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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



FY 2013 SALARY AND COMPENSATION EXPENDITURE REPORTING

The deadline for submitting the FY 2013 Salary and Compensation Report to OPI was December 16, 2013. As of that date, 27% of school districts and special education cooperatives had *not* submitted the information. School districts and special education cooperatives that have not submitted the report need to complete the task as soon as possible. School districts are required to submit salary and compensation data to OPI in compliance with the *Transparency and Public Availability* requirements pursuant to 20-7-104, MCA.

For questions or assistance, contact any of the individuals below:

Steve Hamel at (406) 444-0783 or shamel@mt.gov

Paul Taylor at (406) 444-1257 or ptaylor@mt.gov

Janelle Mickelson at 444-3249 or jmickelson@mt.gov

STATE SCHOOL OIL AND NATURAL GAS IMPACT GRANT

The 2011 legislature established a state school oil and natural gas impact account. The purpose of the account is to provide money to schools that are receiving oil and natural gas production taxes under 15-36-331, MCA in an amount less than 20% of the district's maximum general fund budget but that are impacted by oil and natural gas development. A listing of eligible districts is located at the following link: [CLICK HERE](#)

To apply for the grant, log into the E-grants application at the following link and select the *Oil-Natural Gas Impact* grant: [CLICK HERE](#). Grants will be awarded based on need and impacts, among other criteria. Grant applications are due no later than **January 15, 2014**.

OPI contact: Janelle Mickelson at (406) 444-3249 or jmickelson@mt.gov

DEADLINE TO REPORT QUALITY EDUCATORS FOR PAYMENT

Pursuant to 20-9-327, MCA the quality educator payment is based on the number of

full-time equivalent (FTE) educators reported to the Office of Public Instruction (OPI) for accreditation purposes. In the past, districts have reported this information through the Annual Data Collection. Beginning in FY 2014, districts are reporting FTE in the *Terms of Employment, Accreditation, and Master Schedule* (TEAMS) application. OPI will be calculating the quality educator payment from the FTE data reported through the Terms of Employment module. For purposes of the Quality Educator payment, OPI is extending the deadline from December 31 to **January 31, 2014**, for making changes to the reporting in accordance with ARM 10.21.201.

Please be advised that, districts will not receive payment for quality educators that are not reported in TEAMS by January 31, 2014.

OPI contact: OPITEAMS@mt.gov

FY2013-14 SECOND SEMESTER BUS INSPECTIONS

Buses must pass inspection by **January 31, 2014** in order to be eligible for full funding for the second semester. Please schedule inspections early to allow time for re-inspection by January 31, if necessary.

Pre-filled bus inspection forms (TR-13) for the second semester may be printed from the transportation system.

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

SCHOOL ELECTIONS

Districts should now be accepting Nomination Petitions and the Oath of Candidacy for trustee candidates in the May election. Candidate forms, as well as, the Election Calendar and Manual for 2014 are located at the following link: [CLICK HERE](#)

The County application is now open for external reporting of district classification data used for school elections. District classification, which is based on the most recent district population data available, determines the number of trustees a district should have, the number of nomination signatures required (20 in a first class district and 5 in both second and third class districts), and the requirements to submit campaign finance information to the Montana Commissioner of Political Practices (first class district, county population greater than 15,000 and campaign expenditures and/or revenues greater than \$500).

County Superintendent's with current access to MAEFAIRS and/or Transportation will use their same username and password to access the County application. Those without current access to either application will receive additional communication containing their username and password. County Superintendents may request

additional users to enter District Classification data by contacting Debbie Casey at (406) 444-3096 or dcasey@mt.gov. Click on the following link to log into the County application: [CLICK HERE](#)

District clerks may assist their county superintendent by completing a data form for their district(s) and sending it to their county superintendent. The form is located under Basic Election Forms/Election Administrator: [CLICK HERE](#)

The deadline for entering district classification data is **February 1, 2014**. The OPI will publish a final report showing which districts are required file with the MCPP based upon the data entered.

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

OPI RELEASES TEAMS APPLICATION

The Terms of Employment, Accreditation, and Master Schedule (TEAMS) data collection system opened on January 6, 2014. TEAMS replaces the former Annual Data Collection (ADC) system.

Public school districts, special education cooperatives, nonpublic accredited schools, Montana state funded schools, and residential treatment facilities have seven weeks to enter the information required for the Office of Public Instruction (OPI) to accredit schools and provide the necessary information for federal and state reporting. TEAMS will close at **11:59pm on February 21, 2014**.

To prepare for the 2013-2014 Accreditation process, review this checklist of items:

1. Send TEAMS Security Form to the OPI
2. Complete TOE for FY2012-2013 (public schools and special education cooperatives)
3. Complete TOE for FY2013-2014
4. Determine MT K-12 Course Codes
5. Collect Teacher-Class Information
6. Collect District Accreditation Information
7. Collect School Accreditation Information

Refer to the [Accreditation Preparation Checklist](#) packet for more information.

The TEAMS User Manual and Reference Guide, along with instructional videos, are available on the [OPI School Staffing webpage](#).

Contact the OPI TEAMS Help Line at OPITEAMS@mt.gov with questions about

TEAMS, the data the OPI is collecting, or the data collection process.

OPI contact: [Danielle Murphy](#) or (406) 444-9444

TEAMS QUESTION AND ANSWER PRESENTATION

The TEAMS staff will provide a TEAMS Question and Answer session via Adobe Connect every other week while TEAMS is open, beginning on Tuesday, January 14, 2014 from 10 am to noon. The second two Question and Answer sessions will be on January 28 and February 11, 2014 from 10 am to noon.

You are encouraged to tune into the sessions, bring your questions to the "chat" section of Adobe Connect, or email them ahead of time to ebenoit@mt.gov.

Adobe Connect is a web-based program that does not require any special equipment. All you need is your computer, internet access, and a speaker through which to hear the audio.

The link to the Q&A is: [CLICK HERE](#). Enter as Guest and sign in with your school name.

A reminder with login information will be sent to schools prior to the first Adobe Connect session.

OPI contact: [Danielle Murphy](#) or (406) 444-9444

K-12 DATA TASK FORCE TO MEET ON JANUARY 15 in Helena

The Office of Public Instruction will convene its 29-member K-12 Data Task Force on Wednesday, January 15, 2014 at the Red Lion Colonial Hotel, 2301 Colonial Drive, in Helena. The meeting will run from 9 a.m. to 4 p.m. Meeting topics include OPI policies for protection of student privacy; an overview of OPI data systems; demonstrations of Schoolnet (Pearson) and Mileposts (Silverback Learning Solutions); exchange of data between school districts and OPI; discussion of what parents, teachers, administrators and trustees want state and local data systems to be able to do; and public comment. An agenda for the meeting will be available in early January.

The task force includes representation from legislators, school administrators, teachers, district clerks, district technology staff, trustees and parents. Its purpose is to review, monitor and provide input and guidance in enhancing the statewide K-12 data system. The task force serves in an advisory capacity to the Office of Public Instruction.

OPI contact: [Madalyn Quinlan, Chief of Staff](#), (406) 444-3168

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.

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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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