

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

OCTOBER 2022

IT'S NOT TOO LATE TO REGISTER FOR MCEL!!

2022 MCEL - In Person

or

2022 MCEL - Virtual Only

Late Registration (October 1 through conference)

In-person registration closes October 7, 2022. Virtual registration closes October 17, 2022

Member - \$325

Non-Member - \$425

Intern - \$225

Virtual Unlimited District Option Virtual/Video Only

\$1,500 per district

MCEL IS BROUGHT TO YOU BY THESE EDUCATION PARTNERS



MCEL
Montana Conference of Education Leadership

Join us! October 19-21, 2022 at the Hilton Garden Inn, Missoula

MASBO will be holding a Membership meeting Friday, October 21st at MCEL at 8:00 am.

MASBO Board of Directors

President	<u>Rita Huck</u> , Huntley Project	Region 1 Director	<u>Lacey Porrovecchio</u> , Bigfork
Vice-President	<u>Belinda Klick</u> , Sun River Valley	Region 2 Director	<u>Karsen Floerchinger</u> , Cascade
Past President	<u>Lorie Carey</u> , Jefferson Co. H.S.	Region 3 Director	<u>Colleen Drury</u> , Scobey
Fiscal Agent	<u>Kim Aarstad</u> , East Helena	Region 4 Director	<u>Shay Baize</u> , Lima
Ex-Officio, MTSUIP	<u>Jen Mettler</u> , Baker K-12	Region 5 Director	<u>Rebekah Rhoades</u> , Lewistown
Ex-Officio, OPI	<u>Barb Quinn</u> , School Finance Sr. Manager	Region 6 Director	<u>Stacy Montgomery</u> , Forsyth

MASBO Staff

Shelley Turner
Executive Director
406-461-3659

Marie Roach
Association Services Coordinator
406-461-8804

Steve Hamel
Interim Services/Trainer
406-431-0124

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 is 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.

MARK YOUR CALENDARS FOR 2023 & 2024 ANNUAL CONFERENCE

June 12-16, 2023 at the Fairmont Hot Springs Resort

Rooms are already booked full at Fairmont Hot Springs for the 2023 Conference. Please email [Marie](#) to be put on a waitlist and she will let folks know as rooms become available. Marie has secured an additional block of rooms at [The Forge](#), located in Anaconda, MT. 406-797-4100

June 10-14, 2024 at the Billings Hotel & Convention Center

MEMBER SURVEY- LAST MONTH TO RESPOND!!

We know that several folks have noted concerns in post conference surveys regarding the timing of our MASBO Conference being so close to fiscal year end. As you know, conferences are booked out several years in advance. However, we'd like to take a minute of your time to ask what time of year, you think our Conference would be best held. This may reflect in future conferences after 2024. Last month, we received 25 responses. Thank you so much. If you haven't taken it yet consider providing feedback.

*** [SURVEY LINK](#) ***

IN CASE YOU MISSED IT

Click [here](#) to see past power point presentations that are posted on the MASBO website.
THANK YOU to the presenters who were willing to share their information with us.

ELECTIONS TRAININGS COMING SOON

Please look for upcoming communication from MASBO regarding
Election training coming soon!

UPCOMING OPPORTUNITIES FROM OPI AND MASBO PARTNERS

October 23-31st RED RIBBON WEEK

ISSUES WITH COUNT DAY UPLOADS?

AIM Help Desk

[Submit an AIM Help Desk Ticket](#)

or call 1-877-424-6681 or 406-444-3800

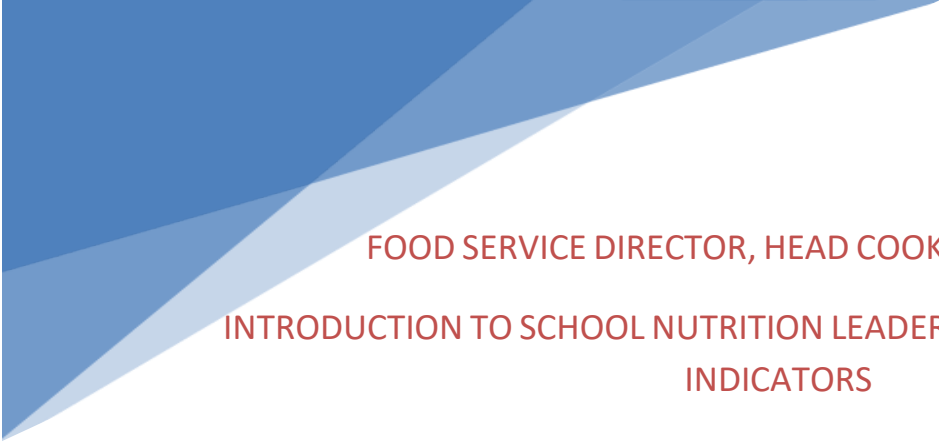
Apply Now for up to \$10,000 for the School Food Service Equipment Grant- Deadline to apply is November 4, 2022

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>

TEAMS CALENDAR of WORKSHOPS

TEAMS is now open. Click [here](#) for the login page. The dead-line to complete teams is November 1st. OPI is offering virtual work sessions in September and October to assist with completing the TEAMS report. All trainings are via Zoom and you do not need to register beforehand. There are 5 sessions intended for new users and 9 sessions for returning users that discuss FY2023 Updates. Here is the [link](#).



FOOD SERVICE DIRECTOR, HEAD COOK, AND BUSINESS MANAGER INTRODUCTION TO SCHOOL NUTRITION LEADERSHIP- KEY PERFORMANCE INDICATORS

PROVIDED BY MONTANA STATE UNIVERSITY

THIS VIRTUAL CLASS WILL BE HELD ON OCTOBER 21ST AND 22ND, FROM 9:00 AM TO 11:30 AM EACH DAY. This class is being taught from instructors with the Institute of Child Nutrition. This class is one lesson from School Nutrition Program's Leadership Course. More information on this class can be found at: <https://theicn.org/icn-resources-a-z/introduction-to-school-nutrition-leadership>

To register, go
to <https://theicn.zoom.us/meeting/register/tJsfuyppz4oE9XLckRkSemjj91b0pGlcOwQ>

For additional information or questions, please contact Katie Bark at kbark@montana.edu

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

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.

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 1st).** Districts have been notified of the need to review and update plans including requirement to engage the community. Instructions were issued out on the 2nd 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.

MT Quality Education Coalition Membership is Now Open

[MQEC](#) was formed in 2001 by K-12 public school superintendents frustrated with the State of Montana's declining financial contributions to public education and increased property taxes. Over 100 AA, A, B, C and Independent Elementary school districts and six education organizations have joined MQEC in pursuit of adequate funding for public education. We are the largest education advocacy organization in Montana, representing public school districts ranging from large to small, rural to urban, and east to west, as well as the teachers, trustees, and administrators who serve our students.

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

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

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.



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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Lance Melton
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lmelton@mtsba.org

Kirk Miller
SAM
samkm@sammt.org

MASBO ENDORSES THESE PROGRAMS

	<p>Healthcare Reform Section 125 Services Health Savings Account Services Jacob Bautista, Office Manager 877-589-2544 jacob.bautista@americanfidelity.com http://www.americanfidelity.com/home.aspx</p>
	<p>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</p>
	<p>Health, Dental, Vision, Life and Long-Term Disability Benefits Andy Holmlund, Chief Executive Officer 406-457-4400 aholmlund@ms-sf.org http://mustbenefits.org/</p>
	<p>Montana Schools Unemployment Insurance Program Lisa Gowen 406-457-4407 lgowen@mtsba.com http://www.mtsuip.org/</p>
	<p>Payne West, Inc. Montana Schools Property & Liability Insurance Plan Rody Holman, Program Manager 406-533-1035 RHolman@paynewest.com http://msplip.com/</p>

MASBO EXHIBITOR MEMBERS

American Fidelity Assurance Company Jacob Bautista, Office Manager jacob.Bautista@americanfidelity.com	Anderson, Zurmuehlen & Co. Stefani 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
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	Kalmbach Consulting Cathy Kalmbach cathymkal@gmail.com
Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com	Montana Public Employees Retirement Administration Terry Dalton tdalton@mt.gov	MSGIA-WCRRP Shawn Bubb sbubb@mstba.org
Montana Schools Unemployment Insurance Program (MTSUIP) Lisa Gowen lgowen@mtsba.com	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	School Services of Montana Thomas Franta tfranta@mt-schools.org	Teachers on Call Lesley Hacker Lesley.hacker@teachersoncall.com
Tyler Technologies Carrie Hughes carrie.hughes@tylertech.com	Wipfli LLP Kim Dare, CPA kdare@wipfli.com	<i>"October is about trees revealing colors they've hidden all year. People have an October as well." – J.M. Storm</i>

IMPORTANT DATES & DEADLINES – OCTOBER 2022

OCTOBER 1

TR-4 Individual Transportation Contracts	By October 1, or as received from the district, the county superintendent must electronically verify the County Transportation Committee's receipt of each transportation contract to the Superintendent of Public Instruction.	Regulations & Guidelines for Pupil Transportation Reporting A.R.M. 10.7.106 (13)
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OCTOBER 3

Fall Enrollment Count Date	<p>The official fall count day is Monday, October 3, 2022. <i>MAEFAIRS Student Count for ANB must be submitted no later than October 21, 2022.</i></p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance <i>should be submitted to the OPI prior to the official enrollment count date</i> for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.</p> <p>Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year. <u>Deadline for changes/corrections is December 31.</u></p>	<p>A.R.M. 10.20.102 Reporting Instructions Fall Enrollment, Aggregate Hours & Count Date Absence Collection</p> <p>A.R.M. 10.20.102(11)</p> <p>AIM Data Collection Schedule</p> <p>A.R.M. 10.21.204</p>
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OCTOBER 10

File monthly claims for NSLP or SSO reimbursement	<p>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.</p> <p>See OPI's Back to School Page for more information on SSO and important updates.</p>	<p>Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist</p> <p>NSLP Reimbursement rates for FY2023</p> <p>SSO Reimbursement rates</p> <p>FY2023 School Nutrition Payments</p>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 th of the previous month.	<p>E-Grants System</p> <p>Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>

OCTOBER 15

WCRRP (workers comp) and MTSUIP (unemployment insurance) reports due	<p>If your district is a member of WCRRP, the workers comp report for 3rd quarter payroll (July, August, September) is due October 25. Due date for other carriers is October 15.</p> <p>If your district is a member of MTSUIP, the unemployment insurance report for 3rd quarter payroll is due.</p>	<p>http://www.msgia.org/home</p> <p>http://www.mtsuip.org/</p>
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IMPORTANT DATES & DEADLINES – OCTOBER 2022

OCTOBER 23-31

RED RIBBON WEEK

OCTOBER 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on November 10.	OPI State and Federal Grants Handbook
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OCTOBER 26

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 State Special Education Payment	FY2023 Schedule (scroll to bottom of page)
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OCTOBER 31

Last day to liquidate funds for grant projects ending September 30, 2021	<ul style="list-style-type: none"> • IDEA, Part B • Regional CSPD • IDEA, Preschool • IDEA, Part D: MTSS • Title I, Part A, Improving Basic Programs • Title I, Part A, Schoolwide • Title I, Part C, Migrant Education • Title I, Part D, Neglected and Delinquent • Title I, School Support • Title I, Targeted Support & Improvement • Title II, Part A, Improving Teacher Quality • Title II, Part A, Improving Teacher Quality-State Level • Title II, Part B, Math Science Partnerships • Title III, Part A, English Language Acquisition • Title III, Part A, Emergency Immigrant • Title IV-A, Student Support & Academic Enrichment • Title VI, Part B, Rural Low Income • Title X, Part C, McKinney-Vento Homeless Education • Montana Striving Readers Comprehensive Literacy Project (MCLP) • Montana Comprehensive Literacy State Development Project (MCLSDP) • Project AWARE Mental Health • School Improvement: Indian Ed • Elementary and Secondary School Emergency Relief Funds (ESSER) 	OPI State and Federal Grants Handbook
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IMPORTANT DATES & DEADLINES – OCTOBER 2022

OCTOBER 31

Form 941 for Quarter 3 payroll is due.

Form 941 payroll report for Quarter 3 (July, August, September) is due.

[Form 941 \(form\)](#)
[Form 941 \(instructions\)](#)

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.

[Regulations & Guidelines for Pupil Transportation Reporting](#)

[A.R.M. 10.7.101 \(2\)\(g\)](#)

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).

[Regulations & Guidelines for Pupil Transportation Reporting](#)

[A.R.M. 10.7.101 \(2\)\(h\)](#)

Final Expenditure Reports for grants ended September 30, 2022 due in E-Grants system

- IDEA, Part B
- Regional CSPD
- IDEA, Preschool
- IDEA, Part D: MTSS
- Title I, Part A, Improving Basic Programs
- Title I, Part A, Schoolwide
- Title I, Part C, Migrant Education
- Title I, Part D, Neglected and Delinquent
- Title I, School Support
- Title I, Targeted Support & Improvement
- Title II, Part A, Improving Teacher Quality
- Title II, Part A, Improving Teacher Quality-State Level
- Title II, Part B, Math Science Partnerships
- Title III, Part A, English Language Acquisition
- Title III, Part A, Emergency Immigrant
- Title IV-A, Student Support & Academic Enrichment
- Title VI, Part B, Rural Low Income
- Title X, Part C, McKinney-Vento Homeless Education
- Montana Striving Readers Comprehensive Literacy Project (MCLP)
- Montana Comprehensive Literacy State Development Project (MCLSDP)
- Project AWARE Mental Health

[OPI State and Federal Grants Handbook](#)

IMPORTANT DATES & DEADLINES – NOVEMBER 2022

	<ul style="list-style-type: none"> School Improvement: Indian Ed Elementary and Secondary School Emergency Relief Funds (ESSER) 	
NOVEMBER 10 (continued)		
File monthly claims for NSLP or SSO reimbursement	<p>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.</p> <p>See OPI's Back to School Page for more information on SSO and important updates.</p>	<p>Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist</p> <p>NSLP Reimbursement rates for FY2023</p> <p>SSO Reimbursement rates</p> <p>FY2023 School Nutrition Payments</p>
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 th of the previous month.	<p>E-Grants System</p> <p>Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>
NOVEMBER 15		
Verification Summary Report is due to OPI	<p>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.</p>	School Nutrition Programs Checklist
NOVEMBER 21		
OPI makes K-12 BASE aid payments	<p>Direct State Aid</p> <p>Quality Educator Component</p> <p>At Risk Student Component</p> <p>Indian Education for All</p> <p>Student Achievement Gap</p> <p>Data for Achievement</p> <p>State Special Education Payment</p> <p>State Cole Mitigation Block Grant</p> <p>Indian Language Immersion Payment</p>	FY2023 Schedule (scroll to bottom of page)
NOVEMBER 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on December 10.	OPI State and Federal Grants Handbook

DECEMBER 1

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. ***A license must be current as of December 1*** of the school year in which the employee is reported to be valid for purposes of the quality educator payment calculation for the following fiscal year.

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.

[A.R.M 10.21.201\(4\) and \(5\)](#)



Breast Cancer Awareness

Breast cancer is the **second** most common kind of cancer in women. About **1 in 8** women born today in the United States will get breast cancer at some point in their lives.

7 Things to know about getting a Mammogram

1. WHAT IS A MAMMOGRAM?

A mammogram is an x-ray of the breast that's used to find breast changes. X-rays were first used to examine breast tissues nearly a century ago.

2. WHERE TO GET ONE

The US Food and Drug Administration (FDA) certifies mammogram facilities that meet high professional standards of quality and safety.

3. WHEN TO SCHEDULE ONE

The best time to schedule a mammogram is about a week after your menstrual period.

4. WHAT NOT TO WEAR

A two piece outfit is best for ease and comfort. You'll need to remove your top and bra. Do not apply deodorant, lotion, powder, ointment, etc around your chest on the day of your appointment. These products can appear on the x-ray.

5. WHAT TO EXPECT

The entire procedure takes about 20 minutes. The breast is compressed between two plastic plates for a few seconds while an x-ray is taken. It's repositioned and compressed again to take another angle. This is repeated on the other breast.

6. GETTING THE RESULTS

You should know your results within 10 days. If you don't hear back, call your doctor. If something suspicious is found, you'll likely be contacted to get other tests. This doesn't mean you have cancer. A suspicious finding may be dense breast tissues or a cyst. Other times the image may just not be clear enough and needs to be retaken. If it is your first mammogram, your doctor may want to look at a particular area more closely because there is no previous mammogram for comparison.

7. WHAT YOU PAY

For uninsured or low-income women, free or low-cost mammogram services are available. Call the American Cancer Society at **1-800-227-2345** to find a program near you. Or call us at MUST and we will direct you to a representative.



406.457.4400

mustbenefits.org

 @MUSTbenefits

"Infographic: 7 Things to Know about Getting a Mammogram." American Cancer Society.
<https://www.cancer.org/cancer/breast-cancer/mammogram-tips-infographic.html>.