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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



REPORT GRADE RANGE CHANGES TO OPI

Has your district made grade range changes (e.g., was PreK–2 last year but serving PreK–4 this year) in schools at your district for the 2011-12 school year? If so, please communicate these changes to the OPI as soon as possible. The changes must be made in the OPI Central Database to ensure proper set up in the AIM, E-Grants and MAEFAIRS systems.

Please send a copy of the board meeting minutes approving the grade range changes or have the superintendent submit a written notice of the changes on district letterhead to Nica Merala at nmerala@mt.gov. You can also fax the information to (406) 444-0509 or mail to P.O. Box 202501, Helena MT 50620-2501.

For more information, please contact Nica Merala (406) 444-4401 or nmerala@mt.gov.

MAEFAIRS OPEN FOR TFS AND BUDGET REPORTING

The MAEFAIRS web application is available to report information for the FY2010-11 Trustees Financial Summary (TFS) and FY2011-12 Budget. Click on this link to access the program: <https://data.opi.mt.gov/Maefairs/frmLogin.aspx>.

NOTE: Do not log in with a Citrix user name and password. Your user name is your first and last name with a space between the two (example: John Doe) unless you were notified of a change. If you have lost or forgotten your user name or password, please contact Mary Graff at (406) 444-3448 or mgraff@mt.gov.

The following documents are posted on the OPI website to help you during the reporting process:

MAEFAIRS Tip Sheet:

<http://www.opi.mt.gov/pdf/schoolfinance/Budget/MAEFAIRSTipSheet.pdf>

TFS Instructions:

<http://www.opi.mt.gov/pdf/schoolfinance/Budget/TFSInstructions.pdf>

Budget Instructions:

<http://www.opi.mt.gov/pdf/schoolfinance/Budget/BudgetInstructions.pdf>

FY2010-11 TFS and FY2011-12 Budget reports are due to the county superintendent within three (3) days after the trustees adopt the final budgets. The reports must be submitted electronically to the Office of Public Instruction on or before September 15, 2011.

For more information about Budgets, please contact Janelle Mickelson, (406) 444-3249 or jmickelson@mt.gov

For more information about the TFS, please contact or Rebecca Phillips. (406) 444-0783 or rphillips2@mt.gov.

HB123 REVISES COUNTY AND SCHOOL DISTRICT BUDGET TIMELINES

House Bill 123 (HB123) revised several deadlines related to the process for adopting school district budgets and setting tax levies. The process involves several stakeholders, including school trustees, school district clerks, county superintendents, county treasurers, the Department of Revenue (DOR) and the Office of Public Instruction (OPI). The changes are effective for FY2011-12.

A budget timeline chart is available on the OPI website at

http://www.opi.mt.gov/pdf/SchoolFinance/Budget/HB123_Timeline.pdf.

For more information, please contact Janelle Mickelson, (406) 444-3249 or jmickelson@mt.gov.

FY2011-12 1st SEMESTER TR-13 BUS INSPECTIONS

The Montana Highway Patrol must inspect all school buses used to transport students 30 days prior to the beginning of the first semester. If they fail inspection, the buses must be reinspected before the beginning of the school year.

Pre-printed TR-13 bus inspection forms are available by logging into the Pupil Transportation Data Entry program located at <http://data.opi.mt.gov/Transportation/> under the Reports menu. To enter the inspection date and approval, go to the Data Entry menu and click on TR-13 Bus Inspection. Districts are encouraged to download the instructions for entering bus inspection information from the following link:

http://www.opi.mt.gov/PDF/PupilTransport/TR_13Instructions.pdf

For more information, contact Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

BUS DRIVER TRAINING REQUIREMENTS – 10 HOURS PER YEAR

Standards adopted by the Board of Public Education in 2002 require a minimum of 10 hours of training for school bus drivers each year. This includes substitute bus drivers. Each district must design and implement a training program using the guidelines and requirements found in the 2002 Montana School Bus Standards (see <http://www.opi.mt.gov/pdf/pupiltransport/busstds.pdf>).

OPI has a variety of videos on bus driving techniques and bus safety issues that are available for district use. The video listing and various bus driver training opportunities across the state are listed at <http://www.opi.mt.gov/PupilTransport/index.html#train> (click on Training on the left side of the page).

For more information, contact Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

TRAFFIC EDUCATION FY 2010-11 REIMBURSEMENT

The FY2010-11 Traffic Education (TE) reimbursement was sent to county treasurers in August. School districts that offered state approved TE programs during the 2010-11 school year were reimbursed \$88.49 per TE student. A payment report is posted on the OPI website at this link:

<http://www.opi.mt.gov/pdf/DriverEd/11ReimburseDistrict.pdf> .

For more information, please contact Fran Penner-Ray, (406) 444-4432 or fpenner-ray@mt.gov .

OTHER POST EMPLOYMENT BENEFITS (OPEB)

The Department of Administration, Local Government Services Bureau has a couple of good resources that explain Other Post Employment Benefits (OPEB) reporting requirements under GASB Statement No. 45:

OPEB (GASB 45) – Now What Do We Do?

http://doa.mt.gov/content/lgsb/OPEB_Fall_2010

OPEB Q & A http://doa.mt.gov/content/lgsb/OPEB_FAQ

For more information, please contact Rebecca Phillips, (406) 444-0783 or rphillips2@mt.gov

RESOURCES AVAILABLE ON IRS WEBSITE

The Internal Revenue Service (IRS) has a section of information resources for federal, state and local government employers. Click on this link <http://www.irs.gov/govt/fslg/article/0,,id=96062,00.html> and check out their newsletter, fact sheets and FAQs on various topics of interest.

SCHOOL FINANCE DIVISION

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USEFUL LINKS

State Entitlement Payments to Schools:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_9

School Accounting:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_3

Forms and Publications & Tuition:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_10

Pupil Transportation:

http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil_Transportation/index.html

Student Count for ANB:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_8

Audit Information:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_4

About Our Division "The Montana Office of Public Instruction provides vision, advocacy, support and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities."

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Montana Office of Public Instruction Denise Juneau, Superintendent