**Overview:** Below is a sample bulletin that Districts may adapt and use to solicit input from stakeholders to assist in the crafting and ongoing review of their District ARP ESSER Plan. Meaningful stakeholder consultation is a requirement for ESSER III funding eligibility.

**SAMPLE BULLETIN**

**[Insert Date]**

**American Rescue Plan**

 **Elementary and Secondary School Emergency Relief Funds**

**Dear Community Education Stakeholders,**

On March 24, 2021, the Montana Office of Public Instruction (OPI) received from the U.S. Department of Education (USED) the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Funds, authorized under the American Rescue Plan (ARP) Act. The ARP-ESSER provides $[INSERT DISTRICT ALLOCATION] (ESSER III) for [INSERT DISTRICT NAME] to safely reopen and sustain safe operations of schools while meeting the academic, social, emotional, and mental health needs of students resulting from the COVID-19 pandemic. This marks the 3rd round of ESSER funding that our district has received and is available through September 2024.

Following the release of the ARP-ESSER funding, on July 1, 2021 the OPI issued an application template for Districts to share how they will work with stakeholders to leverage ARP ESSER funds to support and positively impact student learning. Through the [District ARP ESSER Plan Template](https://opi.mt.gov/Portals/182/ARP%20ESSER%20Comms/Montana%20School%20District%20ARP%20ESSER%20Plan%20Template.pdf?ver=2021-07-20-150803-457), the following guidance and timelines were set by the OPI in compliance with Federal regulations:

* **June 24, 2021.** Within 30 days of receiving ARP ESSER allocation. Districts must develop and make publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan.
* **July 1, 2021.** District ARP ESSER Plan Template made available to LEAs
* **August 24, 2021.** Districts submit ARP ESSER Plans to the State within 90 days after receiving its ARP ESSER allocation.

Therefore, the [INSERT DISTRICT NAME] is seeking public comment on the [District ARP ESSER Plan Template](https://opi.mt.gov/Portals/182/ARP%20ESSER%20Comms/Montana%20School%20District%20ARP%20ESSER%20Plan%20Template.pdf?ver=2021-07-20-150803-457) via a [Short Survey]. Please note that responses will be consider formal public comment. We have also scheduled [a 90-minute virtual webinar that we will host 3 different times] to seek public input. See below for details.

Any comments on the District ARP ESSER Plan should be directed to [INSERT DISTRICT CONTACT].

SAMPLE TIMELINE:

Below is a **Timeline** outlining the process for stakeholder involvement:

**August, 2021**: Initiate public comment, by sending email to stakeholders and posting information on the District webpage with links to [District ARP ESSER Plan Template](https://opi.mt.gov/Portals/182/ARP%20ESSER%20Comms/Montana%20School%20District%20ARP%20ESSER%20Plan%20Template.pdf?ver=2021-07-20-150803-457). Send short survey out to stakeholders.

**August 2021:** Consultation with School Board

**August 2021:** Focus group discussion with District Teachers

**August 2021:** Focus group discussion with Students

**August 2021:** Webinar 1 for public input, 9:00am-10:30am

**August 2021:** Webinar 2 for public input, 3:30pm to 5:00pm

**August 2021:** Discussion with Parent Teacher Organization

**August 2021**: Webinar 3 for public input, 6:00pm-7:30pm

**August 17, 2021:** Survey for public comment deadline

***August 24, 2021*:** Final Draft prepared and submitted to the OPI

**Please send feedback, input and questions to** [INSERT DISTRICT CONTACT].