

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empowering School Business Leaders Through Education*

**NOVEMBER 2022**

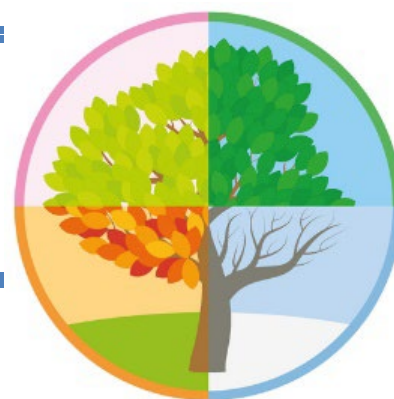
**IT'S NOT TOO LATE TO REGISTER!!**

## **The Seasons of Budgeting**

### **Budgeting Workshops - November 2022**

Budgeting is a year-long event. We want to give you the tools to help you succeed through every season of the Budgeting process- from the OPI spreadsheets and links available to the end of the budget cycle at your Board meeting. This workshop will provide hands-on information, interaction and real-world examples from experienced clerks located around the State. Agenda and a list of items to bring will be located on the registration page. This presentation and workshop are geared toward Business Officials in all levels of their career.

- [Missoula- Monday, November 7th](#)
- [Great Falls- Tuesday, November 8th](#)
- [Billings- Wednesday, November 9th](#)
- [Miles City- Thursday, November 10th](#)



Cost is \$100 and lunch will be provided. All hotel block information is attached to each link.

## **Elections Webinar Training- December 1<sup>st</sup>, 2023**



MASBO is sponsoring a full day webinar training hosted by Nicole Thuotte, OPI School Finance Specialist on Thursday, December 1<sup>st</sup>.

Cost is \$75. Topics include the updated election calendar, school election law and processes, mail ballot elections, voter accessibility and the other election topics. Additionally, follow up election webinar check-ins will be provided, leading up to election day and beyond. This is a fantastic opportunity to gather all the information you will need to hold successful elections in your district this upcoming year without having to travel for training. The day will be broken up by topic and several breaks will be provided. Training will begin at 8:30 am and end at approximately 3:00 pm. Zoom links will be sent to registered attendees prior to the training date. For more information, please contact Shelley at [sturner@masbo.com](mailto:sturner@masbo.com) or 406-461-3659. Registration can be found [here](#).

## MASBO Board of Directors

President	<u>Rita Huck</u> , Huntley Project	Region 1 Director	<u>Lacey Porrovecchio</u> , Bigfork
Vice-President	<u>Belinda Klick</u> , Sun River Valley	Region 2 Director	<u>Karsen Floerchinger</u> , Cascade
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## 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

## Did You Miss MCEL?

MASBO sponsored trainings that were at MCEL will be listed on the MASBO website under the presentation tab. Only those presentations that held PowerPoint materials are posted. We want to thank all MCEL partners for their hard work in providing the MCEL annual training each year. Next year is scheduled for Helena, Montana.

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

### *November is Native American Heritage Month!*

From the *OPI website*: The OPI IEFA unit website offers tips, ideas, and suggestions for celebrating NA heritage month with your students and your community. Additionally, we have lessons for the [Veteran's Day](#) holiday and some [resources for teaching about American Indians in the military](#). We have a lesson that provides a thoughtful analysis of the [Thanksgiving Day holiday](#) as well.

For further information, you can contact Mike Jetty or Zach Hawkins at the contacts listed below.

Mike Jetty [mjetty@mt.gov](mailto:mjetty@mt.gov) (406) 444-0720 OR Zach Hawkins [zachariah.hawkins@mt.gov](mailto:zachariah.hawkins@mt.gov) (406) 444-0708

## MTSUIP is Seeking Board Nominations

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

## **Apply Now for up to \$10,000 for the School Food Service Equipment Grant- Deadline to apply is November 4, 2022**

The Montana Office of Public Instruction has available funding to award via competitive sub-grants ranging from \$1,000 to \$10,000 to Montana school districts. This School Food Service Equipment Grant funding opportunity is available for Montana school districts that operate the National School Lunch Program (NSLP) during SY2022-23 to obtain new equipment or to renovate or replace existing equipment.

Grant application and more information is available on the OPI School Nutrition Programs website: <https://opi.mt.gov/School-Nutrition>

**THERE ARE NUMEROUS GRANT FUNDING OPPORTUNITIES ON THE OPI NUTRITION COMPASS PAGE [HERE](#)**

## **REMINDERS ABOUT ENROLLING STUDENTS EXPERIENCING HOMELESSNESS/IN TRANSITION**

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

\*liaison can gather documentation from prior schools after enrollment and/or refer families to obtain immunizations

<https://nche.ed.gov/wp-content/uploads/2018/10/enrollment.pdf>

[https://nche.ed.gov/wp-content/uploads/2018/10/safe\\_sch.pdf](https://nche.ed.gov/wp-content/uploads/2018/10/safe_sch.pdf)

Students/families experiencing homelessness are already facing numerous challenges and are walking into your school feeling intimidated and scared. Most of the time, school is the safest place for these children. You are the first friendly, helpful, welcoming person they have experienced. Thank you in advance for all you do day after day to wrap around all our students and families who need a little extra love and positivity.

## **AIM Student Photos Needed**

Please remember to collect the Student Photo Opt-In information from parents as register their students. Then please follow up with importing students' photos into Infinite Campus, so the photos in AIM with the Opt-in value can be used by the Department of Justice to help find missing children. See our [AIM District Student Photo Repository user guide](#) for additional information.



2022  
November

## ESSER GUIDANCE SESSIONS

The Office of Public Instruction's ESSER team priority for 2022-23 is to provide **resources** and **support** to educators through a series of interactive, group, and individual events.

The team is providing the below series.

### FIVE DAYS, FIVE TOPICS:



#### UPDATING SCHOOL PLANS, and ANNUAL FEDERAL DATA REPORTING

Understanding the ESSER ARP School Plans and how to update them. Understanding the updated Data Collection process for 2022.



#### NEW SUPERINTENDENT AND CLERK TIPS

Helpful tips, tricks, and guidance for those just starting in a Superintendent or Clerk position.



#### MEANINGFUL STAKEHOLDER CONSULTATION & COMMUNICATION

Understanding how to gather Meaningful Stakeholder Input, and how to use it in the School Plan, ESSER Grants, and other ways.



#### E-GRANTS ERROR MESSAGES

Understanding the common Error Messages in E-Grants, and how to solve them.



#### OPEN OFFICE HOURS

Open time for Q&A. School Districts can ask the ESSER team any questions they may have about the Grants, Plans, etc.

The format for the Guidance Sessions will be:

Brief Presentation  
(recorded and posted on website)  
Followed by Q&A

### SCHEDULE

Each session will be offered at  
11:00 am and 3:00 pm  
Via Online Meeting

#### REGISTRATION:

MONDAY-THURSDAY:  
Link Coming Soon!

FRIDAY:  
Link Coming Soon!





## ESSER Balance Letters

Please click [here](#) for the ESSER balances posted on the OPI website. Please remember that these balances may not include recent cash requests posted.

### DO YOU WANT TO TAKE PART IN AN ESSER COMMITTEE?

OPI has formed an **ESSER Review Committee**. This committee will be helpful in assisting OPI in training, processing, and compliance process revisions for ESSER. The committee will meet remotely monthly and cover topics such as: data collection/annual reports, plan revision, training topics and format, and overall ESSER support. We are seeking 10-15 committed district members to participate. If interested, please reach out to Wendi Fawns or Rebecca Brown for more information.

### Safe Return and LEA ARP Plans are Due Every Six Months

**Safe Return and LEA ARP Plan** (ESSER fund use) are required to be updated at least twice a year. OPI will review the plans in December and June. **If you completed the ARP ESSER LEA Plan, you do not need to complete the Continuous School Improvement Plan (CSIP) for 2022-2023 (which is typically due November 1<sup>st</sup>).** Districts have been notified of the need to review and update plans including requirement to engage the community. Instructions were issued out on the 2<sup>nd</sup> week of May but several districts are past the compliance deadline. If you did not receive the instructions or need assistance, please reach out to [Wendi Fawns](#) at OPI and she will assist you in reaching compliance. Updates require notice of plan update on the Board agenda, allowing for public comment and stakeholder engagement.

### OPI ESSER AFTERSCHOOL AND SUMMER ENRICHMENT GRANTS

The **Afterschool** and **Summer Enrichment** grants for School Year 2022-23 will be reopening this fall under the updated name **ESSER Extended and Expanded Learning Opportunity (EELO)**. These grants will focus on Math and Reading programming efforts, combined with best practices promoting Social/Emotional Learning. To help prepare for these grants, we encourage applicants to actively explore local partnerships to best leverage these funds and improve student outcomes. View our site [HERE](#) for more information.

### TRANSFORMATIONAL LEARNING AND ADVANCED OPPORTUNITIES GRANT

Application and Annual Report Window Opens December 5th at 8am and Closes January 9th at 5pm

- [Transformational Learning](#) funding is determined by a lottery system held after the window closes.
- [MT Advanced Opportunity](#) funding is first come, first served.



**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!

Shelley Turner  
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Doug Reisig  
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Dennis Parman  
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Lance Melton  
**MTSBA**  
lmelton@mtsba.org

Kirk Miller  
**SAM**  
samkm@sammt.org

## 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>Lisa Gowen</b> 406-457-4407 <a href="mailto:lgowen@mtsba.com">lgowen@mtsba.com</a> <a href="http://www.mtsuip.org/">http://www.mtsuip.org/</a></p>
	<p>Payne West, Inc. Montana Schools Property &amp; Liability Insurance Plan <b>Rody Holman</b>, Program Manager 406-533-1035 <a href="mailto:RHolman@paynewest.com">RHolman@paynewest.com</a> <a href="http://msplip.com/">http://msplip.com/</a></p>

## MASBO EXHIBITOR MEMBERS

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



## IMPORTANT DATES & DEADLINES – NOVEMBER 2022

### NOVEMBER 1

TR-1 Bus Routes (district due date)	By November 1, districts must send one copy of the TR-1 for each bus route to the county superintendent and submit a TR-1 for each bus route electronically to the OPI. Each TR-1 must be signed by the board chair and county superintendent.	<a href="#">Regulations &amp; Guidelines for Pupil Transportation Reporting</a>  <a href="#">A.R.M. 10.7.101 (2)(g)</a>
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### NOVEMBER 10

TR-1 Bus Routes (county due date)	By November 10, the county superintendent must electronically mark each TR-1 submitted by the district as “Received” in OPI’s Pupil Transportation online system. If a TR-1 is not marked as received, the district will be unable to submit their Bus Route Claim for Reimbursement (TR-6).	<a href="#">Regulations &amp; Guidelines for Pupil Transportation Reporting</a>  <a href="#">A.R.M. 10.7.101 (2)(h)</a>
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Final Expenditure Reports for grants ended September 30, 2022 due in E-Grants system	<ul style="list-style-type: none"> <li>• IDEA, Part B</li> <li>• Regional CSPD</li> <li>• IDEA, Preschool</li> <li>• IDEA, Part D: MTSS</li> <li>• Title I, Part A, Improving Basic Programs</li> <li>• Title I, Part A, Schoolwide</li> <li>• Title I, Part C, Migrant Education</li> <li>• Title I, Part D, Neglected and Delinquent</li> <li>• Title I, School Support</li> <li>• Title I, Targeted Support &amp; Improvement</li> <li>• Title II, Part A, Improving Teacher Quality</li> <li>• Title II, Part A, Improving Teacher Quality-State Level</li> <li>• Title II, Part B, Math Science Partnerships</li> <li>• Title III, Part A, English Language Acquisition</li> <li>• Title III, Part A, Emergency Immigrant</li> <li>• Title IV-A, Student Support &amp; Academic Enrichment</li> <li>• Title VI, Part B, Rural Low Income</li> <li>• Title X, Part C, McKinney-Vento Homeless Education</li> <li>• Montana Striving Readers Comprehensive Literacy Project (MCLP)</li> <li>• Montana Comprehensive Literacy State Development Project (MCLSDP)</li> <li>• Project AWARE Mental Health</li> <li>• School Improvement: Indian Ed</li> <li>• Elementary and Secondary School Emergency Relief Funds (ESSER)</li> </ul>	<a href="#">OPI State and Federal Grants Handbook</a>
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### NOVEMBER 10 (continued)

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 FY2023</a> SSO <a href="#">Reimbursement rates</a>  <a href="#">FY2023 School Nutrition Payments</a>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<a href="#">E-Grants System</a> Log in to your district's account, or click on Public Access, then Vendor Payee Details
<b>NOVEMBER 15</b>		
Verification Summary Report is due to OPI	Verification is the process by which schools confirm the eligibility of a sample of approved free and reduced-price meal applications. Schools will report the verification results and October eligibility data on the School Food Authority (SFA) Verification Collection Report in MAPS. Please carefully read through the verification instructions to ensure reporting accuracy. Additional instructions can be found in the USDA's Eligibility Manual.	<a href="#">School Nutrition Programs Checklist</a>
<b>NOVEMBER 21</b>		
OPI makes K-12 BASE aid payments	<b>Direct State Aid</b> <b>Quality Educator Component</b> <b>At Risk Student Component</b> <b>Indian Education for All</b> <b>Student Achievement Gap</b> <b>Data for Achievement</b> <b>State Special Education Payment</b> <b>State Cole Mitigation Block Grant</b> <b>Indian Language Immersion Payment</b>	<a href="#">FY2023 Schedule</a> (scroll to bottom of page)
<b>NOVEMBER 25</b>		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on December 10.	<a href="#">OPI State and Federal Grants Handbook</a>

## IMPORTANT DATES & DEADLINES – DECEMBER 2023

<b>DECEMBER 1</b>		
Licensed educators and professionals must have registered his or her license with OPI.	Educators without a valid license will not be considered in the FTE for the payment. <b><i>A license must be current as of December 1</i></b> of the school year in which the employee is reported to be valid	<a href="#">A.R.M 10.21.201(4) and (5)</a>

## IMPORTANT DATES & DEADLINES – DECEMBER 2023

	<p>for purposes of the quality educator payment calculation for the following fiscal year.</p> <p>The OPI will provide an opportunity for district officials to review the FTE information submitted in TEAMS. Changes to FTE reporting used for the quality educator payment calculation will not be accepted after December 31 except in cases of significant reporting error, as determined by the Superintendent of Public Instruction.</p>	
<b>DECEMBER 5, 2022 – JANUARY 9, 2023</b>		
Montana Advanced Opportunity Application opens at 8:00 a.m.	<p>A school district must apply for the <b>state advanced opportunity aid</b> payment during the application period, which is <b>December 5, 2022 at 8:00 a.m. – January 9, 2023 at 5:00 p.m.</b> for FY2024.</p>	<p><a href="#">OPI Advanced Opportunity Act</a> information page</p> <p><a href="#">Montana Advanced Opportunity Application FY2024</a></p>
<b>DECEMBER 8, 2022 – MARCH 23, 2023</b>		
Candidates for trustee election on May 2, 2023 may file a Declaration of Intent and Oath of Candidacy	<p>Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with the election administrator. <b>No candidate may appear on the ballot unless the candidate files between Thursday, December 8, 2022 and Thursday, March 24, 2022.</b> The candidate for trustee must be registered to vote at the time the Oath is filed.</p> <p>County superintendents should log into the County application and complete/verify their district classification and board compositions for the 2023 school election season.</p>	<p><a href="#">Declaration of Intent and Oath of Candidacy</a></p> <p><a href="#">School Election Calendar 2023 with Forms</a></p> <p><a href="#">OPI District Classification Report</a></p>
<b>DECEMBER 10</b>		
Deadline for making changes to FY2022 Trustees Financial Summary	<p>The FY2022 Trustees Financial Summary (TFS) may be revised to correct a material coding error. Submit a revision to Renee Richter in the School Finance Division. Changes to the FY2022 Trustees Financial Summary are limited to:</p> <ul style="list-style-type: none"> <li>Coding revisions between revenue and expenditure line items provided no change occurs in the fund balance of the budgeted funds, and</li> </ul>	<p><a href="#">A.R.M. 10.10.504(6)</a> <a href="#">OPI Compass - November</a> (scroll down to School Finance)</p> <p>Questions can be directed to Andrea Mohammadi, Budget Analyst at 406-444-1960.</p> <p>Submit your revision to the School Finance Division at <a href="mailto:OPISchoolFinance@mt.gov">OPISchoolFinance@mt.gov</a>.</p>

## IMPORTANT DATES & DEADLINES – DECEMBER 2023

	<ul style="list-style-type: none"> <li>Revisions in the balance sheet accounts provided no change occurs in the fund balance of the budgeted funds.</li> </ul>	
Salary and Compensation Expenditure Report due	The Salary and Compensation Expenditure Report requires that all employees who received a paycheck during 2021-2022 fiscal year be entered in the district's 2021-22TOE data.	<a href="#">Compensation Expenditures Report Instructions</a>  <a href="mailto:Opischoolfinance@mt.gov">Opischoolfinance@mt.gov</a> Andrea Mohammadi 406-444-1960  Accreditation Contact: <a href="mailto:opiteams@mt.gov">opiteams@mt.gov</a> Ellery Bresler 406-444-2410
ESSA Per Pupil Expenditure Report due	<p>Please review the per-pupil calculation for your district(s). The calculation may be reviewed in MAEFAIRS, under Data Entry, ESSA PPE Calculation (please scroll to page 2 for the final per-pupil amount).</p> <p>An updated ESSA Per Pupil Expenditure Reporting document has been posted to the OPI School Finance Webpage under ESSA Per Pupil Expenditure Reporting:</p>	<a href="#">ESSA Per Pupil Expenditure Reporting</a>
File monthly claims for NSLP or SSO reimbursement	<p>Monthly lunch, breakfast and snack counts are due the 10<sup>th</sup> of each month. Counts are submitted in the Montana Agreement and Payments System (MAPS) for National School Lunch Program (NSLP) or Seamless Summer Option (SSO) reimbursement.</p> <p>See OPI's <a href="#">Back to School Page</a> for more information on SSO and important updates.</p>	<p>Montana Agreement and Payment System (<a href="#">MAPS</a>) log in page <a href="#">School Nutrition Programs Checklist</a></p> <p>NSLP <a href="#">Reimbursement rates for FY2023</a></p> <p>SSO <a href="#">Reimbursement rates</a></p> <p><a href="#">FY2023 School Nutrition Payments</a></p>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 <sup>th</sup> of the previous month.	<a href="#">E-Grants System</a> Log in to your district's account, or click on Public Access, then Vendor Payee Details
<b>DECEMBER 16</b>		
OPI makes K-12 BASE aid payments	<b>Guaranteed Tax Base Aid for General Fund State Lands Block Grant County Retirement</b>	<a href="#">FY2023 Schedule</a> (scroll to bottom of page)
<b>DECEMBER 25</b>		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on January 10.	<a href="#">OPI State and Federal Grants Handbook</a>
<b>DECEMBER 31</b>		
End of 4 <sup>th</sup> quarter payroll period	Check with your software vendor to see if a year-end backup is required.	<a href="#">MASBO Payroll Manual</a>

## IMPORTANT DATES & DEADLINES – DECEMBER 2023

End of calendar year payroll period	After final payroll, reconcile quarterly payroll reports for the calendar year with W-2 totals.	
District of residence pays at least one-half of any tuition and transportation obligation	By December 31 of the school fiscal year following the year of attendance, the district of residence shall pay at least one-half of any tuition and transportation obligation established under subsection (5)(a)(i) out of the money realized to date from the district tuition or transportation fund levy. The remaining tuition and transportation obligation must be paid by June 15 of the school fiscal year following the year of attendance.	<a href="#">20-5-324(5)(a)(ii), MCA</a> <a href="#">OPI Tuition Handbook</a>
Verify the number of American Indian students reported with the Fall Enrollment Count and make changes/corrections	<p>Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count (October 4, 2021) will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year (FY2022-23).</p> <p>Verify that the “Students Imported From AIM In SAG Report” (access in MAEFAIRS) accurately reports the number of American Indian students enrolled in the district.</p> <p>The deadline to submit changes is <b><u>December 31, 2022</u></b> (see <a href="#">ARM 10.21.204</a>).</p>	<a href="#">20-9-330, MCA</a> <a href="#">ARM 10.21.204</a>  <a href="#">Submit an AIM Help Desk Ticket</a>  <b>or call 1-877-424-6681 or 406-444-3800</b>
<b>DECEMBER 31 (continued)</b>		
Fall 2022 CTE Data Collection ENDS	<p>All high schools that received funding from the Carl D. Perkins federal grant program in 2021-2022 are required to complete this fall follow up collection to maintain their eligibility to receive Perkins funding.</p> <p>Students identified as CTE Concentrators last year (2021-2022) and graduated in the spring of 2022 should be contacted between November 15 and December 31 and asked their current post-graduation status. After contact, the appropriate post-graduation status code must be entered into the AIM/Infinite Campus data system for each CTE Concentrator.</p>	<a href="#">OPI Compass - November</a> (scroll down to Achievement in Montana)  <a href="#">AIM Fall CTE User Guide</a>





Gratitude - The quality of being thankful; readiness to show appreciation for and to return kindness.  
- Oxford Dictionary

## Ways to Practice National Gratitude Month

- ✓ Create a Gratitude Journal - note daily one or two items that you are grateful for.
- ✓ Participate in 30 days of Thankfulness Challenge - post on a whiteboard, social media or other option daily.
- ✓ Start Your Day Right - make a concerted effort to start your day with thoughts of gratefulness.
- ✓ Share your Gratitude with Those You Love - show your significant other or family members small signs or words of gratitude.
- ✓ Give Back to the Community - Small ways like paying it forward or leave a generous tip or large ways including joining an outreach organization.
- ✓ Give Yourself Time to Reflect - Take five minutes each day to enjoy your surroundings.