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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



State-Paid Tuition

The deadline to file state-paid tuition claims with the Office of Public Instruction (OPI) is June 30th. Please send forms to the OPI on or before June 15th to ensure payment in fiscal year 2014. Prior to the release of payment, the OPI will contact all districts with pending claims to request entry of days enrolled.

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

2014 MAPT Bus Driver's Conference

The Montana Association of Pupil Transportation (MAPT) 2014 Bus Driver Conference will be held in Missoula on June 18th-20th at the Hilton Garden Inn, 3720 N. Reserve. Beneficial, as well as, fun activities are scheduled this year. The training exercises give drivers the opportunity to acquire their required 10 hours of training.

The registration and tentative Agenda have been posted to the Pupil Transportation website at the following link: [CLICK HERE](#).

Something unique is going to take place before or during the BBQ this year. It is highly recommended that all conference participants attend. This once in a life time training at the BBQ will count towards the required 10 hours of training. While we hope that no driver will EVER have to use what we will learn during the training, it is something we all need to see and hear. Note: The trainers have asked that we do not give out any more information than what has been provided. Please plan to attend the BBQ.

The award applications have also been posted at the following links:

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

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

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

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

Please take advantage of submitting applications this year for the different awards.

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

2nd Semester Individual Contract Reimbursement Claims (TR-4) and Bus Route Reimbursement Claims (TR-6)

By May 24th, districts must electronically enter and submit 2nd Semester Bus Route Reimbursement Claims (TR-6) and Individual Contract Reimbursement Claims (TR-5) into the Pupil Transportation Program.

Pursuant to ARM 10.7.101 districts must also send the county superintendent one copy of their completed transportation TR-5 and TR-6 claims upon submittal.

By June 1st, county superintendents must verify and electronically approve district's Bus Route Reimbursement Claims (TR-6) and Individual Contract Reimbursement Claims (TR-5) for 2nd semester in the Pupil Transportation Program.

Upon receipt of electronic claims the Superintendent of Public Instruction verifies the claims and disburses the approved amount of state reimbursement for second semester transportation. Payments will be made on June 27.

Upon receipt of electronic state payment notice the county superintendent must order the disbursement of county reimbursement for second semester transportation on the basis of state reimbursement.

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

FY 2015 Individual Transportation Contracts (TR-4)

Pursuant to ARM 10.7.105, all school districts are required to have individual transportation contracts for the ensuing year signed and returned by July 1, 2014. Contracts may be completed after this date for students who move into the district or become eligible transportees after this date. (20-10-124(2), MCA and ARM 10.7.101).

1. Complete and sign transportation contracts (three copies) for the ensuing year: One for the individual or contractor providing the service, one for the district clerk, and one for the county superintendent.
2. Submit individual transportation contracts electronically to OPI

3. The board of trustees is prohibited from issuing warrants on the transportation budget in the absence of a contract. State reimbursement is paid only on claims supported by valid contracts.

By July 30 County Superintendents are required to verify individual transportation contracts (TR-4), including contracts requesting an increased rate due to isolation. If approved, two signed copies of the contract are returned to the school district. (20-10-124(4), MCA and ARM 10.7.106)

FY2015 Out-of-District Transportation and Attendance Agreements (FP-14)

When a student attends a school outside of his or her resident district, a Student Attendance Agreement (FP-14) must be completed by the district of residence and the district of choice in order for the out-of-district student to be considered an eligible transportee.

If no agreement is in place, the parent or guardian is responsible for all transportation costs.

The student attendance agreement (FP-14) must be approved by the board of trustees of both the district of residence and the district of attendance, and signed by the parent/guardian. If the attendance agreement includes transportation, either district may provide bus transportation or a pupil transportation contract, but not both. Two copies of the agreement are returned to the school district and one is forwarded on to the parent/guardian. (ARM 10.7.106A)

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

Bus Driver Qualifications Notice of Public Hearing

The Board of Public Education will be holding a Public Hearing in the matter of Administrative Rules of Montana, 10.64.201 – School Bus Driver Qualifications. The hearing will be held on June 26th, 2014 at 10:00 AM in the Office of Public Instruction Superintendent's Conference Room at 1227 11th AVE Helena Montana. The Notice of Public Hearing is also posted on the Board's website at www.bpe.mt.gov.

Please contact the Board office at 444-6576 with any questions.

Please go to the following link to view the Notice of Public Hearing Amendment (ARM 10.7.111) pertaining to Bus Driver Certification Requirements: [CLICK HERE](#) .

To view the Bus Driver Qualifications Amendment (ARM 10.64.201 pertaining to school bus drivers, please go to the following link: [CLICK HERE](#) .

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

School Finance/E-Grants Summer Workshops

The Montana Office of Public Instruction (OPI) will be hosting free regional school finance workshops this summer. The workshop series is comprised of two separate all-day workshops: the School Finance, “Make History in Montana” Workshop, and the E-Grants Easy Tour Workshop. All workshops will be held in school computer labs; you may bring a personal laptop if desired but please be advised that wireless internet may not be available in all locations.

Join us as we “Make History in Montana. Topics for this year’s School Finance workshops include updates on various issues including, tuition laws (with a focus on SB 191 changes), the Natural Resource and Development K-12 Payment, administration of school elections, and accounting codes changes resulting from Governmental Accounting Standards Board (GASB) pronouncements #63 and #65. Don’t miss the fun as we journey through history on our way to the future of school finance.

The E-Grants Easy Tour workshops allow OPI representatives to assist district staff in the completion of their E-Grants applications for the upcoming 2014-2015 grant year. In addition to the E-Grants Coordinator, there will be a staff representative present for questions related to Title I-A Basic, Title I-A Schoolwide, McKinney-Vento Homeless, IDEA Part B and IDEA Preschool. We strongly encourage all superintendents, business managers, and/or federal grant program coordinators to attend. Districts should complete most, if not all, of the applications during the workshops.

For dates, regional locations, and to register online [CLICK HERE](#).

OPI Contacts: Debbie Casey at (406) 444-3096, dcasey@mt.gov or Kate Vatter at (406) 444-7841, kvatter@mt.gov

MASBO 2014 Summer Conference and New Clerks Academy

The Montana Association of School Business Officials (MASBO) will hold its 2014 Summer Conference and New Clerks Academy in Billings at the Holiday Inn Grand, 5500 Midland Road, on June 16th-20th. The New Clerks Academy will be held June 16th and 17th. The Summer Conference will be held June 18th, 19th and 20th. 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 Williams, MASBO Executive Director, (406) 442-5599 or dwilliams@masbo.com.

New Uses of Title I Funds for Homeless Students

The OPI's Title I and Homeless Education Program urge all AR's and clerks to read OPI's [new guidance](#) on the Use of Title I Funds for Homeless Students. This new guidance is based on the recently passed Consolidated Appropriations Act of 2014 and a [letter](#) written by Dr. Monique Chism of the US Dept of Education's School Accountability and Student Achievement Program. This new legislation allows school to set-aside additional Title I funds to provide FTE for a homeless liaison and to cover the incremental costs of transportation for homeless students.

OPI contact: Heather Denny at (406) 444-2036 or hdenny@mt.gov.

Traffic Education Year-End reports (TE06) are due before July 10

Traffic Education reimbursement for 2013–2014 Traffic Education (TE) Programs is estimated at approximately \$100 for each student who completed a traffic education course at your school between July 1, 2013 and June 30, 2014. Reimbursement each year is based on the annual revenue from driver's license fees and the total number of students completing a traffic education course in Montana's public schools. The payment is determined in July of each year for disbursement to schools in August.

TE06 Year-End Reports can be submitted online via the [Traffic Education Data and Reporting System](#) (TEDRS). Check your student count in TEDRS under Reports, Traffic Education Student Count to verify that all student lists have been completed and reported to OPI for the 2013-2014 school year. If the number is not correct, contact the Traffic Education Office right away.

Districts submitting forms via TEDRS DO NOT need to mail a printed hardcopy of these forms to the OPI.

These required TE forms can be completed and submitted via TEDRS:

- TE01 Program Application -- Due August 1 or BEFORE program begins
- TE03/04 -- Due upon completion of each TE class or prior to July 10

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

If you have not used TEDRS before, send an email to pborneman@mt.gov with your name, phone number, email address and school district. A sample of the TE06 form can be downloaded on the [Traffic Education Forms](#) page. MAEFAIRS and Pupil Transportation users can use their OPI common login names, but need to request access to TEDRS.

To see reports showing payments made to districts in prior years, visit the [Traffic Education Reports](#) page on the OPI website.

OPI contact [Patti Borneman](#), (406) 444-4432

2014-2015 OPI Indian Education for All (IEFA) K-12 Grants

The Office of Public Instruction Indian Education Division is offering this unique grant opportunity for schools this coming school year! The award will be up to \$10,000 and is an excellent opportunity to create a dynamic school-wide, professional learning plan towards the integration of IEFA within the Montana Common Core Standards (MCCS). The goals of the Indian Education for All K-12 Grant include two important expectations:

1. Each school/district will include in its IEFA policy and/or plan, a process for the selection and inclusion of tribally specific resources relevant to Montana tribes.
2. Each school/district will design and provide a program of professional development for instructional staff. The program will develop capacity to integrate IEFA in the implementation of MCCS for all Montana students to graduate career and college ready.

[Proposal application for schools on/near reservations](#)

[Proposal application for non-reservation schools](#)

This K-12 IEFA grant is open to any Montana public school district. Preference will be given to schools which have not had a previous IEFA grant.

- Complete proposal is due June 30, 2014.
- Notification of grant awards will be sent by July 31, 2014.
- The proposed project must be completed by June 15, 2015. Proposed activities should reflect this timeline.

OPI contact [Justine Jam](#), (406) 444-7490

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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Denise Juneau, Superintendent
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