

# MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



*Empowering School Business Leaders Through Education*

**SEPTEMBER 2022**

## NEW CLERK ACADEMY IN KALISPELL, GREAT FALLS, AND BILLINGS

We are excited to announce in-person New Clerk Academy trainings in September. Registration information and agenda details are located on our website. Trainings will be held in Kalispell, Great Falls and Billings, and are geared to clerks with 0-5 years of experience, but all are welcome. These events are a great way to network with other professionals who are also new, ask questions, and share experiences.

- [Kalispell- Tuesday, September 27th](#)
- [Great Falls- Wednesday, September 28th](#)
- [Billings- Thursday, September 29th](#)

Cost is \$100 and lunch will be provided. We encourage members to bring their laptops. All hotel block information is attached to each link. **Room blocks will expire soon- don't hesitate to sign up!**  
Registered members will be provided more information prior to the event.

## 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 and real-world examples from experienced clerks located around the State. Agendas will be provided soon.

- [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. We encourage members to bring their laptops. All hotel block information is attached to each link.



### IN CASE YOU MISSED IT

Click [here](#) to see several power point presentations that are posted on the MASBO website.

THANK YOU to the presenters who were willing to share their information with us.

## Other MASBO News



### P-CARD NEWS-----

#### MASBO P-CARD PURCHASES REPORT

P-Card purchases for four months of the current rebate year (April - July) totaled over **\$13,502,442** with **177** school districts and special education cooperatives participating in the program. At the same time last year, we had 169 participants with over \$11 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](mailto:hwallace@iasbo.org) for help or to schedule a webinar on helpful topics.

#### MASBO INVOICING UPDATE

MASBO is utilizing QuickBooks Online for our invoicing. In this transition you will now see emails from [quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com)

Please be sure to save this email in your safe contacts list. Please let Marie or Shelley know if you have any issues with the link.

Invoices have been sent out for Membership dues. For new members, please complete an online membership application: [MASBO Membership](#). Remember, membership is open to all those working in the business management of schools, including payroll, HR, accounts payable, operations and school foods; just to name a few.

#### 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

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](#) \*\*\*

## UPCOMING OPPORTUNITIES FROM OPI AND MASBO PARTNERS

MCEL IS BROUGHT TO YOU BY THESE EDUCATION PARTNERS



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

**Registration is open!**

[2022 MCEL - In Person](#)

or

[2022 MCEL - Virtual Only](#)

### **Regular Registration** (August 1 – September 30)

Member - \$300

Non-Member - \$400

Intern - \$200

### **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

## **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.

## TEAMS CALENDAR of WORKSHOPS

TEAMS is now open. Click [here](#) for the login page. The deadline to complete teams is November 1<sup>st</sup>. 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](#).

## Has Your District Experienced a Staffing or Board Member Change?

**MASBO:** If you are new to your position as business manager and/or clerk, or you anticipate changes please let the staff at MASBO know so we can also update your information. Please feel free to reach out to [Shelley](#) or [Marie](#) for assistance.

**MTSBA:** Please be sure to login to [MyMTSBA](#) and update your board members names, contact information and who is serving as Board Chair and Vice. Also, be sure to update any changes to other administrative roles. If you are having issues with this process, please contact [Wendy](#) for assistance.

**OPI:** Changes to the board chair, clerk/business manager, superintendent, or principal should be reported to [OPI Contacts](#). Instructions for how to make these changes are found here: [Instructions](#). If you have questions about how to complete the updates, please contact: [CentralUpdates@mt.gov](mailto:CentralUpdates@mt.gov)

**School Nutrition:** If you need to request access to MAPS, complete the MAPS User Access Form and contact Katie Felde at (406) 444-250

**OTHER:** Consider keeping a list of other memberships and/or logins your admin team holds. These could include School Administrators of Montana, cooperatives, vendors, other government sites, and email list serves that you and your team rely upon.

## CHAPTER 55 OPI Q&A SESSION

[Question and Answer session](#) will be held on September 20, 2022, 2022 at 4:30 PM for school board trustees, business officials and county superintendents.

## QUICK START GUIDES FOR NEW CLERKS AND SUPERINTENDENTS

OPI has created a [Quick Start Guide](#) for new clerks and superintendents with up to date contact information and links so that you can get started successfully. If you need to get set up in e-grants, MAEFAIRS, Transportation, or post positions, this sheet will have the information you need to get enrolled.

### 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 School Nutrition Workshops in September.*

OPI will be hosting four in-persons workshops in Great Falls, Miles City, Missoula and Bozeman in September. For more information and links to sign up please click [here](#).

#### **MASBO Board of Directors**

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



**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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# Suicide Prevention Month

WARNING SIGNS, RISK FACTORS, & HOW YOU CAN SUPPORT IN A CRISIS

We can all help prevent suicide. Suicidal thoughts, much like mental health conditions, can affect anyone regardless of age, gender or background. In fact, suicide is often the result of an untreated mental health condition. Suicidal thoughts, although common, should not be considered normal and often indicate more serious issues.

September is Suicide Prevention Awareness Month — a time to raise awareness on this stigmatized, and often taboo, topic. In addition to shifting public perception, we use this month to spread hope and vital information to people affected by suicide. Our goal is ensuring that individuals, friends and families have access to the resources they need to discuss suicide prevention and to seek help.

**This flier will have helpful information to know the warning signs and risk factors of suicide, how you can support in a crisis.**



**If you or someone you know is in an emergency, call 911 immediately.**

**If you are in crisis or are experiencing difficult or suicidal thoughts, call the National Suicide Hotline at 1-800-273 TALK (8255)**

## FAST FACTS

- 78% of all people who die by suicide are male.
- Although more women than men attempt suicide, men are nearly 4x more likely to die by suicide.
- Suicide is the 2nd leading cause of death among people aged 10–34 and the 10th leading cause of death overall in the U.S.
- The overall suicide rate in the U.S. has increased by 35% since 1999.
- 46% of people who die by suicide had a diagnosed mental health condition.
- While nearly half of individuals who die by suicide have a diagnosed mental health condition, research shows that 90% experienced symptoms.



## Warning Signs & Risk Factors

It can be frightening if someone you love talks about suicidal thoughts. It can be even more frightening if you find yourself thinking about dying or giving up on life. Not taking these kinds of thoughts seriously can have devastating outcomes.

Comments or thoughts about suicide — also known as suicidal ideation — can begin small like, “I wish I wasn’t here” or “Nothing matters.” But over time, they can become more explicit and dangerous.

### WARNING SIGNS

- Increased alcohol and drug use
- Aggressive behavior
- Withdrawal from friends, family and community
- Dramatic mood swings
- Impulsive or reckless behavior

***Suicidal behaviors are a psychiatric emergency. If you or a loved one starts to take any of these steps, seek immediate help from a health care provider or call 911:***

- Collecting and saving pills or buying a weapon
- Giving away possessions
- Tying up loose ends, like organizing personal papers or paying off debts
- Saying goodbye to friends and family

***If you are unsure, a licensed mental health professional can help assess.***



## How to Support in a Crisis

When a suicide-related crisis occurs, friends and family are often caught off-guard, unprepared and unsure of what to do. The behaviors of a person experiencing a crisis can be unpredictable, changing dramatically without warning.

***There are a few ways to approach a suicide-crisis:***

- Talk openly and honestly. Don’t be afraid to ask questions like: “Do you have a plan for how you would kill yourself?”
- Remove means such as guns, knives or stockpiled pills
- Calmly ask simple and direct questions, like “Can I help you call your psychiatrist?”
- If there are multiple people around, have one person speak at a time
- Express support and concern
- Don’t argue, threaten or raise your voice
- Don’t debate whether suicide is right or wrong
- If you’re nervous, try not to fidget or pace
- Be patient

**Like any other health emergency, it’s important to address a mental health crisis like suicide quickly and effectively.**

### RISK FACTORS

Research has found that **46%** of people who die by suicide had a known mental health condition. Several other things may put a person at risk of suicide, including:

- A family history of suicide
- Substance use. Drugs can create mental highs and lows that worsen suicidal thoughts.
- Intoxication. More than 1 in 3 people who die from suicide are under the influence of alcohol at the time of death.
- Access to firearms
- A serious or chronic medical illness
- Gender. Although more women than men attempt suicide, men are nearly 4x more likely to die by suicide.
- A history of trauma or abuse
- Prolonged stress
- A recent tragedy or loss

#### SOURCES:

“Suicide Prevention Awareness Month.” NAMI, [www.nami.org/get-involved/awareness-events/suicide-prevention-awareness-month](http://www.nami.org/get-involved/awareness-events/suicide-prevention-awareness-month).



## 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>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>Frontline Education</b> Lisa Sierra <a href="mailto:lsierra@frontlineed.com">lsierra@frontlineed.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> Mariah Ristow <a href="mailto:mariah.ristow@infinitecampus.com">mariah.ristow@infinitecampus.com</a>	<b>Insurance Management Services of Montana</b> John R Boyer <a href="mailto:john@imsvest.com">john@imsvest.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 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:sbubb@mstba.org">sbubb@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> Thomas Franta <a href="mailto:tfranta@mt-schools.org">tfranta@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>	<p style="text-align: center;"><i>"I cannot endure to waste anything so precious as autumnal sunshine by staying in the house." – Nathaniel Hawthorne</i></p>	

## IMPORTANT DATES & DEADLINES – SEPTEMBER 2022

### SEPTEMBER 1

Last day to submit grant amendments	<p>Last day to submit grant amendments (budget or program modifications) for projects that will end September 30, 2022.</p> <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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### SEPTEMBER 2 (or within 30 calendar days after receiving certified taxable values)

County superintendent reports levy requirements to the county commissioners	<p>County superintendent reports levy requirements to the county commissioners for the following funds:</p> <ul style="list-style-type: none"> <li>➤ General</li> <li>➤ Bus Depreciation</li> <li>➤ Tuition</li> <li>➤ Debt Service</li> <li>➤ Building Reserve</li> <li>➤ Non-Operating</li> <li>➤ Technology</li> <li>➤ Adult Education</li> <li>➤ Transportation</li> <li>➤ County Retirement (county-wide levy)</li> <li>➤ County Transportation (county-wide levy)</li> <li>➤ Levies for Joint Districts</li> </ul>	<a href="#">OPI Budget Timeline</a> <a href="#">20-9-141(3), MCA</a> <a href="#">20-10-147(2), MCA</a> <a href="#">20-5-324, MCA</a> <a href="#">20-9-439(2), MCA</a> <a href="#">20-9-503(1), MCA</a> <a href="#">20-9-506(3), MCA</a> <a href="#">20-9-533(4), MCA</a> <a href="#">20-7-705(5), MCA</a> <a href="#">20-10-144(5), MCA</a> <a href="#">20-9-501(5)(b), MCA</a> <a href="#">20-10-146(3), MCA</a> <a href="#">20-9-151(3), MCA</a>
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## IMPORTANT DATES & DEADLINES – SEPTEMBER 2022

### SEPTEMBER 10

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><a href="#">OPI Secure Portal Login</a>  <a href="#">Administrative Packet</a>  <a href="#">School Nutrition Programs Checklist</a>  NSLP <a href="#">Reimbursement rates for FY2023</a>  SFSP <a href="#">Reimbursement rates (scroll to the bottom of the page)</a>  <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.	<p><a href="#">E-Grants System</a>  Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>
Birthday cutoff date for 19-year-olds in ANB counts	<p>Students who reach age 19 on or before September 10 of the school year may not be counted for ANB.</p> <p>House Bill 233 amended 20-9-311, MCA to include a pupil with disabilities who is over the age of 19 and has not yet reached 21 years of age by September 10 of the school year and who is receiving special education services from a school district under certain circumstances.</p>	<p><a href="#">20-1-101, MCA</a>  <a href="#">20-5-101, MCA</a>    <a href="#">HB233</a> Revise funding for students with disabilities    <a href="#">OPI 2021 Legislative Summary</a> (see page 27)</p>
Birthday cutoff date for 5-year-olds entering kindergarten	The trustees of an elementary district shall establish or make available a kindergarten program capable of accommodating, at a minimum, all the children of the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted or who have been enrolled by special permission of the board of trustees.	<a href="#">20-7-117, MCA</a>

### SEPTEMBER 15

Trustees Financial Summary (TFS) due to OPI	County superintendent submits annual reports to OPI, including the budget form for each district. In MAEFAIRS, both the TFS and Budget are submitted at the same time.	<a href="#">20-9-134, MCA</a>
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### SEPTEMBER 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on October 10.	<a href="#">OPI State and Federal Grants Handbook</a>
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### SEPTEMBER 27

OPI makes K-12 BASE aid payments	<p><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></p>	<a href="#">FY2023 Schedule</a> (scroll to bottom of page)
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## IMPORTANT DATES & DEADLINES – SEPTEMBER 2022

	Data for Achievement State Special Education Payment	
<b>SEPTEMBER 30</b>		
Last day to submit SY22-23 Consolidated E-grant application	ESEA/ESSA applications open on September 1 <sup>st</sup> . For assistance with these applications please contact Sheri Harlow at <a href="mailto:SHarlow@mt.gov">SHarlow@mt.gov</a> or at 406-444-5660.	<a href="#">Egrants system login</a>
Last day to obligate funds for grant projects ending September 30, 2021	<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>
Last day for actual cash transfer to/from Compensated Absences Fund and Litigation Reserve Funds	<p>Actual cash transfers to/from the Compensated Absences Liability Fund that were accrued at fiscal yearend must be made by September 30 of the next fiscal year.</p> <p>Actual cash transfers to/from the Litigation Reserve Fund that were accrued at fiscal yearend must be made by September 30 of the next fiscal year.</p>	<p><a href="#">20-9-512, MCA ARM 10.10.312</a></p> <p><a href="#">20-9-515, MCA ARM 10.10.315</a></p>

## IMPORTANT DATES & DEADLINES – OCTOBER 2022

<b>OCTOBER 1</b>		
TR-4 Individual Transportation Contracts	By October 1, or as received from the district, the county superintendent must electronically verify	<a href="#">Regulations &amp; Guidelines for Pupil Transportation Reporting</a>

## IMPORTANT DATES & DEADLINES – OCTOBER 2022

	the County Transportation Committee's receipt of each transportation contract to the Superintendent of Public Instruction.	<a href="#">A.R.M. 10.7.106 (13)</a>
<b>OCTOBER 3</b>		
Fall Enrollment Count Date	<p>The official fall count day is Monday, October 3, 2022. <i>MAEFAIRS Student Count for ANB must be submitted <b>no later than October 21, 2022.</b></i></p> <p>Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance <b><i>should be submitted to the OPI prior to the official enrollment count date</i></b> 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. <b><u>Deadline for changes/corrections is December 31.</u></b></p>	<p><a href="#">A.R.M. 10.20.102 Reporting Instructions Fall Enrollment, Aggregate Hours &amp; Count Date Absence Collection</a></p> <p><a href="#">A.R.M. 10.20.102(11)</a></p> <p><a href="#">AIM Data Collection Schedule</a></p> <p><a href="#">A.R.M. 10.21.204</a></p>
<b>OCTOBER 10</b>		
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.	<p><a href="#">E-Grants System</a></p> <p>Log in to your district's account, or click on Public Access, then Vendor Payee Details</p>
<b>OCTOBER 15</b>		
WCRRP (workers comp) and MTSUIP (unemployment insurance) reports due	<p>If your district is a member of WCRRP, the workers comp report for 3<sup>rd</sup> quarter payroll (July, August, September) is due <b>October 25</b>. Due date for other carriers is October 15.</p> <p>If your district is a member of MTSUIP, the unemployment insurance report for 3<sup>rd</sup> quarter payroll is due.</p>	<p><a href="http://www.msgia.org/home">http://www.msgia.org/home</a></p> <p><a href="http://www.mtsuip.org/">http://www.mtsuip.org/</a></p>
<b>OCTOBER 23-31</b>		
<b>RED RIBBON WEEK</b>		

## IMPORTANT DATES & DEADLINES – OCTOBER 2022

### OCTOBER 25

Grant cash request due to OPI	Grant cash requests made by this date will be paid on November 10.	<a href="#">OPI State and Federal Grants Handbook</a>
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### OCTOBER 26

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>	<a href="#">FY2023 Schedule</a> (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"> <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>
Form 941 for Quarter 3 payroll is due.	Form 941 payroll report for Quarter 3 (July, August, September) is due.	<a href="#">Form 941 (form)</a> <a href="#">Form 941 (instructions)</a>