log in to your district's account, or click on Public Access, then Vendor Payee Details
JUNE 17		
Grant cash request due to OPI for payment on June 20	Grant cash requests submitted from **May 26 through June 17** will be processed and paid on **June 20.** There are no payments in the month of July. The next grant payment will be made on August 10.	OPI State and Federal Grants Handbook
JUNE 27		

IMPORTANT DATES & DEADLINES – JUNE 2023		
OPI makes K-12 BASE aid payments	**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**	FY2023 Schedule (scroll to bottom of page)
JUNE 30		
Last day of fiscal year	**End of school fiscal year.** 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.	MCA 20-1-301 MCA 20-9-209 A.R.M. 10.10.101
Last day to obligate funds for projects ending June 30	Last day to obligate funds for projects ending June 30.	OPI State and Federal Grants Handbook
FY 2022 regular audits are due to OPI For more information, contact Kristen Becker at 406-444-0701 Please remit audit reports and correspondence to OPIAuditReports@mt.gov .	FY 2022 "Yellow Book" audits are due to OPI by June 30, 2023, 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 FY2022, the report is due to OPI by June 30, 2022.	MCA 2-7-503 State of Montana Single Audit Act A.R.M. 2-4-410 OPI School Finance Division website – Auditing
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.	MCA 20-9-162 A.R.M. 10.22.201(4) Budget Amendment Packet

MAY IS MENTAL HEALTH MONTH

Exerpt from [Spring Health](#), January, 2023

6 mental health best practices for organizations

These best practices can help you address the increasing mental health needs, and better support your employees.

Think about the impact you want to make

Maybe there's already a [traditional EAP](#) in place, and leaders are getting feedback from employees that it's not meeting their needs. Or maybe the company isn't ready to make the investment into a comprehensive EAP, but still wants to enhance what they're already doing with something like a network overlay.

Consider the impact you want to make this year, determine the resources that are available to you, and build your plan. This can include smaller steps that show employees you care about their mental health and are making it a priority.

Start and encourage conversations about mental health

If a comprehensive EAP is outside the current budget, choose key mental health issues that are affecting the organization and focus on those. Depression and anxiety are major factors affecting employee wellbeing, and cost companies a lot of money in missed workdays and disengagement.

Encourage conversations about mental health in the workplace to [reduce stigma](#) and [boost employee wellbeing](#). You can do this by asking leadership and employees to share their mental health journeys, host an educational workshop on one of the topics you're focusing on, and consider offering mental health days.

Provide mental health training

Incorporate mental health education into leadership training, and provide training for employees as well. This equips all levels of your organization to recognize warning signs and know how to engage with and support an employee who may be struggling with their mental health.

Getting frontline managers involved is critical to this effort. They have direct relationships with the most employees, can model good behavior around mental health, and are often the first to know when something is wrong.

Incorporate aspects of mental health into the workplace

These can include check-ins with the workforce or by department (even just once a quarter), wellness practices, and pulse surveys.

Always be sure to follow up on any issues that are raised. This sends the message that you're listening to employee challenges and needs, and care about their mental health.

Broaden your ERG base

Employee Resource Groups (ERGs) provide a space for employees to network and share ideas. They're also an excellent way to reach and support underrepresented groups, while finding out how they're really doing.

Prioritize resources for ERGs, and regularly remind employees of the groups that are available. Ask for and take action on their feedback.

Remind employees about mental health resources

Communicate with employees regularly about the mental health benefits and resources that are available to them. You can do this over email or Slack, in the company newsletter, or all three to ensure everyone is aware of the mental health support your company offers to employees and their dependents.