
Having trouble reading this email? [View it in your browser.](#)



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



Spring 2012 Student Count for ANB

The MAEFAIRS web application is open for Spring Student Count for ANB importing from AIM.

The official spring count day was February 1, 2012. Data is imported from AIM into the MAEFAIRS system and must be submitted no later than **February 10, 2012**. It is important that the AIM specialist and the MAEFAIRS registered user work together to ensure accurate enrollment information is submitted by February 1.

Step-by-step instructions are available on the OPI website at: [CLICK HERE](#)

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

FY2011-12 First Semester Transportation Claim Forms Due

By February 15, 2012, school districts must submit one copy of first semester transportation claim forms TR-5 Bus Route Reimbursement and TR-6 Individual Transportation Contract Reimbursement to the county superintendent and submit the claims electronically to the OPI online Pupil Transportation program.

By February 22, 2012, the county superintendent must electronically authorize each district TR-5 and TR-6 for the first semester.

Upon receipt of the electronic claims and authorization, OPI will verify and disburse the approved amount of state reimbursement for first semester transportation. Payments will be made on March 23, 2012. Upon receipt of the electronic state payment report, the county superintendent orders the payment of the county reimbursement for first semester transportation on the basis of the state reimbursement.

For more information, contact Donell Rosenthal, (406) 444-3024 or

drosenthal@mt.gov

2012 School Election Calendar

The 2012 School Election Calendar is available on the OPI website at this link: [CLICK HERE](#)

The School Election Handbook is available at this link: [CLICK HERE](#)
For more information, contact Brenda Thomas, (406) 444-4524 or bthomas@mt.gov

FY2010-11 Federal A-133 Audits Due March 31, 2012

A-133 “Federal” audits for FY2010-11 are due to the OPI by March 31, 2012. This affects districts and cooperatives that spent more than \$500,000 of federal money (including USDA commodities) during FY2010-11.

For districts and cooperatives that spent less than \$500,000 of federal funds and received more than \$500,000 of revenue under all sources during that year, audits for FY2010-11 are due June 30, 2012.

Audited financial statements must comply with national reporting requirements passed by the Governmental Accounting Standards Board (GASB) under Statement No. 34. For more information about GASB 34, see the GASB 34 webpage at: [CLICK HERE](#).

Click on Accounting (left side of screen), then click on the GASB34 tab.

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

FY2012-13 Indirect Cost Rate Applications Now Available

Districts that plan to charge indirect costs (e.g., general administration, accounting services, and personnel services) to FY2012-13 federal and state grant awards using an indirect cost rate must complete an indirect cost application form. Application for an indirect cost rate does not increase the amount of the grant award.

Indirect Cost Rate Application forms and resources for FY2012-13 are now available on the OPI website.

Indirect Cost Rate Cover Letter (please read): [CLICK HERE](#)

Indirect Cost Rate Instructions: [CLICK HERE](#)

If you intend to reclassify costs to adjust your indirect cost rate, please read the indirect cost rate instructions carefully. For your convenience, costs that may be reclassified are highlighted in blue. We have also created a reclassification calculator to assist in the determination of your adjusted indirect cost rate. The calculator is located at the

following link. [CLICK HERE](#)

Schedule A, which shows preliminary rates: [CLICK HERE](#)

The Certification forms are located at: [CLICK HERE](#)

If you have questions or need assistance viewing the files, please contact Debbie Casey at (406) 444-3096 or e-mail dcasey@mt.gov.

For more information, please contact Paul Taylor, (406) 444-1257 or ptaylor2@mt.gov

FY2011-12 Education Jobs Supplemental Grant

On September 16, 2011, the U.S. Department of Education awarded supplemental funds to the State of Montana under the Education Jobs Fund program (CFDA No. 84.410), which is authorized under section 101 of Public Law No. 111-226 (American Recovery and Reinvestment Act). The award (\$454,107.00) is a supplement to the Education Jobs Fund monies the state received in September 2010, and as such, must be treated in the same manner as the original award. Under the original application for the funding, Governor Schweitzer directed the Office of Public Instruction (OPI) to distribute the Education Jobs Fund monies to schools to fund K-12 BASE Aid. The federal monies did not provide any new resources to schools. Instead, the Governor's Office directed that the federal monies replace state general fund dollars that were allocated by the legislature to fund schools. In FY2010-11, OPI distributed the original grant (\$30.7 million) as Direct State Aid (DSA).

The OPI has posted a spreadsheet and accounting instructions at [CLICK HERE](#). The spreadsheet shows the distribution by legal entity (LE) of the Education Jobs Supplemental grant funds that support K-12 BASE Aid to schools in FY2011-12. These federal monies will be distributed as DSA in the General Fund. The Accounting Instructions explain the valid accounting codes to use for recording the expenditures and associated revenue for this funding source. **Ideally, OPI would like to distribute these funds with the April 2012 DSA payment.** In order to accomplish this, school districts should record expenditure of the monies on their January, February or March 2012 accounting records and request reimbursement of the funds on the 3rd Quarter ARRA report in the MAEFAIRS system which can be accessed at this link: [CLICK HERE](#)

Questions about the Education Jobs Fund Supplemental grant should be directed to:

Brenda Thomas, (406) 444-4524 or bthomas@mt.gov
Janelle Mickelson, (406) 444-3249 or jmickelson@mt.gov
Rebecca Phillips, (406) 444-0783 or rphillips2@mt.gov
Denise Ulberg, (406) 444-1960 or dulberg@mt.gov

Payment of One-Time Incentive Funds for Districts Participating in Multidistrict Cooperatives

Senate Bill 329 and House Bill 2 appropriated \$2 million for the biennium for one-time payments to school districts participating in multidistrict cooperatives as of December 31, 2012. The purpose is to contribute to interlocal cooperative funds provided for in 20-3-363, MCA. Payments will be allocated to districts based on the proration of each district's FY2013 general fund BASE budget to the total BASE budgets for all districts participating in multidistrict cooperatives.

A district must be participating in a multidistrict cooperative in FY2013 in order to be eligible for a portion of the \$2 million appropriation. The prime applicant (prime agency) of the cooperative must send a copy of the finalized multidistrict agreement and the name of each participating district to the Office of Public Instruction (OPI). Please send this information to Denise Ulberg, OPI School Finance Division, P.O. Box 202501, Helena, MT 59620-2501. School districts have until December 31, 2012 to submit the required paperwork.

However, the OPI will make a partial preliminary payment to school districts in mid to late August 2012 based on the written agreements it receives as of July 31, 2012. After the December 31, 2012 deadline, OPI will recalculate the final distribution and send final payments to all school districts eligible for the incentive funding.

OPI has posted a document containing answers to frequently asked questions (FAQs) about multidistrict cooperatives, including guidance for the accounting treatment and reporting of activity related to multidistrict cooperatives on the annual Trustees Financial Summary. The document is located at this link: [CLICK HERE](#)

For more information, please contact Denise Ulberg, (406) 444-1960 or dulberg@mt.gov.

School Staffing Project

The OPI is in the process of testing the Montana State Educator Information System (MSEIS), the new Educator Licensure system. This system will also provide greater electronic access by school district personnel to the educator licensure system, including a feature for school administrators to inform licensure staff when schools are trying to hire someone with a pending licensure application. Testing is going very well and the new system will be in production in April 2012.

Development of the new accreditation and master schedule module, which will be integrated with the MSEIS, is also underway. This module will collect compensation (Terms of Employment) information and personnel assignments for individual school district employees, highly qualified teacher status, FTE information and also student rosters. Prior to the first collection of the Terms of Employment, the School Employment ID will also be generated in the MSEIS, for all school district staff. The Folio Id will be used as the SEID for staff that have a folio id. We have begun the detailed requirements gathering phase of this project. In an attempt to reduce the burden on school districts, the intent is to develop file formats to allow an upload of this information from school district's local systems, as much as possible. The system will also allow for manual entry of this information. We will be requesting feedback

on these file formats as soon as they are available. The current plan is to have this new system in place in late summer 2012, in time for 2012 fall reporting.

Through this project, the OPI will also implement the National Center for Education Statistics (NCES) Course Codes, which will be the means for linking teachers to students. In February/March, the OPI will provide a list of NCES courses to be used by schools and a tool to map the current course offerings to the NCES courses.

The OPI is currently working with an advisory group of districts to develop a process for collecting actual salaries and benefits information for all district employees (SB329). The first collection for all districts will be in the fall of 2013 during the Trustees Financial Summary (TFS) process.

If you would be willing participate on a team to provide input on this project or if you have questions, please contact Kellee English, School Staffing Project Manager, at 406-444-1625 or kenglish@mt.gov.

For more information, contact Kellee English at (406) 444-1625 or kenglish@mt.gov

GEMS Data Warehouse

The first iteration of GEMS, the 'Student Achievement' domain, was presented at the 2012 Assessment and Data Conference on January 18-20. The GEMS web portal was very well received and many people are very excited about the capabilities of having the tools to access and analyze the data the OPI has collected from our schools and districts over the years.

The GEMS web portal will "go live" with the 'Student Achievement' domain in the next couple of weeks. Secure users at the schools and districts who have been granted access will receive notification of their password and a link to GEMS when that time comes. The site will be released first to schools and districts in order to give them a chance to use the portal and go through their data prior to the public having access. GEMS will likely be released to the public around April 2012.

The second iteration of GEMS, 'Student Characteristics' and 'Program and Course Offerings' domains, are currently under design. Stakeholders at schools and districts who have volunteered to participate will once again be contacted to participate in the design review sessions to gain user input. The second iteration of GEMS is planned to be implemented in early summer.

For more information, contact Jamey Ereth, (406) 444-4409 or jereth@mt.gov.

Useful Links

State Entitlement Payments to Schools

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

School Accounting Manual

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

OPI Calendar

<http://opi.mt.gov/Calendar/calendar.php>

OPI School Finance Division

Nica Merala nmerala@mt.gov

Kathleen Wanner kwanner@mt.gov

Janelle Mickelson jmickelson@mt.gov

Denise Ulberg dulberg@mt.gov

Rebecca Phillips rphillips2@mt.gov

Donell Rosenthal drosenthal@mt.gov

Paul Taylor ptaylor2@mt.gov

Brenda Thomas bthomas@mt.gov

Debbie Casey dcasey@mt.gov

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."

This message was intended for 'dcasey@mt.gov' You have received this message because you are subscribed to 'School Finance Newsletter'

[Unsubscribe](#) | To contact us please email DRosenthal@mt.gov

Montana Office of Public Instruction, School Finance
P.O. Box 202501, Helena, Montana 50620-2501

Montana Office of Public Instruction
Denise Juneau, Superintendent
OPI.MT.GOV