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Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

[opi.mt.gov](http://opi.mt.gov)

## School Finance



### **MASBO 2012 Summer Conference and New Clerks Academy**

The Montana Association of School Business Officials (MASBO) will hold its 2012 Summer Conference and New Clerks Academy in Helena at the Red Lion Colonial Inn, June 11<sup>th</sup>-15<sup>th</sup>. The New Clerks Academy will be held June 11<sup>th</sup> and 12<sup>th</sup>. The Summer Conference will be held June 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>. The New Clerks Academy offers two days of valuable information for staff new to the school business office. The Summer Conference is an opportunity to attend quality training focused on school business operations, including payroll, accounting and budgeting. Both events are excellent ways to network with district clerks and business managers from across the state.

Online registration is available at this link: [CLICK HERE](#)

For more information, contact Denise Ulberg, MASBO Executive Director, (406) 442-5599 or [dulberg@masbo.com](mailto:dulberg@masbo.com)

### **Payment of One-Time Incentive Funds for Districts Participating in Multidistrict Cooperatives Reminder:**

A district must be participating in a multidistrict cooperative in FY2013 in order to be eligible for the one-time incentive funds payment. 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 Debbie Casey, OPI School Finance Division, P.O. Box 202501, Helena, MT 59620-2501. School districts have until **December 31, 2012** to submit the required paperwork.

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.

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

### **FY2011-12 Second Semester Transportation Claims**

School districts must send the county superintendent one copy of their completed FY2011-12 second semester claims for transportation reimbursement (TR-5 and TR-6) by **May 24**. Remember to submit the claims electronically to OPI no later than **May 24**.

County Superintendents must electronically approve each district's TR-5 and TR-6 for the second semester by **June 1**.

The payment will be made to school districts and counties on June 22, 2012.

Payment will be generated only on those routes for which all documents are current and up-to-date in the transportation system. Please be sure to update all driver certificates (TR-35) that might expire during the period. Bus inspections (TR-13) for the second semester must have been completed by January 31, 2012 and entered into the transportation system.

OPI contact: Donell Rosenthal at (406) 444-3024 or [drosenthal@mt.gov](mailto:drosenthal@mt.gov)

### **Pupil Transportation Information Rollover into FY2012-13**

School districts that are interested in planning their transportation budget for FY2012-13 can roll forward the bus routes and individual contracts to the next year in the Pupil Transportation program. Instructions are posted on the OPI website at the following link: [CLICK HERE](#)

Remember to only rollover bus routes and individual contracts that are approved and will be used for the ensuing fiscal year.

OPI contact: Donell Rosenthal at (406) 444-3024 or [drosenthal@mt.gov](mailto:drosenthal@mt.gov)

### **June 2012 MAPT Bus Driver Conference**

The Montana Association for Pupil Transportation (MAPT) will hold its annual conference in Great Falls at the Heritage Inn, 1700 Fox Farms Road, on June 27 - 29, 2012. Registration materials, a preliminary agenda and lodging information are

available on the Pupil Transportation web page at: [CLICK HERE](#)

MAPT Conference Award nominations can be found at the following locations:

25 Year Service Award: [CLICK HERE](#)

MHP Driver of the Year: [CLICK HERE](#)

MHP Aide of the Year: [CLICK HERE](#)

You Make A Difference Award: [CLICK HERE](#)

OPI contact: Donell Rosenthal at (406) 444-3024 or [drosenthal@mt.gov](mailto:drosenthal@mt.gov)

### **National School Lunch and Breakfast Program Timelines**

Districts seeking reimbursement for National School Lunch and Breakfast Program meals must submit a Claim for Reimbursement to the OPI School Nutrition Programs by June 15. If your district has less than 10 operating days in June, the June numbers should be included on the May Claim for Reimbursement.

School Nutrition Programs will post new free and reduced price meal application materials on the OPI website on July 2. Please look for this information when updating forms for the FY2012-13 school year.

For more information, contact School Nutrition Programs at (406) 444-2501.

### **Submit Traffic Education (TE) Reports Online – August TE Reimbursement Estimate \$100 per TE Student**

The Traffic Education Data and Reporting System (TEDRS) can be accessed by clicking on this link: [CLICK HERE](#). School districts, traffic education teachers and authorized staff can request an account to access these traffic education online reports:

A user name and password is needed to enter these TE reports. Please send an email to Patti Borneman, [pborneman@mt.gov](mailto:pborneman@mt.gov) to set up your TE account. Include your name, email address, phone number, **and** school district. MAEFAIRS and Pupil Transportation users will use their existing login name and password to log in to the Traffic Education program once OPI assigns the roles needed for TE data entry and reports. We hope this will simplify reporting for schools.

***TE01 Program Application- Due August 1 or before TE program begins***

***TE 03 Certification and TE04 Student List: Due before July 10 for programs ending***

*June 30*

***TE06 Year End Report*** – Due before July 10 with program and budget information for annual August TE reimbursement

For more information, contact Patti Borneman, 444-4432

### **Grant Deadlines for June 30, 2012**

The following grants end June 30, 2012:

- Adult Basic and Literacy Education
- ABLE Incentive Grant – WIA
- English Language Civics – ABLE
- Carl Perkins
- ESEA Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers
- IDEA Part B, Students with Disabilities
- IDEA Preschool
- Learn and Serve
- Gifted & Talented
- Services for Significant Needs Students
- State Adult Education
- Indian Education for All (state-funded; project number XXXXXX4611 using revenue source code 3290 and expenditure program code 329)

Two payments will be made in June to accommodate year-end accounting. Cash requests submitted and approved by May 25 will be paid on June 10. Cash requests submitted and approved between May 26 and June 19 will be paid on June 21. There will be no payment on July 10.

Budget amendments must be submitted by June 1. Final Expenditure Reports are due August 10. Districts must have one approved cash request before a Final Expenditure Report can be submitted in the E-Grants system.

Questions? Click on <http://opi.mt.gov/Finance&Grants/egrants> , then click on the Contact button to expand the page for OPI program and accounting staff contact information.

For more information, please contact Kate Vatter at (406) 444-7841 or [kvatter@mt.gov](mailto:kvatter@mt.gov).

### **FY2012-13 E-Grants System Applications**

The FY2012-13 grant applications will be available on the E-Grants system on or

around June 15, 2011 for the following programs:

- ESEA/NCLB Consolidated (Title IA, Title IIA, Title IID (carryover), Title III, and Title VIB RLIS)
- IDEA Consolidated (Part B and Preschool)
- Carl Perkins
- Gifted and Talented
- McKinney-Vento Homeless (NEW on E-Grants for FY2011-12)

OPI will send an official announcement when the applications are open. In preparation, please remember to complete the E-Grants Security form, available at the following link, if there are changes in staff that have or need access to E-Grants.

<http://opi.mt.gov/PDF/Egrants/Security/10LEASecurityForm.pdf>

Applications will be due September 15, 2012.

The OPI will be holding E-Grants system work sessions at several locations throughout the state during July 11 – 22. Please visit this link to view dates and locations, as well as register for a work session:

<http://www.keysurvey.com/votingmodule/s180/survey/368800/21f0/>

For more information, please contact Kate Vatter at (406) 444-7841 or

[kvatter@mt.gov](mailto:kvatter@mt.gov).

### **Janelle Mickelson Named New School Finance Division Administrator**

Although most of you already know me, I have accepted the position of School Finance Division Administrator within the Department of Operations. I have been with the agency over four years as a Financial Specialist and supervisor in School Finance managing the state entitlement payment system and MAEFAIRS budget module. I have worked closely with districts providing technical assistance on school district and county finance issues as well as implementation of any new legislation affecting school finance. In my new position with the division, I will manage a staff of eight and whose duties span 14 state entitlement programs totaling over \$700 million per year as well as auditing functions.

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