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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



MAEFAIRS OPEN FOR FALL STUDENT COUNT FOR ANB

The MAEFAIRS web application is open for Fall Student Count for ANB importing from AIM. The official fall count day is Monday, October 1, 2012. MAEFAIRS Student Count for ANB must be submitted no later than October 12, 2012.

The following resources are located on the OPI website:

- ANB Memo: [CLICK HERE](#)
- Reporting Instructions: [CLICK HERE](#)
- Step-by-Step Student Count for ANB Instructions: [CLICK HERE](#)

Questions:

- For MAEFAIRS questions, or to correct data once it has been submitted, please contact Nica Merala at (406) 444-4401 or by email at nmerala@mt.gov.
- For AIM questions, including how to correct student information in order to be included in the MAEFAIRS Student Count for ANB, please contact the AIM Helpdesk at 1-877-424-6681, or locally at (406) 444-3800 or by email at opiaimhelp@mt.gov.

ACHIEVEMENT IN MONTANA (AIM)

Fall Attendance Collection

The Fall Attendance Collection is used to collect the Aggregate Hours of Instruction and Absent Counts of all students enrolled on the fall count date of Monday October 1, 2012. Student data from AIM is then imported into the MAEFAIRS system to determine the count of students used in the calculation of Average Number Belonging (ANB). The American Indian Student Achievement Gap payment is determined by the student's race as it is imported into MAEFAIRS.

Reporting instructions and resources can be found at: [CLICK HERE](#)

PARTIAL PRELIMINARY ONE-TIME INCENTIVE PAYMENT FOR SCHOOL 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 Office of Public Instruction (OPI) made the second of three partial preliminary payments on September 28, 2012, to school districts that submitted written agreements to the OPI between August 1, 2012 and August 31, 2012.

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

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

The OPI will make the third partial preliminary payment on October 29, 2012, based on written agreements it receives between September 1, 2012 and September 30, 2012.

Remember, school districts have until December 31, 2012 to submit the required paperwork. After the December 31, 2012, deadline, the OPI will recalculate the final distribution and send final payments to all school districts eligible for incentive funding. The OPI anticipates the final payment will be made by February 29, 2013.

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.

MONTANA CONFERENCE OF EDUCATION LEADERSHIP (MCEL)

The thirty-first Montana Conference of Education Leadership (MCEL) will be held in Billings on October 17th – 19th at the Holiday Inn Grand and Billings Hotel and Convention Center. An agenda, session descriptions, on-line registration and hotel information is located on the MCEL website at: [CLICK HERE](#)

MASBO AND MSGIA WORKSHOPS

The Montana Association of School Business Officials (MASBO) and the Montana School Group Insurance Authority (MSGIA) are offering a two-day training session at the MSBIA/MTSBA Building Compass Block, 863 Great Northern Blvd in Helena.

MSGIA's Work Comp Seminar will be held on Thursday, November 8, 2012. On-line registration and agenda are located at the following link: [CLICK HERE](#)

MASBO's Veteran Clerk/Business Manager Workshop will be held on Friday, November 9, 2012. This session is for district clerk/business managers or other business office personnel with 5 or more years of experience in school finance, budgeting and accounting. Preference will be given to MASBO members and seating is limited to 100 participants. An agenda and on-line registration is located on the MASBO website at: [CLICK HERE](#).

TEAMS PROJECT UPDATE - NEWS ABOUT SEIDS AND TERMS OF EMPLOYMENT

School Staffing Project Manager Leaves OPI

Kellee English, School Staffing Project Manager, took another position in the Helena area in late September. We'll miss Kellee, and we wish her well in her new career! OPI plans to hire a replacement as soon as possible. In the meantime, please contact Joan Anderson at janderson3@mt.gov or (406) 444-0701 for assistance with the TEAMS system (SEID requests and Terms of Employment).

School Staffing Webpage

The School Staffing webpage is being maintained with all the latest information. We recently reorganized the page to make it easy to find your topic. Please visit the page to familiarized yourself with the postings: [CLICK HERE](#)

Recently, several postings on the webpage were updated. Changes are summarized below.

[Timeline for School Districts](#) - Please review the updated timeline.

[OPI Position Codes](#) - Added 2 new position codes (DS11 and DS12) for extra duty or stipend-type assignments. Use these codes to indicate an employee who has a regular position with the district has also been assigned an extra duty, usually under a stipend, that has no FTE attached.

NOTE: Position codes for coaching and extracurricular have not changed. If the extra duty is coaching, use code DS03. For extra duty that is extracurricular, use DS05.

[Frequently Asked Questions \(FAQ\)](#) - OPI updates this file constantly to include answers to questions as they come in. Please check often. We tag Q&As with the date on which they are added, so you can search the revision date of the file to locate the newest questions.

TEAMS Security Form - User IDs and Passwords –

OPI recently emailed Authorized Representatives (ARs) asking them to assign a staff person to the "TEAMS Human Resources" role on TEAMS. This role will request SEIDs for staff and submit the Terms of Employment data collection to OPI. We

suggested the AR should assign the clerk/business manager and/or the human resources manager to this role, which is the first of several roles that will establish access to TEAMS. Please check with the AR (usually the superintendent or county superintendent) to ensure they returned the [TEAMS Security Form](#) to OPI. The Terms of Employment data collection is expected to occur in late October or early November.

OPI Contact: Joan Anderson, janderson3@mt.gov or (406) 444-0701. (Hours are 8:30am-1:30pm M-Th)

TRANSPORTATION

Individual Transportation Contracts (TR-4's)

By **October 1**, the county superintendent must electronically mark "Received" of all Individual Transportation Contracts (TR-4's). County superintendents must also electronically approve Individual Transportation Contracts for which the CTC has approved increased payments due to isolation.

Please Note: If county superintendents do not electronically mark TR-4's as "Received" this will prohibit districts from submitting their Individual Transportation Contracts (TR-5's).

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

Bus Routes (TR-1's)

By **November 1**, a district must send the county superintendent one copy of the TR-1 for each bus route and submit a TR-1 for each bus route electronically to the Superintendent of Public Instruction. Each TR-1 must be signed by the board chair and county superintendent.

By **November 10**, the county superintendent must electronically mark each TR-1 as "Received" submitted by the district.

Please Note: If county superintendents do not electronically mark TR-1's as "Received" this will prohibit districts from submitting their Bus Route Claims (TR-6's).

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

IMPACT AID PAYMENTS 2013

Impact Aid payments for FY 2013 will be released after October 1st, 2012 at 45% of LOT. The decrease in LOT percentage is due to the current budget situation in Congress. At this time no federal budget has been approved, and the government is operating under a 6 month continuing resolution. Further, if no budget is passed prior to January 2nd, 2012, mandatory budget cuts will take effect, further hindering the final

LOT percentage to be paid for FY 2013. There is no timeline at this point for the release of additional payments. If this will present a budget hardship for your district, please contact Nicole Thuotte at (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.

For more information, contact Kate Vatter at (406) 444-7841 or kvatter@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 [CLICK HERE](#) 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: [CLICK HERE](#)

School Accounting: [CLICK HERE](#)

Forms and Publications & Tuition: [CLICK HERE](#)

Pupil Transportation: [CLICK HERE](#)

Student Count for ANB: [CLICK HERE](#)

Audit Information: [CLICK HERE](#)

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