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PARTIAL PRELIMINARY ONE-TIME INCENTIVE PAYMENT FOR SCHOOL DISTRICTS PARTICIPATING IN MULDTIDISTRICT 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 Office of Public Instruction (OPI) made a partial preliminary payment on August 29, 2012, to school districts that submitted written agreements to the OPI by July 31, 2012.

The allocations are posted on the OPI website at the following link: [CLICK HERE](#)

The OPI will be making two additional partial payments to participating districts that submitted written agreements after the July 31 deadline. A partial preliminary payment will be made on **September 28, 2012**, based on written agreements received between **August 1, 2012** and **August 31, 2012**. Another partial preliminary payment will be made on **October 29, 2012**, based on written agreements received between **September 1, 2012** and **September 30, 2012**. School districts have until **December 21, 2012**, to submit the required paperwork. After the **December 21, 2012**, deadline, the OPI will recalculate the final distribution and send final payments to all school districts eligible for incentive funding. The OPI will make the final payment by **February 29, 2013**.

Accounting guidance for the One-Time Incentive Payment is posted on the OPI website at: [CLICK HERE](#)

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

If you have questions regarding the payment amounts, please contact Janelle Mickelson at (406) 444-3249 or jmickelson@mt.gov .

If you have accounting questions, please contact Steve Hamel at (406) 444-0783 or shamel@mt.gov .

SCHOOL STAFFING PROJECT

The OPI posted several updates to information on the School Staffing Project. Please visit the School Staffing Website at the link below and review the updates.

The School Staffing Website is: <http://www.opi.mt.gov/SchoolStaffing/>
You'll find other information regarding timelines and specific directions posted there.

REMINDER!

Trustee Financial Summary Reports and Final Adopted Budgets are due to OPI **on or before September 15**.

For more information, please contact Dennis Clague, (406) 444-1960 or dclague@mt.gov.

TRANSPORTATION

TR-4 Individual Transportation Contracts

By October 1, the county superintendent must log in to the Transportation program and electronically acknowledge receipt of FY2012-13 TR-4 Individual Transportation contracts received from the school districts. The county superintendent must also authorize contracts for which the county transportation committee has approved increased payment due to isolation.

OPI Contact: Donell Rosenthal (406) 444-3024 or drosenthal@mt.gov

Fall Enrollment Counts – AIM Data Used to Populate MAEFAIRS

MAEFAIRS will be open at the end of September for reporting the Fall Student Count for ANB (Average Number Belonging). The official count date is **Monday, October 1, 2012**. If October 1 is not a school day for your district, use the next school day for your enrollment count. Student count for ANB reports must be submitted to the MAEFAIRS system **no later than October 28, 2012**. Send a copy of the submitted report to your county superintendent.

The MAEFAIRS system will use AIM data to calculate the student count for ANB and to collect the number of American Indian students for the Student Achievement Gap (SAG) payment. We encourage AIM specialists to have all AIM data entered and verified for import into the MAEFAIRS system. AIM specialists and MAEFAIRS registered users should work together to ensure accurate and verifiable data is submitted to the OPI by the October 28 due date.

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

TUITION

FP-14/14A Tuition Claims

Enter *Days Enrolled* for all claims **submitted and approved** for SY 2012 in MAEFAIRS under State Paid Tuition. Districts have until June 2013 to send SY 2012 claims to OPI for approval and enter *Days Enrolled* for the year. Please note, claims will not be paid until *Days Enrolled* are entered **and** the claim is submitted.

OPI Contact: Nicole Thuotte (406) 444-4524 or nthuotte@mt.gov

E-GRANTS SYSTEM DUE DATES

2011-2012 Final Expenditure reports are due **November 10, 2012** for projects that end September 30, 2012.

2012-2013 applications for the following programs are due **September 19, 2012**: ESEA, Perkins, IDEA, and Gifted & Talented.

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

FY 2012 A-133 AUDIT COMPLIANCE SUPPLEMENT

The FY 2012 A-133 Audit Compliance Supplement has been released. The document can be accessed at the following link:

http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012

SCHOOL NUTRITION PROGRAMS

For more information about any of these requirements and important deadlines, please review the Administrative Update for Schools, located under Forms and Guidelines on the School Nutrition Programs website at the following:

<http://www.opi.mt.gov/schoolfood/index.html>

OPI Contact: Sofia Janik (406)444-2521, sjanik@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

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