

MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS



Empowering School Business Leaders Through Education

September 2023

MASBO FALL NEW SCHOOL BUSINESS OFFICIAL ACADEMY

We are thrilled to announce the upcoming School Business Official Academy. We will be holding this workshop in two locations. The first will be a daylong session held in Helena on Thursday, September 28th, with webinar- zoom option available. The second will be an in-person only, full day session held in Billings at the Billings Convention Center on Monday, October 2nd. Please see the [professional development](#) page of our MASBO website for more information and agendas.

MASBO VETERAN SCHOOL BUSINESS OFFICIAL WORKSHOP

We are thrilled to announce the return of the Veterans workshop. We will be holding this workshop in two locations. The first will be a daylong session held in Helena on Friday, September 29th, with webinar- zoom option available. The second will be an in-person only, full day session held in Billings at the Billings Convention Center on Monday, October 2nd. Please see the [professional development](#) page of our MASBO website for more information.



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.



MASBO Minutes with Steve and Shelley

MASBO minutes are back!!! Please join Steve and Shelley on Tuesday, September 5th at 9:00 am. The goal is to hold this webinar monthly for our members. Steve 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 the [here](#) for the zoom link.

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.



MCEL REGISTRATION IS NOW OPEN!

[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.



UPDATE YOUR MASBO MEMBER PROFILE

New custom fields for County, District Enrollment and MHSA Class Size have been added! To assist with negotiations, we also have both salary and benefit fields. Please note that these two fields are hidden and only accessible for salary survey use by MASBO staff.

To update your profile:

Log in to MASBO.com

Your username is your email address

Don't remember your password? Please try the password reset option

Go to your Profile page, then select the Custom tab to add and update, that's it!

FY24 MASBO MEMBERSHIP

Invoices have been mailed out. Please consider other members of your school business including Superintendents and Board members that will benefit from a MASBO membership. MASBO Members have a wide range of networking and training opportunities throughout the year, including budgeting, school elections, payroll, technology and accounting to name a few. There is also an opportunity to dual enroll in MASBO and ASBO international. Call or email for more information.

To set up a new employee with a MASBO membership, please have them complete an online membership application: [MASBO Membership](#)

Please email [Marie](#) with any membership questions.



P-CARD NEWS-----

MASBO P-CARD PURCHASES REPORT

P-Card purchases for four months of the current rebate year (April - July) totaled over **\$14,109,230.00** 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!

P-CARD USER MEETINGS TO BE HELD QUARTERLY, STARTING IN OCTOBER. SHARE IDEAS AND QUESTIONS WITH OTHER P-CARD USERS FROM AROUND THE STATE!

See our training list for zoom links.

MASBO Board of Directors

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

MASBO STAFF

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

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)

MASBO Training Calendar (Continued)

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

UPCOMING OPPORTUNITIES & NEWS FROM OPI & OTHER MASBO PARTNERS

Consider MQEC Enrollment

[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 receives approximately \$1074 per student in annual, additional funding because 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.

MESSAGE FROM MTSBA: Updating the MTSBA Database

Your member school board trustees' access to the extensive programs and services of the Montana School Boards Association begins with the critical step of updating (adding, deleting, modifying) their contact information in the MTSBA Database.

We rely heavily on school district clerks to update their district's membership roster at least annually to maximize the value of membership. With the completion of this crucial first step in the process, trustees are enabled to access resources that will improve their service and the quality of education available to students in your district.

In short, it is vital to ensure that your district's leadership team (Trustees, District Clerk, Superintendent, Principals, and other central office administrators) is correctly listed in the MTSBA database.

As staff/trustees *leave your district, their records in the database should be immediately inactivated*. This assures that a person who is no longer affiliated with your district cannot post communications or inquire to MTSBA staff as a member of your district.

As new trustees, superintendents, principals, clerks, and others in your district's leadership teams come on board, they should be added to your district's roster as soon as possible to have access to the resources that MTSBA provides our members.

STEPS to update:

[Click](#) here or see the steps below. Only district clerks, board chairs, and superintendents have permission to update a district roster. If you need assistance, please do not hesitate to [email me](#). *Note: Google Chrome is the recommended browser for optimal function.*

Step 1: Log into mtsba.org.

Step 2: Click MyMTSBA in the top right corner of your screen.

Step 3: Click "District Profile" at the bottom of the Personal Snapshot page.

Step 4: Click "Manage Roster" to make any changes to individuals affiliated with your district. You may also update any district contact information on this page.

Step 5: To add a new trustee, administrator, or other district staff click "Add Individual." To make edits to an existing individual listed on your roster, click the red box with the three dots next to that individual's name. Click "Edit Individual" to update any information of an existing individual. To remove the individual click "Remove."

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 join. You can also reach out to [Jen Mettler](#), our MTSUIP Ex- Officio for more information. Voting will be held at MCEL in October.

Important E-grants Timelines

September 1: Last day to Open/Create an FY2024 E-grant Consolidated Application

September 1: Last day to create an FY2023 E-grant Consolidated Application without OPI approval.

September 30: Last day to submit and FY2024 E-grant Consolidated Application

October 31: Last day to have an approved FY2024 E-grant Consolidated Application

[View the E-grants 2023 Tour presentation PowerPoint](#)

ESSER INFORMATION

ESSER team office hours have been extended to 7am to 6 pm Monday thru Friday.

ESSER Team contact information [here](#).

ESSER II critical dates:

- [Cash Requests](#) are due by September 25th, 2023.
- [Final Expenditure Reports \(FERs\)](#) are due by October 25th, 2023.
- Of Education May 5, 2023: Notice of [updated technical FAQs for liquidation extensions](#) and an updated CRRSA [liquidation extension request template](#).

[District ESSER Status Reports for July 2023](#)

[E-Grants Amendment Template OPI Dec22 \(pdf\)](#)

[E-Grants Budget Template OPI Dec22 \(pdf\)](#)

[E-Grants Cash Request Template OPI Dec22 \(pdf\)](#)

[ESSER Expense and Revenues Comparison](#)

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), one of three committees for **English Learners, World Languages and Mathematics**. 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.

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.

FY2024 funded districts will receive funding prior to October 1, 2023.

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)

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.

The IEFA team is pleased to offer this new support. Please check our website for a more comprehensive list of dates and topics soon. 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.

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](#).

OPI 2023 LEGISLATIVE SUMMARY

2023 MTSBA's Virtual Back-to-School Legal Primer Agenda

Sponsored by MTSUIP - No fee to attend!

Series of three Tuesdays: September 12, 19, 26, 2023 - 1:00-3:00 pm

Join us live via Zoom each week or watch the video recordings on your own time!

Video links will be posted a few days after each session.

September 12, 2023 – Live presentation 1-3 pm

Transparency in District Operations: During this session, we will discuss frequently asked questions relating to the open meeting laws, how to ensure compliance with the law, and using our open meeting laws to gain trust and transparency with families and community members.

Ethics and Conflicts of Interest for District Officials and Employees: This session will also include a discussion of the ethical requirements for trustees and school employees. We will also discuss how to legally and effectively manage conflicts of interest in district operations and decisions.

September 19, 2023

The Employment Relationship: This session will focus on how schools can effectively manage their risk when it comes to the employment relationship. This starts with a firm understanding of the nuances in the employment relationship from start to end.

Staff Recruitment and Retention Strategies: During this session, we will also discuss strategies to recruit and retain staff with a clear focus on the interests of students.

September 26, 2023

Student rights and responsibilities: During this session, we will discuss student rights and district expectations of students.

Family rights and engagement. We will also discuss the rights and engagement of families in the education of their children and providing information about educational opportunities within the district.



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 lcarporelli@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



SPONSORS

Black Mountain Software

Teresa Van Buren teresav@blackmountainsoftware.com

SILVER



SPONSORS

LifeTouch

Ryan McNulty

ryan.mcnulty@lifetouch.com

Wipfli LLP

Kim Dare, CPA

kdare@wipfli.com

Exhibiting Members

Aflac

Rob Cook

r_cook@us.aflac.com

American Fidelity Assurance Company

Jacob Bautista, Office Manager

jacob.Bautista@americanfidelity.com

Anderson, Zurmuehlen & Co.

Stefeni Freese, CPA sfreese@azworld.com

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

FlowForms

Tate Mitchell

Tate@flowforms.io

Gwyn Andersen Consulting

Gwyn Andersen

gwynma@gmail.com

Horace Mann

Aaron Moyer

association.relations@horacemann.com

Iconergy

Carl Hurst

churst@iconergyco.com

Infinite Campus Bob Gits robert.gits@InfiniteCampus.com	Joint Powers Trust Cyndy Maxwell cyndy@jointpowerstrust.com	K12 Montana Jeffrey Patterson jeffp@k12mt.com
Kalmbach Consulting Cathy Kalmbach cathymkal@gmail.com	Klimas Financial Services, Inc. Charles Klimas cklimas@gwnsecurities.com	Milligan School Data Adam Milligan Milliganschooldata@gmail.com
Montana Digital Academy Sarah Marker sarah.marker@montanadigitalacademy.org	Montana Public Employees Retirement Administration Terry Dalton tdalton@mt.gov	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 – SEPTEMBER 2023

SEPTEMBER 1

Last day to submit grant amendments.	Last day to submit grant amendments (budget or program modifications) for projects that will end 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 	OPI State and Federal Grants Handbook
--------------------------------------	--	---

IMPORTANT DATES & DEADLINES – SEPTEMBER 2023

	<ul style="list-style-type: none"> • 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) 	
September 1 st	Last Day to open/create E-Grants 2024 Applications	OPI State and Federal Grants Handbook
SEPTEMBER 7 (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"> ➤ General ➤ Bus Depreciation ➤ Tuition ➤ Debt Service ➤ Building Reserve ➤ Non-Operating ➤ Technology ➤ Adult Education 	<p>OPI Budget Timeline</p> <p>20-9-141(3), MCA</p> <p>20-10-147(2), MCA</p> <p>20-5-324, MCA</p> <p>20-9-439(2), MCA</p> <p>20-9-503(1), MCA</p> <p>20-9-506(3), MCA</p> <p>20-9-533(4), MCA</p> <p>20-7-705(5), MCA</p>

IMPORTANT DATES & DEADLINES – SEPTEMBER 2023

	<ul style="list-style-type: none"> ➤ Transportation ➤ County Retirement (county-wide levy) ➤ County Transportation (county-wide levy) ➤ Levies for Joint Districts 	20-10-144(5), MCA 20-9-501(5)(b), MCA 20-10-146(3), MCA 20-9-151(3), MCA
SEPTEMBER 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>**Not updated on OPI's page yet. Look for information updates in the Sept Newsletter.</p>	OPI Secure Portal Login School Nutrition Programs Checklist NSLP Reimbursement rates for FY2024 SSO Reimbursement rates FY2024 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 <p>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>	20-1-101, MCA 20-5-101, MCA HB233 Revise funding for students with disabilities OPI 2021 Legislative Summary (see page 27)
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	20-7-117, MCA

IMPORTANT DATES & DEADLINES – SEPTEMBER 2023

	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.	
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.	20-9-134, MCA
SEPTEMBER 25		
Grant cash request due to OPI	Grant cash requests made by this date will be paid on October 10.	OPI State and Federal Grants Handbook
SEPTEMBER 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
SEPTEMBER 30		
Last day to obligate funds 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 	OPI State and Federal Grants Handbook

IMPORTANT DATES & DEADLINES – SEPTEMBER 2023

	<ul style="list-style-type: none"> • 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) 	
<p>Last day for actual cash transfer to/from Compensated Absences Fund and Litigation Reserve Funds</p>	<p>Actual cash transfers to/from the Compensated Absences Liability Fund that were accrued at fiscal year-end 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 year-end must be made by September 30 of the next fiscal year.</p>	<p>20-9-512, MCA ARM 10.10.312</p> <p>20-9-515, MCA ARM 10.10.315</p>

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 <u>no later than October 18, 2023.</u></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.</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	<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. The 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>
--	---	---

IMPORTANT DATES & DEADLINES – OCTOBER 2023

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 • 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
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)



PO Box 7029 | Helena, Montana 59604 | Tel 877-667-7392 | Fax 406-457-4505 | www.msgia.org

MSGIA is excited to announce the Safety Education Initiative (S.E.I.) for our workers compensation members. Using the Vector Solutions Safe Schools Program that we provide for you will allow the district to earn money for safety equipment.

How? Great question!

- 1.) Make sure that your employees are loaded into the Safe Schools System.
- 2.) Assign training from the approved list of courses (which has been included).
- 3.) Monitor the completion rates to ensure that enough of your employees have taken the required amount of training. We will also be watching the progress.
- 4.) The percentage of employees and number of required hours of training is listed in the following graph:

Safety Educational Initiative (S.E.I.)			
Completion Date: Course Completions need to be completed by school district staff by April 1 st each year to qualify for reimbursements.			
Qualifying Courses: Courses must come from the accepted list of courses and add up to the appropriate hour requirement.			
# of Employees in your district	Maximum Reimbursement	Minimum Course Hours Required	% of Staff
5 or Fewer	\$75	3	100%
6 to 50	\$250	3	75%
51 to 100	\$350	3.5	50%
101 to 200	\$500	3.5	50%
200+	\$1,000	4	50%

- 5.) Notify your risk manager to discuss the safety equipment you wish to purchase.
- 6.) Your risk manager will approve the purchase.
- 7.) The district orders the equipment and sends a receipt to the risk manager.
- 8.) The risk manager has a reimbursement check sent to the district.

The list of approved classes:

Title	Time	Title	Time
Accident Investigation	30min	Ladder Safety	26min
Aerial Lift Safety	28min	Lead Safety Awareness	15min
Asbestos Awareness	Options	Lockout/Tagout: Energy Release	13 min
Back Injury Prevention	Options	Maintaining Forklift Safety	44min
Chemical Spills Overview	24 min	Mercury Spills	16min
Classroom Safety	22 min	Office Ergonomics	15min
Commercial Mower Safety	26min	Personal Protective Equipment	17min
Compressed Gas Safety	15 min	Respirable Crystalline Silica Awareness	16min
Confined Spaces	20min	Respiratory Protection	18min
Electrical Safety	Options	Safety Committee Operations	17min
Eye and Face Protection	14min	Scaffolding Safety	22min

Facility Emergencies	22min	Science Lab Safety	27min
Fall Protection	26min	Slips, Trips, and Falls	Options
Fire and Explosion Hazards	25min	Science Laboratory Chemical Spills	28min
Fire Extinguisher Safety	14min	Scissor Lift Safety	21min
General Safety Orientation	14min	Trenching and Excavation Safety	19min
Hand and Power Tool Safety Overview	23mn	Utility Cart Safety	17min
Hearing Loss Prevention	13min	Welding, Cutting, and Brazing Safety Awareness	22min
Heat illness Prevention	17min	Workplace Injury Prevention	27min
Bed Bugs in Schools	14min	CPR	16min
Common Illness Prevention	15min	Coronavirus 101	18min
Coronavirus 102	11min	Coronavirus 103	12min
Coronavirus 104	11min	Coronavirus 105	12min
Coronavirus 106	11min	Coronavirus 107	10min
Coronavirus 108	12min	Coronavirus 109	7min
First Aid	34min	Head Lice	10min
Opioid Overdose Response Awareness	20min	Pandemic Flu	23min
Return to Learn Following Concussion	32min	Severe Bleeding Response	10min
Drug Free Workplace	24min	Workplace Injury Prevention: Coaches	2min
Workplace Injury Prevention: Custodial Service	3min	Workplace Injury Prevention: Food Services	3 min
Workplace Injury Prevention: Teacher	2min	Food Safety and Kitchen Sanitation	14min
Food Service Equipment: Safe Use	32min	Food Service Equipment: Sanitation	24min
Safety Basics for Security Staff	24min	De-Escalation Strategies	20min
Disruptive Student Behavior	35min	Special Education: Lifts and Transfers	30min
Special Education Aides: Safety and Injury Prevention	32min	Special Education: Safety in the Classroom	25min
City Driving	17min	Crossing Guard Safety	15min
Defensive Driving	19min	Distracted Driving	14min
Transportation Safety	31min	Van Safety	21 min
Winter Driving	17min		

For assistance with loading employees into the system, questions about Safe Schools, questions about the SEI or getting purchases approved, please contact your Risk Manager. Their contact information is listed below:

Annette Satterly
406-439-1271
asatterly@mtsba.org

Brenda Koch
406-696-0562
bkoch@mtsba.org

Harry Cheff
406-438-3693
hcheff@mtsba.org