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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



Preliminary Post-Session General Fund Budget Worksheet

The 2013-2014 Preliminary Post-Session General Fund Budget Worksheet has been updated to reflect changes created by Senate Bill 175 (SB175). SB175 has yet to be signed by Governor Bullock, therefore, changes to the worksheet are still possible. If needed, the OPI will revise and repost the worksheet. Please watch for updates from the OPI. The new version can be found on the OPI, School Finance web page at: [CLICK HERE](#) . The General Fund Budget Worksheet is designed to be a tool to assist districts in determining budget limits for their district.

If you have questions, please contact Dennis Clague, dclague@mt.gov, (406) 444-1960

School Election Timelines

- Monday, May 6th at noon – Deadline for absentee ballot requests
- Monday, May 6th – Certified copy of lists of registered electors delivered to election administrator
- Tuesday, May 7th – ELECTION DAY
- Wednesday, May 22nd – Last day to canvas votes, issue certificates of election and publish results (certificates of election must be filed with the county superintendent within 15 days of receipt)
- Wednesday, May 22nd – Deadline for trustees to hold organizational meeting to elect chair and appoint clerk
- Friday, June 1st – Last day to request county election administrator to conduct school elections the following year

Please contact Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov for election questions.

State-Paid Tuition

The deadline to file state-paid tuition claims with the state is June 30, 2013. Please mail forms to the OPI prior to June 15, 2013 to ensure payment in fiscal year 2013. Prior to the release of payment, the OPI will contact all districts with pending claims to request entry of days enrolled.

Please contact Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov with questions.

“Save the Date” – OPI SUMMER WORKSHOPS are coming to a city near you!

- Tuesday, July 9th – Sidney
- Wednesday, July 10th – Miles City
- Thursday, July 11th – Billings
- Friday, July 12th – Bozeman
- Monday, July 15th – Great Falls
- Tuesday, July 16th – Havre
- Wednesday, July 17th – Kalispell
- Thursday, July 18th – Missoula

More details will be released soon, but this is the “not to miss” event of your summer!

Contact Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov with questions.

2nd Semester Transportation Claims for FY2012-13

FY2012-13 second semester claims for transportation reimbursement (TR-5 and TR-6) must be electronically submitted to the OPI through the Pupil Transportation Program by **May 24, 2013**. A copy of the claim, signed by the board chairperson, must be sent to the county superintendent.

By **June 1, 2013**, the county superintendent must review each district's claim for completeness and accuracy and electronically approve claims through the Pupil Transportation Program. Payment will be generated only on those routes for which all documents are current and up-to-date in the transportation system.

The payment will be made to school districts and counties on **June 21, 2013**.

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

2013 MAPT Conference

The Montana Association of Pupil Transportation (MAPT) Conference registration and agenda have been posted to the OPI Pupil Transportation website at the following link: [CLICK HERE](#)

The registration form has been made into a form-fillable PDF. To download the form, click on the link, go to File, and "Save As".

The conference will be in Helena **June 19th-21st, 2013** at the Red Lion Colonial Inn, 2301 Colonial Drive, Helena, MT.

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

Pupil Transportation Information Roll Over into FY2013-14

School districts may roll over their School Bus Routes (TR-1), and Individual Contracts (TR-4) for the ensuing FY 2013-14 semesters electronically in the Pupil Transportation Program.

For calculating and estimating the transportation budget for FY2013-14, please download the Transportation Budgeting Spreadsheet, which is located in the Pupil Transportation Program under the Transportation Budgeting Spreadsheet tab. Click on File, "Save As", to download the spreadsheet. It can also be downloaded from the Pupil Transportation website at the following location: [CLICK HERE](#)

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

Important June 1, 2013 Deadlines

All public elementary, high school and K-12 districts requesting approval of additional ANB for funding purposes, must submit form PAA-3 by **June 1, 2013**. Refer to 20-9-313, Montana Code Annotated for a list of the conditions when a district is eligible to

apply for additional ANB funding.

- **Anticipated Enrollment Increase:** School districts may submit applications for an increase in ANB for FY2013-14 through **June 1, 2013**.
- **Reopening an Elementary or High School:** The County Superintendent of Schools must provide an estimate of enrollment for the reopened school for the ensuing year, including a clear explanation or documentation showing the basis for the estimate.
- **Transition from Half-Time to Full-Time Kindergarten Program:** School districts that intend to transition from half-time to full-time kindergarten program in FY2013-14 must indicate the anticipated percentage of kindergarten students to be offered a full-time program for FY2013-14 for each elementary budget unit.

Form PAA-3 is available on the OPI website at this link: [CLICK HERE](#)

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

School Staffing / TEAMS

The Montana State Educator Information System (MSEIS), OPI's new educator licensure system which will be used in conjunction with TEAMS for accreditation, began a phased roll-out to a new online system in April. All public services will be available again by May 3. This project will greatly improve OPI reporting capabilities, streamline OPI business processes and provide better record access to educators and school districts.

OPI is preparing to open the first two parts of the TEAMS system by the end of May 2013: the School Employee ID (SEID) generator and the Terms of Employment (TOE) data collection. In order to access TEAMS, users must be assigned rights by the district's Authorized Representative via the [CLICK HERE](#). The OPI staff are currently contacting Authorized Representatives by email if they have not yet established access rights. Contact Mary Graff at (406) 444-2448 or mgraff@mt.gov for any questions about the security forms.

With the ongoing activity in this project, OPI will be updating the School Staffing/TEAMS timeline within the first weeks of May. If you are interested in receiving more specific information about the School Staffing Project / TEAMS as it comes available, please subscribe to the School Staffing/TEAMS newsletter at: [CLICK HERE](#).

All the information you will need for the School Staffing Project, including contact

information and an overview, can be found on the [CLICK HERE](#).

For more information, contact Danielle Murphy, (406) 444-1625 or dmurphy@mt.gov

New Direct Certification Application (DCA) System Coming Soon

The OPI, School Nutrition Programs will be releasing a new online computer system that will securely match SNAP (formerly known as Food Stamps) and TANF recipients to eligible students in order to directly certify for free meals. The new system will ease current manual processes by using technology to match students enrolled in the state student information system, AIM, to school aged recipients in SNAP and TANF. Matches will be displayed for district users and reports may be imported into school district's meal counting and claiming systems. The Summary of Verification may also be submitted to the OPI through the new DCA system.

The OPI will soon be requesting information from each participating district's free and reduced-price meal application "determining official" for verification and sign-up procedures of the OPI Common Login. The system is set to go live mid-July. Trainings are scheduled for late July. Details will be announced as the time gets closer.

For more information, contact Alie Wolf, (406) 444-4413 or aliew@mt.gov

Useful Links

State Entitlement Payments to Schools: [CLICK HERE](#)

School Accounting Manual: [CLICK HERE](#)

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

Pupil Transportation: [CLICK HERE](#)

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

Audit Information: [CLICK HERE](#)

OPI Calendar: [CLICK HERE](#)

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