

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

October 2023



IT'S NOT TOO LATE -REGISTER FOR MCEL TODAY!

[Click here to register to attend in-person](#)

[Click here to register to attend virtually](#)

Become inspired and improve your skills at the largest gathering of school leaders in Montana.

Join us on October 18-20, 2023, in Billings and learn what's next!

All events will take place in the [Alberta Bair Theater](#) and the [DoubleTree by Hilton Hotel](#) in downtown Billings.



The Seasons of Budgeting Webinar

Friday, November 3rd.

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 have on hand during the training, will be located on the [registration page.](#) Cost is \$80 and the session will be recorded for future viewing. This presentation is geared toward Business Officials and those in budgeting positions, at all levels of their career. It also ties well with other budget training scheduled later this year.

MASBO Minutes with Donnie, Shelley and Steve



MASBO minutes are back!!! Please join Donnie, Steve and Shelley on Thursday, October 5th at 9:00 am. The goal is to hold this webinar monthly for our members. We will continue to discuss newsletter topics for our newest members and time will be held for all members to share thoughts, concerns, ideas, requests, or just say hi. Hope to see you there. No cost to attend. Click [here](#) for the zoom link.

P-CARD NEWS-----



MASBO P-CARD PURCHASES REPORT

P-Card purchases for five months of the current rebate year (April - August) totaled over **\$17,618,955** with **187** school districts and special education cooperatives participating in the program. At the same time last year, we had 177 participants and spent \$13,502,442. 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.

NEW! - MARK YOUR CALENDARS

P-Card User Group Quarterly Zoom Meetings

All members are welcome to join whether you use p-cards or are considering the program. We'll use the same zoom link for each meeting. The links are below.

11:00am each of the following days:

[October 5](#)

[January 8](#)

[April 8](#)

[July 8](#)

NOVEMBER IS MASBO TRAINING MONTH!

We will be posting agendas soon. Registration Links are open.

[Seasons of Budget Webinar \(November 3\)](#)

[MASBO Payroll Workshops \(November 15 & 16\)](#)

[MASBO Facilities and Bonds Workshop on \(November 28-29/30\)](#)

These workshops will be held live at the MTSBA headquarters in Helena and be available to those who need to zoom in. We already have a great guest speaker line up ready to go. Again, more information will be posted within the next week. Watch for additional emails soon.

MASBO MEMBER PROFILES

Please log into masbo.com and update your profile with current information.

Important new custom fields include:

Salary*
Software
District Enrollment
MHSA Class Size
FTE

**Salary & Benefits fields can assist with negotiations. 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. Email Marie if you need assistance: mroach@masbo.com

Have You Missed Any MASBO Webinars?

MASBO is offering recordings of prior webinars presented. If you were unable to attend a prior training and would like access to the video recording, please check out the [professional development](#) tab in the MASBO website. Upon registration and payment, we will send you the links for your purchases by email.

MASBO Board of Directors

President Belinda Klick , Sun River Valley	Region 1 Director Lacey Porrovecchio , Bigfork	
Vice-President Rebekah Rhoades , Lewistown	Region 2 Director Karsen Floerchinger , Cascade	
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	Region 6 Director Stacy Montgomery , Forsyth	
Ex-Officio, OPI Barb Quinn , MT Office of Public Instruction	Ex-Officio, MTSUIP Jen Mettler , Baker	

MASBO STAFF

Marie Roach Association Services Coordinator 406-461-8804	Steve Hamel Interim Services/Trainer 406-431-0124	Donnie McVee Interim Serv/Professional Learning 406-461-8667
	Shelley Turner Executive Director 406-461-3659	

MASBO Training Calendar Tentative Dates

In an effort to help you with your calendars and budgets, below are the following tentative dates of the upcoming year's training. Additional training will be added to this list as they develop.

Topic	Tentative Date(s)
OCTOBER 2023	
Monday, 2 nd	Veterans Workshop in Billings (in person only)
Monday, 2 nd	New School Business Official Workshop in Billings (in person only)
Thursday, 5 th	P- Card User Meeting Webinar at 11 am
18 th -20 th	MCEL in Billings

NOVEMBER 2023	
Thursday, 2 nd	MASBO Minutes Webinar at 9 am
Friday, 3 rd	MASBO Seasons of Budget Webinar (day long)
15 th -16 th	MASBO Payroll Workshops- Helena at MTSBA headquarters with a webinar option
28 th -30 th	MASBO Facilities and Bonds Workshops in Helena at the MTSBA headquarters with a webinar option
DECEMBER 2023	
Tuesday, 5 th	MASBO Minutes Webinar at 9 am
Wednesday, 13 th	Elections Webinar (Tentative)
JANUARY 2024	
4 th – 5 th	MASBO New School Business Officials Webinar
Monday, 8 th	P-Card User Meeting Webinar at 11 am
Wednesday, 10 th	MASBO Budget Webinar Series 1-3 pm
Wednesday, 17 th	MASBO Budget Webinar Series 1-3 pm
Wednesday, 24 th	MASBO Budget Webinar Series 1-3 pm
Wednesday, 31 st	MASBO Budget Webinar Series 1-3 pm
FEBRUARY 2024	
Wednesday, 7 th	MASBO Budget Webinar Series 1-3 pm
Wednesday, 14 th	MASBO Budget Webinar Series 1-3 pm
Wednesday, 21 st	MASBO Budget Webinar Series 1-3 pm
Wednesday, 28 th	MASBO Budget Webinar Series 1-3 pm
MARCH 2024	
Tuesday, 5 th	MTSBA/MASBO Budget Symposium Webinar 1-3 pm
Tuesday, 12 th	MTSBA/MASBO Budget Symposium Webinar 1-3 pm
Tuesday, 19 th	MTSBA/MASBO Budget Symposium Webinar 1-3 pm

TBA	Region Meetings (March and April)
APRIL 2024	
4 th -5 th	MASBO New School Business Official Webinars
Monday, 8 th	P-Card User Meeting Webinar at 11 am
Tuesday, 9 th	MTSBA/MASBO Hot Topics Webinar 1-3 pm
Tuesday 16 th	MTSBA/MASBO Hot Topics Webinar 1-3 pm
Tuesday 23 rd	MTSBA/MASBO Hot Topics Webinar 1-3 pm
MAY 2024	
Wednesday, 8 th	Technology Workshop (tentative)
JUNE 2024	
10 th -14 th	MASBO Summer Conference Billings
JULY 2024	
Monday, 8 th	P-Card User Meeting Webinar at 11 am
Tuesday, 9 th	MASBO Trustee Financial Summary Webinar
Wednesday, 10 th	MASBO MAEFAIRS Budget Webinar
SEPTEMBER 2024	
18-21 st	ASBO International in Nashville, TN

MASBO TRAINING SURVEY REQUEST



If you have not already done so, please take a moment to answer this survey. MASBO wants to ensure that we are covering all the topic areas you need to support you in your careers. This feedback will gear our plans moving forward. THANK YOU!!! Please click [here](#) to access the survey.

UPCOMING OPPORTUNITIES & NEWS FROM OPI & OTHER MASBO PARTNERS

MTSUIP IS SEEKING BOARD NOMINATIONS

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

Announcing the OPI Early Literacy Collaborative

The OPI is creating an Early Literacy Collaborative, in order to support the OPI's implementation of [HB 352](#), a bill that provides for early literacy interventions for identified students identified leading up to grade three. HB 352 intends for strong collaboration between government agencies, schools, families, educators, educator preparation programs, and communities. The focus of the OPI's collaborative will be to provide guidance for implementation of the school and home-based literacy intervention programs determined by the Board of Public Education. In addition, the collaborative will provide data and feedback to the Board of Public Education's Early Literacy Advisory Council. The OPI's Early Literacy Collaborative will meet virtually monthly, starting in mid-October. If you are interested in participating in this exciting opportunity, please complete [this form](#). For more information, please contact Christy Mock-Stutz, Assistant Superintendent, at christy.mock-stutz@mt.gov.

School Board Trustee Repository

An online portal for school districts is open to provide current information about their school board trustees as directed in [HB 811](#), sponsored by Representative [Marta Bertoglio](#). The required information collected will be available on October 1, 2023, on the front page of the Office of Public Instruction's [\(OPI\) website](#). The purpose of the new repository is to enhance public awareness and involvement in school district governance.

The school trustee repository must include:

- a list of current trustees, including the terms the trustees are serving and, if applicable, the trustee's district;
- contact information for current trustees;
- if the board of trustees maintains a website, a link to the website; and
- contact information for the school district clerk.

According to [§ 20-3-307, MCA](#), information is required to be updated within 14 days following the qualification and oath-taking of a newly elected trustee or for the filling of a vacancy on the board.

[OPI's Jobs for Teachers Page](#)

Reminder: When adding job postings to the [Jobs for Teachers](#) page, please add a closing date or remember to log in and delete the posting if the job is filled. This will help better serve our Montana teacher candidates.

[Significant Needs Grant](#)

The Office of Public Instruction is making available funding for the costs of students with significant needs served by the public schools. The approval of the funding on each application is specific to the quest and justification for that request. If you would like an application or have questions, please contact Danni McCarthy, in Special Education, 406-444-0452, or e-mail at dmccarthy@mt.gov.

[AIM DATA COLLECTION CALENDAR AND LINKS](#)

Fall ANB Collection 2023-24, due 10/18/2023

The Fall ANB collection is the first of two collections used to determine school district budgets for FY 2025. This includes both Primary and Secondary enrollments, Aggregate Hours (part-time enrollment), grades KH/KF through 12, MT Youth Challenge, MT Digital Academy, Job Corps students, American Indian student counts, Indian Language Immersion Programs (ILIP), and 19/20 eligible for ANB. KH/KF students not yet 5 as of September 10, 2023, must have individual board approval and be enrolled in Kindergarten to be eligible for ANB. PK students who are 5, as of September 10, 2023, but receiving instruction in a PK setting must be enrolled in kindergarten to be eligible for ANB. Certification is required.

Data must be certified in AIM prior to import into MAEFAIRS. No changes will be allowed after **10/18/2023**. To access MAEFAIRS, [CLICK HERE](#).

The MAEFAIRS web application is ready for Fall Student Count for ANB importing from AIM. The instructions may be found [HERE](#).

For more information, please contact **Andrea Mohammadi** at (406) 444-1960. Or contact us by email at opischoolfinance@mt.gov.

[ESSER SELF ASSESMENT MONITORING](#)

Closes November 30th. This survey is a requirement of ESSER II closeout.

For questions- ESSER team contacts can be found [here](#).

[ESSER COMPASS LINK](#)

Final Expenditure Reports (FERs) are due by October 25th, 2023.

Apply to be a part of the Standards Revision Negotiated Rulemaking Committees

The Superintendent is seeking applications from interested parties to serve on the Negotiated Rulemaking Committee (NRC), regarding standards content. Qualifying individuals are likely to be significantly affected by the proposed rule amendment, including individuals from the following groups:

- School District Trustees
- K-12 Administrators
- K-12 Teachers
- Higher Education Faculty
- School Business Officials
- Parents
- Taxpayers



Members of the NRCs will be selected based on the following criteria:

- Cultural Diversity
- Geography/Location
- Relevant Content Experience
- District and School Size
- Grade Levels Served

The NRCs will meet multiple times between:

- July and August 2023 – English Language Learners
- September and December 2023 – Math
- September and December 2023 – World Languages

Applications for all three NRCs can be found [here](#)

For more information, please reach out to [Marie Judisch](#), Teaching and Learning Senior Manager, 406-444-5883

Compensation Expenditures Reporting

Compensation Expenditures reporting is a process set up to assist schools with their responsibilities to be transparent with the use of public funds in accordance with 20-7-104, MCA. This report collects information pertaining to all salaries paid to employees in the district in a fiscal year. Compensation Expenditure reports must be submitted by December 10th for the previous fiscal year's data. Districts will be required to complete the compensation expenditures in TEAMS to finalize the fiscal year 2023 process. You will need to log into TEAMS to complete, this will be located at the bottom of the System tab called "Compensation Expenditure TOE." If you do not have access to TEAMS or are having troubles logging in, please contact OPITEAMS@mt.gov. For questions regarding Compensation Expenditure Reporting within MAEFAIRS please contact: **Alivia Skeslien-Jenkins**, 406-444-1964, **Laci Novark**, 406-444-4401, or contact us by email at opischoolfinance@mt.gov

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

Fill out the form with the necessary information and the appropriate signatures.

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

For more information, please contact **Barbara Quinn**, at 406-444-3249. Or contact us by email at opischoolfinance@mt.gov.

[For all Transportation Updates- Go to the School Finance Compass and scroll toward the bottom of the page.](#)

OPI School Nutrition Equipment Grant opens October 4, 2023 Applications will be accepted through November 8, 2023

Grant application and more information will be available on OPI School Nutrition Programs website: <https://opi.mt.gov/School-Nutrition> on October 4, 2023.

The School Food Service Equipment Grant funding opportunity is available for Montana school districts that operate the National School Lunch Program (NSLP) during SY2023-24 to obtain new equipment or to renovate or replace existing equipment. The Montana Office of Public Instruction has \$81,843 in grant funds available to award via competitive sub-grants ranging from \$1,000 to \$5,000 to Montana school districts.

Other School Nutrition Topics Can be Found in the School Nutrition Compass

- Sanitation inspection reports due November 1
- Supply Chain Assistance Funds
- Annual Free and Reduced Application Verification due by November 15 in MAPS
- Celebrate Farm to School Month by Joining Montana Crunch Time on October 10!
- USDA Expands Access to School Breakfast and Lunch for More Students (CEP Adjustment)

TRANSFORMATIONAL LEARNING & MT ADVANCED OPPORTUNITIES

Fall Webinar Series



SEPTEMBER 12TH

1 INTRODUCTION TO TRANSFORMATIONAL LEARNING & MT ADVANCED OPPORTUNITIES GRANTS

Outcomes:

- overview of grants
- examples from around the state
- meet career coaches
- legislative changes
- how to apply

[Zoom Link](#)

OCTOBER 11TH

2 ANNUAL REPORTING CHANGES

Outcomes:

- introduce new annual report templates
- provide support for required reporting

[Zoom Link](#)

NOVEMBER 16TH

3 STATE COLLABORATION OPPORTUNITY

Outcomes:

- examples from around the state
- network with current grantee districts
- application & annual report support

[Zoom Link](#)

NOVEMBER 30TH

4 APPLICATIONS & ANNUAL REPORTING SUPPORT

Outcomes:

- review submission deadlines
- feedback on documents
- timeline of "what next"

[Zoom Link](#)

**ALL WEBINARS
SCHEDULED FROM 1-2PM**

More information:

 [Transformational Learning Website](#)

 [MT Advanced Opportunities Website](#)

 Krystal.smith@mt.gov

Transformational Learning and Advanced Opportunities Application Window opens December 4th at 8am. Upload Window closes at 5 pm on January 8th.

Transformational Learning Budget Coding

- **Fund: 29**
- **Recording Funds Received: 3760**
(revenue code)
- **Recording Expenditures: 376**
(program code)

MT Advanced Opportunities Budget Coding

- **Fund: 29**
- **Recording Funds Received: 3770**
(revenue code)
- **Recording Expenditures: 377**
(program code)

IFEA Coding for School Budgets

[HB 338](#) has updated the specific guidelines for usage of the IFEA dollars included in public schools general fund budgets.

Be sure to use program code 365 for Indian Ed and 374 Indian Language Immersion Programs. Funds may only be used for (4)(a):

1. curriculum development of an American Indian studies program;
2. providing curriculum and materials to students for the program;
3. and providing training to teachers about the program's curriculum and materials.

Schools will be required to report to OPI the use of all funds in “sufficient detail to ensure that all the funds were properly spent for the purposes under subsection (4)(a).”- Listed Above.

In addition to the expenditure reporting, the report must include detailed descriptions of:

- (i) the instruction provided to certified personnel and students as required under 20-1-503; and
- (ii) how this instruction was developed cooperatively with the advice and assistance of Montana tribes pursuant to Title 20, chapter 1, part 5.

A school that doesn't file on time and/or doesn't expend part or all funds in an appropriate manner (4)(a), will receive reduced IFEA funding within their BASE budget in the subsequent fiscal year. The amount of the reduction will be based on the amount of the funding that was not spent on the appropriate purposes.

The OPI IEFA Team Now Offering Monthly Support Webinars

The OPI IEFA team now offers a monthly webinar to provide teachers and administrators with information and answer questions. These webinars go for approximately one hour and occur on the first Tuesday of each month at 4:00 p.m. Some dates may be changed due to holidays or other special circumstances. The meetings will start with an overview of some of the new lessons or other resources that the team has developed, explore a special topic of interest, and conclude with some time for Q & A.

Here is the [Zoom link](#) for the monthly webinars.

Additionally, if you would like to invite OPI IEFA staff to provide in-person PD to your staff, please reach out. To request a PD for the upcoming school year, please contact Joan Franke at jfranke@mt.gov or 406-444-3694.

Carl Perkins Updates

Fiscal Year 24 Carl Perkins Grant Requirement and State Vo-Ed Funding

Data and Fiscal Due Dates:

First quarter cash request due: September 25

Fall Teacher Class Data Collection: October 30-November 10

Fall CTE Post-program Status Collection: November 1- December 31

Second quarter cash request due: December 26

Spring Teacher Class Data Collection: March 4- March 15

Third quarter cash request due: February 25

Intent to Apply for Carl Perkins and State Vo-ed fund Acceptance FY25: April-May

Carl Perkins E-grant opens for 2024-2025 School year: May 1

Carl Perkins E-grant application must be created by: May 15

Fourth quarter cash request due: May 25

CTE End of Year Data Collection: May 13-June 21

Last day to request budget amendment for FY 24 application: June 1

Second June cash request due: June 23

Last day to obligate Carl Perkins FY 24: June 30

School year 2024-2025 Carl Perkins grant application due: June 30

Final Expenditure Reports are Due no later than August 10. Districts are encouraged to complete all spending and fiscal reports as early as possible.

Updated the **Teach Act Guidance** located on the School Finance Accounting page, under Guidance & Manuals, [Program Guidance](#).

Updated the **Tax Exempt Letter FY 2023** located on the School Finance Accounting page, under Guidance & Manuals, [Other Materials](#).

Updated **Student Count Reports FY 2023 and District Summaries FY 2023** on the School Finance Student Count ANB page, under [Student Count ANB Reports](#).





MASBO PREMIER DIAMOND PARTNERS

	<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 Laren Carparelli 406-457-4407 lcarparelli@mtsba.org 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 PREMIER PARTNERSHIPS

GOLD



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SILVER



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Montana Digital Academy Sarah Marker sarah.marker@montanadigitalacademy.org	Montana Public Employees Retirement Administration Terry Dalton tdalton@mt.gov	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

IMPORTANT DATES & DEADLINES – OCTOBER 2023

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)
OCTOBER 2		
Fall Enrollment Count Date	<p>The official fall count day is Monday, October 2, 2023. <i>MAEFAIRS Student Count for ANB must be submitted no later than October 18, 2023.</i></p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance should be submitted to the OPI prior to the official enrollment count date 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.</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>
OCTOBER 10		
File monthly claims for NSLP or SSO reimbursement	Monthly lunch, breakfast and snack counts are due the 10 th of each month. Counts are submitted in the Montana Agreement and Payments System (MAPS)	Montana Agreement and Payment System (MAPS) log in page School Nutrition Programs Checklist

IMPORTANT DATES & DEADLINES – OCTOBER 2023

	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.	NSLP Reimbursement rates for FY2023 SSO Reimbursement rates FY2023 School Nutrition Payments
OPI pays grant cash requests	OPI pays grant cash requests submitted by the 25 th of the previous month.	E-Grants System Log in to your district's account, or click on Public Access, then Vendor Payee Details
OCTOBER 15		
WCRRP (workers comp) and MTSUIP (unemployment insurance) reports due	If your district is a member of WCRRP, the workers comp report for 3 rd quarter payroll (July, August, September) is due October 25 . The due date for other carriers is October 15. If your district is a member of MTSUIP, the unemployment insurance report for 3 rd quarter payroll is due.	http://www.msgia.org/home http://www.mtsuip.org/
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
OCTOBER 26		
OPI makes K-12 BASE aid payments	Direct State Aid Quality Educator Component At Risk Component Indian Education for All Student Achievement Gap Data for Achievement Special Education	FY2024 Schedule 20-9-344, MCA
OCTOBER 31		
Final draw down for grant projects ending September 30, 2023	<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 	OPI State and Federal Grants Handbook

IMPORTANT DATES & DEADLINES – OCTOBER 2023

	<ul style="list-style-type: none"> • 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) 	
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 2023

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)
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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).	Regulations & Guidelines for Pupil Transportation Reporting A.R.M. 10.7.101 (2)(h)
Final Liquidation Date for grants ended September 30, 2023 due in E-Grants system. Expenditures reports must be submitted prior to future year funding approvals.	<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 	OPI State and Federal Grants Handbook

IMPORTANT DATES & DEADLINES – NOVEMBER 2023

	<ul style="list-style-type: none"> ● 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) 	
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NOVEMBER 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>
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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>
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NOVEMBER 15

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)	School Nutrition Programs Checklist
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IMPORTANT DATES & DEADLINES – NOVEMBER 2023

	<p>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>	
NOVEMBER 21		
<p>OPI makes K-12 BASE aid payments</p>	<p>Direct State Aid</p> <p>Quality Educator Component</p> <p>At Risk Component</p> <p>Indian Education for All</p> <p>Student Achievement Gap</p> <p>Data for Achievement</p> <p>Special Education</p> <p>Indian Language Immersion Payment</p>	<p>FY2024 Schedule</p> <p>20-9-344, MCA</p>
NOVEMBER 25		
<p>Grant cash request due to OPI</p>	<p>Grant cash requests made by this date will be paid on December 10.</p>	<p>OPI State and Federal Grants Handbook</p>
DECEMBER 1		
<p>Licensed educators and professionals must have registered his or her license with OPI</p>	<p>Educators without a valid license will not be considered in the FTE for the payment. <i>A license must be current as of December 1</i> 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.</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>	<p>A.R.M 10.21.201(4) and (5)</p>



Meet MSGIA's Newest Risk Management Associate

Recently MTSBA and the MSGIA were fortunate to hire our newest Risk Management Associate. Brenda Koch, was the K-12 Executive Director overseeing 17 schools in the Billings Public School district for the past 12 years. Brenda was also a former superintendent, principal, teacher, and coach spanning, an impressive career 28 years in the Montana K-12 public educational system.

Brenda understands from firsthand experience the complexities of daily school operations, staffing demands, and safety concerns; and she also knows well how to work with parents and partner with local community members. Her work in education is extensive and will greatly enhance her ability to help your district find creative solutions to risk management challenges and opportunities in building projects, staffing adjustments, difficult student behavior situations, and constrained fiscal realities.

Brenda has an expansive understanding of the MSGIA from the outset. She had the pleasure of serving on the MSGIA board of directors for 13 years, the last 8 as board chair. Thus, she comes to this role understanding well the MSGIA programs that align with the needs of the school districts with which she will be working.

Brenda firmly believes in the quality and responsive service the MSGIA provides school districts, and she is eager to personally assist the districts she works with to provide a safe and welcoming learning and work environment for your students and staff. As she shared recently when discussing her hands-on approach to this work, "When my name pops up on your caller id and/or email, it is me – reaching out to assist you in all things with the MSGIA. Best wishes on a successful and energizing start to the 23-24 school year! I am excited to start the next phase of my career in education, only this time I have the pleasure of assisting districts across the great state of Montana!"



Don't tell Mom you're bored!

That was my older daughter's advice to my younger daughter when they were kids. It was good advice. The older kid got to do all kinds of fun things for me when these words were uttered, and it made my life easier! Floor scrubbing, garbage take-out, lawncare, toilets. Ha!

What does this have to do with MTSUIP? Nothing, but hopefully I caught your attention. We have two quick reminders!

Join us for free breakfast (and annual MTSUIP meeting) in Billings on Friday, October 20th at 7am for the MTSUIP annual meeting, to be held during MCEL at the Double Tree. It will be a lot of FUN! All district members are welcome.

Quarterly reports (and payments) are due October 15th, 2023, for the quarter ending September 30, 2023. Please file them right away.

Any questions, call Laren Carparelli (406-431-3274) or Lisa Gowen (406-437-4054). Thank you & we hope to see you at MCEL in a couple of weeks!