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Office of the Superintendent

Partnerships and Goals for Putting Montana Students First:

The year 2017 has brought new and expanded partnerships at the Office of Public Instruction, as well as a fresh set of goals and vision for putting Montana students first. I am accomplishing these goals through four key initiatives: **Montana Hope, Montana Teach, Montana Learn, and Montana Ready**. Learn more by checking out my [2017 year-end review](#).

ESSA Update:

The OPI received formal feedback from the Department of Education on Montana's ESSA plan on December 13th. The OPI submitted a revised plan to the DOE on December 21, 2017. The plan was required to be resubmitted by December 28, 2017 or the OPI would have had to file for an extension which would negate the Department of Education's responsibility to approve the plan within 120 days.

As previously noted, the letter from the DOE asked for details, clarifications, and consistency in terminology. OPI staff worked together to provide the requested clarifications and add further detail to strengthen the Montana plan. The plan will continue to evolve and the OPI will include our partners in education in this ongoing effort. Learn more about Montana's ESSA plan by visiting the OPI [ESSA website](#).

Montana Land Board:

In 2017 we had robust Land Board meetings with three out of the five Commissioners being recently elected in 2016. The Land Board Commissioners serve as the stewards of Montana's Trust Lands to maximize their benefit to our local schools. In 2017, The Montana Trust Lands generated \$43 million for Montana schools. You can learn more about the Land Board by visiting the OPI [Land Board website](#).

Budget Challenges:

In spite of the state budgetary challenges that our schools were certainly not immune to, we achieved success in the Digital Academy. We advocated for and preserved the Digital Academy budget. Now students in our rural communities will continue to have access to the same educational opportunities as students in our larger cities.

Have a Happy New Year! I look forward to serving you again in 2018.

Follow Superintendent Arntzen on social media:  

For more information, contact dylan.klapmeier@mt.gov or 406-444-3559

Content Standards and Instruction

Content Standards Documents Available

Visit the [K-12 Content Standards page](#) on the OPI website to access content standards documents and information about the content standards revision process. Recently added documents include grade-level model curriculum guides for Mathematics and Science.

For more information, contact cbartow@mt.gov, 406-444-3583

Teacher Learning Hub

Visit the [OPI Teacher Learning Hub](#) to see new courses and make your district, school, and individual professional development plans for the coming year. Be watching in January for an updated home page with easier course searching and new offerings.

For more information, contact jbryant3@mt.gov, 406-444-3557

Educational Opportunity and Equity

Closures of Public Assistance Offices

Many schools regularly refer families and unaccompanied homeless youth to state Office of Public Assistance locations for help applying for SNAP (food assistance), WIC, Healthy Montana Kids insurance, or other state and federally funded benefits. Effective January 16, 2018, the following Offices of Public Assistance will be closed due to budget cuts in accord with [MCA 17-7-140](#) and the results of the Montana legislature's special session: Chinook, Choteau, Columbus, Cut Bank, Deer Lodge, Dillon, Glendive, Malta, Red Lodge, Shelby, Sidney, Forsyth, Conrad, Big Timber, Plentywood, Fort Benton, Roundup, Thompson Falls, and Livingston.

These local offices are where persons would go to sign up for SNAP benefits (food assistance) in person. People can still sign up for SNAP benefits online at <https://apply.mt.gov/>. There is also a DPHHS helpline phone number: 1-888-706-1535, and an informational website here: <http://dphhs.mt.gov/hcsd/snap>.

The Montana Food Bank Network also provides SNAP Application Assistance at the following website: <https://mfbn.org/snap-assistance/> - Their SNAP outreach coordinator can be reached at 406-239-6475.

Potential Funding for Students Displaced by Disasters

Included in the \$81 billion disaster relief spending package currently being considered in Congress is \$25 million in additional McKinney-Vento funding to help children and youth who are homeless and displaced due to disasters. For schools here in Montana, these children include families who have moved to our state due to the impacts of hurricanes Harvey, Irma,

and Maria. It also includes children who were displaced and were counted as homeless due to the impacts of wildfires that were declared federal disasters.

If you have enrolled students displaced by hurricanes, or have local students who were displaced by wildfires, each LEA will need to maintain that data. If funds become available in Montana, the OPI will ask schools to submit student level information for each student impacted by eligible disasters.

If you have not reported information on the numbers of students enrolled in your LEA who were impacted by hurricanes or wildfires the OPI is asking that the data be submitted to the State Coordinator for Homeless Education as soon as possible. This information is being shared with national advocacy groups who are working with Congress to finalize funding on the overall disaster relief bill.

For more information, contact Heather Denny at hdenny@mt.gov or 406-444-2036.

Professional Development for Homeless Liaisons

ESSA requires that each district appoint a staff person to serve as the homeless liaison. This person must obtain professional development related to the need to identify and serve students experiencing homelessness. The Montana State ESSA Plan requires all district level liaisons obtain a minimum of three hours of professional development related to the needs of students experiencing homelessness on a yearly basis. Liaisons in districts that have received McKinney-Vento sub-grant funds must receive a total of seven hours of professional development related to the needs of students experiencing homelessness on a yearly basis.

Information on professional development opportunities for homeless liaisons is located on the OPI's Education for Homeless Children and Youth Program [webpage](#). Free webinars are available through the [National Center for Homeless Education](#) and [School House Connection](#). In person training is available at the [State Title I Conference](#) or by scheduling an event with the State Coordinator.

For more information, contact Heather Denny at hdenny@mt.gov or 406-444-2036.

McKinney-Vento Homeless Education Grants Awarded

McKinney-Vento Homeless Education Grants have been awarded for the 2017-2018 school year to the following programs: Belgrade, Billings, Bozeman, Browning, Butte, Great Falls, Hays-Lodgepole, Helena, Kalispell, Missoula, Columbia Falls, Lame Deer, and Wyola.

Last school year these districts provided services to over 3,100 of the more than 3,600 students identified as living in a qualifying homeless situation here in Montana. The OPI's Education for Homeless Children and Youth (EHCY) Program continues to focus on making sure that all eligible students are identified and have access to the services required under ESSA, such as

free school meals, transportation, immediate enrollment, and the right to remain in their school of origin.

More information on the EHCY Program can be found on the program [webpage](#).

For more information, contact Heather Denny at hdenny@mt.gov or 406-444-2036.

Census Data Review

The OPI has received 2016 Census Data from the United States Department of Education (USED). This data will be used to determine state level Title I allocations. Districts are encouraged to review these numbers, and then send any corrections or concerns to the appropriate contact at USED. [More information on census data review for Title I allocations](#)

For more information, contact [Shawna Pieske](#) or call 406-444-5660.

2018 OPI Title I Conference

[Registration is now open](#) for the 2018 OPI Title I Conference which will be held March 27-28, 2018, at the Radisson Colonial Hotel in Helena, MT. This year's keynote speaker is Katie Garner, an internationally known educator, author, and literacy consultant. The cost to attend the conference is \$150. This includes two light breakfasts and two full lunches.

For more information, contact [Shawna Pieske](#) at 406-444-5660

2018 OPI Title I Conference Presenters Needed

The Title I Unit needs presenters for the 2018 Title I Conference which will be held in Helena, MT, March 27-28, 2018. Sessions are needed for all grade levels in all subject areas. Accepted presenters receive two free nights at the conference hotel and a paid registration to the conference which includes two breakfasts and two lunches.

For more information, contact [Shawna Pieske](#) at 406-444-5660

Accreditation and Educator Prep Division

2018 Montana Advanced Placement® Summer Institute, June 25-28, 2018, in Missoula, Montana

Montana AP® Summer Institute subject areas have been announced. All workshops are fully endorsed by the College Board. Five Subject Areas will be offered:

- AP® Calculus AB,
- AP® Chemistry,

- AP® English Literature and Composition,
- AP® Spanish Language and Culture, and
- AP® United States Government and Politics.

Target participants for these workshops are:

1. teachers who will begin new AP® courses in Montana;
2. teachers who currently offer AP® courses, seeking to update their knowledge and skills;
3. teachers of AP® US Government and Politics who need to revise the course syllabus to align with the re-written course; and
4. teachers who serve as distance-learning facilitators for AP® courses through the Montana Digital Academy or other remote providers.

Details:

- Online information and registration will be available January 16, 2018.
- Cost is \$500 for the 30-hour workshop until April 25, 2018; after this date, cost increases to \$525. A \$50 lab fee is charged for AP® Chemistry only.
- Lunches are included for the four days. Travel and lodging are not included.
- Two graduate credits (at an additional cost) or 30 renewal units (free of charge) are available.
- Participation is limited to 30 in each subject area. This institute is open to participants outside the state of Montana. College Board national promotion begins in February. Register early to ensure space is available.
- Link to the College Board’s instructions on how to start a new AP® course at your school: [How to Start an AP Course](#).
- Link to the College Board’s scholarship program for Rural Fellows. Teachers from rural, high poverty high schools can be reimbursed up to \$1,500 to cover costs of attending an AP® Summer Institute (submission deadline is February 15, 2018). Montana applicants have been successful in the past: [AP Mentoring & Rural Fellows](#).

AP®, Advanced Placement, and Advanced Placement Program are registered trademarks of the College Board. Used with permission.

For more information, contact [Julie Cruse](#) 406-444-0769

Application Due Date for Variances to Standards—3/5/2018

The Board of Public Education rule, “Variances to Standards” (ARM 10.55.604), allows accredited schools to implement a variance to standards designed to meet or exceed results under established standards. Implementation of the variances to standards will be in September 2018. Districts interested in seeking a variance to a standard must submit a [Variances to Standards application](#) by March 5, 2018.

The variance to standards rule requires local boards of trustees to produce evidence of local public participation and evidence that the board officially approved the variance to standards application before submission to the Variances to Standards Review Board.

For more information, contact [Patty Muir](#), 406-444-4317 or [Linda Vrooman Peterson](#), 406-444-5726.

2018-2019 Course Code Updates

Several changes have been made to the 2018 – 2019 Montana Secondary and Prior to Secondary course codes. You can find a list of added, archived, and changed course codes for FY 2018 – 2019 on the Accreditation and TEAMS Web sites. In order to correctly report in TEAMS, please use the updated course codes as you schedule classes for FY 2018 – 2019.

For more information, contact [Patty Muir](#), 406-444-4317 or [Linda Vrooman Peterson](#), 406-444-5726.

School Finance Division

School Elections

Candidate filing continues through Thursday, March 29. No signatures are required for a candidate's name to appear on the ballot. Please verify the candidate's signature on the Declaration of Intent and Oath of Candidacy with the county election administrator and verify the candidate's voter registration status.

The deadline for passage of all election resolutions is Tuesday, February 27. This is a non-legislative year, and the request for a general fund levy must be included in this election resolution. If the district is planning to conduct the election by mail ballot, the deadline to submit a mail ballot plan to the Secretary of State is Friday, March 9.

The Election Handbook and Calendar are available on the OPI School Finance Election Resources webpage.

For more information, contact Nicole Thuotte, nthuotte@mt.gov 406-444-4524.

Salary and Compensation Expenditure Reporting

[MAEFAIRS](#) is currently available for the salary and compensation expenditure reporting. The Salary and Compensation Expenditure Report requires that all employees who received a paycheck during 2016-17 fiscal year be entered into the district's 2016-2017 TOE data. For many districts, the 2016-17 TOE did not include employees hired after the [TEAMS](#) application was closed. The missing employees can be entered into the compensation expenditure TOE screen in TEAMS.

Districts are able to access their TOE from the previous year by simply logging into TEAMS, System tab, and the TOE (for the previous year) is located at the bottom of the dropdown.

The Compensation Expenditure Report is due January 5, 2018.

For TEAMS/TOE information, contact [Patty Muir](#), (406) 444-4317

For MAEFAIRS information, contact [Mari Haefka](#), (406) 444-1960

2nd Semester Bus Inspections

By January 31 buses must have passed inspection in order to operate on a bus route.

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

Official Enrollment Count Date

The official spring count day is Monday, February 5, 2018. MAEFAIRS Student Count for ANB must be submitted *no later than Friday, February 9, 2018*. The short reporting period is necessary to allow the School Finance Division the time needed to issue Preliminary Budget Data Sheets by the March 1st deadline.

Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance, should be submitted to the OPI *prior* to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.

For MAEFAIRS questions, or to correct data once it has been submitted, please contact Nica Merala at 406-444-4401 or 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 opiainhelp@mt.gov.

For more information, contact [Nica Merala](#), 406-444-4401

Impact Aid

The deadline to submit 2019 Impact Aid applications is Wednesday, January 31st, 2018 at 9:59 pm, Mountain Standard Time. Applications are submitted electronically through the [G5 electronic application](#). Applicants must also submit their signature page, assurances and their Indian Policies and Procedures (IPP) document (if applicable) by the application deadline. Applications submitted after the deadline are subject to a late payment penalty of 10%. Applications more than 60 days late will not be accepted.

Data sheets are available on the OPI webpage, under Title & Other Federal Programs [Impact-Aid](#).

The survey date may be any day between the 4th day of school and January 31st. Please be sure to use the most recent survey/source check forms available on the U.S Department of Education (DOE) webpage. Any variations to those forms must be approved by a DOE analyst.

After submitting the application through G5, districts are required to send a copy to the OPI for review. Applications may be sent via email, fax or regular mail to the addresses below:

Email: nthuotte@mt.gov

Fax: (406) 444-0509

Regular Mail: PO Box 202509, Helena, MT 59620

For more information, contact Nicole Thuotte, nthuotte@mt.gov 406-444-4524.

Indian Education

12th Annual Indian Education for All Best Practices Conference

March 4-5, 2018 at Carroll College in Helena

Join us for our annual Indian Education for All conference in March 2018. (*Please note that the date AND location have changed since the original Save the Date notice went out). On Sunday, March 4, we will host six Mini-Institutes from 1 p.m.- 4 p.m. On Monday, March 5, we will have a welcoming and Keynote session starting at 8 a.m., followed by breakout sessions until 4:30 p.m.

On Monday, March 5, we will also award an educator the Advocacy Award for Excellence in Indian Education. We are seeking nominations through January 3, 2018. To learn more about the award and the nomination process click [here](#).

Registration for the conference is limited so don't delay, register [here](#) today.

Contact Jennifer Stadum or Joan Franke at 406-444-0725 or 406-444-3694 or email jstadum@mt.gov or jfranke@mt.gov should you have any questions.

Health Enhancement and Safety Division

Operation Prevention Video Challenge

Prescription opioid misuse and heroin use have reached epidemic levels, but you can help change that. High School students have the power to send a message to their peers about the dangers of prescription opioid misuse. Let your High School students know they can grab a camera, recruit their friends, and submit a video for a chance to win \$10,000 and other prizes.

Learn more go to [Operation Prevention](#).

For more information, contact hmook@mt.gov 406-444-0773.

#LetsTalk

The #Let'sTalk App provides youth, their friends, and family resources to assist in mental health challenges and suicide awareness and prevention. Having information directly available to them via an app from approved sources elevates the worry of them finding questionable sources of information on the Internet or information that is too technical. It can provide geo location of safe spaces for those in crisis, showing the nearest trained professionals for help, and resources for those or friends of those coping with depression and suicidal thoughts or attempts.

For more information or to download the App go to OPI's Suicide Prevention [Website](#).

For more information, contact hmook2@mt.gov 406-444-0773.

2016 School Health Profiles Comparison Report

The comparison report of Montana and U.S. results from the [2016 School Health Profiles \(Profiles\)](#) is now available on OPI's Health Enhancement web site. The Profiles is a survey completed by school principals and health education teachers regarding school health policies, practices, programs and health education implementation in schools. The easy-to-view 30-page report displays differences between Montana and U.S. results for health education curriculum, tobacco policy, vending machine and snack food availability, healthy eating strategies, bullying and sexual harassment policy and other health-related topics.

For more information, contact scourt@mt.gov at 406-444-3178.

2018 School Health Profiles

The 2018 School Health Profiles (Profiles) will be conducted during February. Questionnaires for the Profiles will be mailed to the school principal and the lead health education teacher in Montana secondary schools. The Profiles assesses some information related to 8 of the 10

components of the Whole School, Whole Community, Whole Child Model: health education; physical education and physical activity; health services; counseling, psychological and social services; nutrition environment and services; social and emotional climate; family engagement; and community involvement. More information on the Profiles is available on [OPI's Health Enhancement](#) web site. For more information, contact scourt@mt.gov at 406-444-3178.

Save the Date: Montana Traffic Education Conference

The 2018 Montana Traffic Education Conference will be April 22-24 at the GranTree Inn in Bozeman. This conference is co-hosted by the Office of Public Instruction and the Montana Traffic Education Association. Up to 16 OPI renewal units are available. Registration will begin March. Visit the [MTEA website](#) for details.

For more information, contact Fran Penner-Ray, fpenner-ray@mt.gov, 406-444-4396.

TE01 District Application for Traffic Education Programs

If you offer a spring and/or summer traffic education program and have not yet submitted your 2018 school year application, please submit the TE01 District Application before you begin classes for the year. The 2018 application is for classes ending before June 30, 2018. Summer courses that end on or after July 1, 2018 should use the 2019 school year for the TE01 application and reporting.

Refer to the updated [Traffic Education Standards and Requirements](#) handbook for the operation of state-approved Traffic Education Programs in Montana.

For more information, contact Patti Borneman, pborneman@mt.gov, 406-444-4432.

Great Falls School Wellness Policy Workshop

The third offering of regional School Wellness Policy Workshops, hosted by [Montana Team Nutrition](#), is being offered in Great Falls on January 31st, 2018 from 12:30 to 4:00 pm. Learn more [workshop details](#) and [register](#) today!

This workshop will be repeated in Butte, Kalispell and Miles City in the fall 2018. If you would like to host a school wellness workshop for your area, we are happy to provide the training and/or technical assistance.

For more information, contact [Katie Bark](#) 406-994-5641.

Webinar Wednesdays

Webinar Wednesdays are free, one-hour webinars that occur each Wednesday from 2 to 3 p.m. No registration necessary. Join us in January for menu planning, offer versus serve, Montana Harvest of the Month, and Spice It Up (menu planning tips for lower sodium). See the [School](#)

[Nutrition Programs Webinar Wednesday Calendar](#) for more details. To participate in the webinar go to [Webinar Wednesdays](#).

For more information, contact [Clay Hickman](#) 406-444-2501.

Let's Eat: Engaging Students in Making Healthy Food Choices

Looking for a low-cost way to boost participation in your school meals program? See how Montana schools are engaging students in creating positive changes to school menus, salad bars, and lunchrooms to increase participation and decrease food waste. This [free guide](#) provides 6 hands-on lessons for middle and high school students to use behavioral economics to attract more customers and nudge them to select healthy choices.

For more information, contact [Molly Stenberg](#) 406-994-7217.

Share Your Farm to School Story to Win- Due Dec 31

Share your [Farm to School Month](#) (October) or Montana Crunch Time story, recipe, or photo for a chance to win a commercial-grade 5-gallon salad spinner for your school food service program. Use the [Share Your Story form](#) and the upload document box (below the submit button) to enter your stories, recipes, or photos between October 1 and December 31 at 11:59pm.

For more information, contact [Aubree Roth](#) 406-994-5996.

OPI Awards \$55,000 in School Nutrition Equipment Grants

In December 2017, The Office of Public Instruction (OPI) awarded 11 school districts participating in the National School Lunch Program (NSLP) a \$5,000 equipment grant. Funding for these competitive grants is provided by the Fiscal Year 2017 Agriculture Appropriations Act and is designed to help school districts provide healthier meals that meet updated meal patterns, increase fruits and vegetables, improve food safety, and expand access. Grant recipients include:

DeSmet Elementary	Dixon Elementary	Dodson K-12
East Glacier Park Elementary	Fairfield Public Schools	Fort Benton Schools
Libby K-12 Schools	Ramsay Elementary	Saco Public Schools
Superior K-12 Schools	Wolf Point Public School	

For more information, contact [Camille McGoven](#) 406-444-4415.

Assessment Division

NAEP

Did You Know ...

The National Assessment of Educational Progress (NAEP), also known as *The Nation's Report Card* is going digital with its biennial state mathematics, reading, and science assessments at grades 4 and 8. We anticipate results from this vital state-level data collection which provides Montana with information on how our students perform compared to other jurisdictions sometime in the spring of 2018. To learn more about this transition from paper to tablets, please watch the [Going Digital: NAEP Assessments for the Future](#).

If you can't wait for the release and want to explore past NAEP data for Montana, check out the [Nation's Report Card](#).

Contact Ashley McGrath at amcgrath@mt.gov or 406-444-3450 with any release questions.

SCILLSS

What is SCILLSS?

Nebraska, Montana, and Wyoming were identified as state partners for this US Department of Education (US DOE) Enhanced Assessment Grant (EAG). It is important to know that the end product of our SCILLSS work will not be a summative large-scale science assessment; however, our involvement in this EAG is important to give Montana the support, tools, and expertise necessary to make plans for a transition to a new re-envisioned system of assessments for science.

Did You Know...

The OPI has brought together a diverse group of stakeholders to help inform our vision and directions for this new re-envisioned system of assessments for science. Presently, the OPI is still seeking nominations for partners to serve on this Science Partner Taskforce. If you know of someone who is engaged in and invested in building a statewide system of assessments for science, and they work with special student populations and/or geographic areas, please send their contact information to us!

Theory of Action for Science Comment Period

To support our end goal (identifying meaningful and actionable data to monitor progress over time), the OPI is currently in the process of sharing its draft ["Theory of Action"](#) for comment. Should any district wish to comment on the Theory of Action, the document will be available for comment until January 15, 2018.

Contact Ashley McGrath at amcgrath@mt.gov or 406-444-3450 with any questions about SCILLSS, the Taskforce, and/or the draft Theory of Action.

ACCESS for ELLs 2.0 Test Window Opens

The annual progress monitoring assessment for English learners is the [ACCESS for ELLs](#). The test window opened on Dec. 6, 2017. In the first two weeks of testing, 3743 sessions were completed. The window runs through January 31, 2018. All currently identified English learners (ELs) must take the ACCESS for ELLs on an annual basis until they reach proficiency.

Identifying English Learners

There are three non-negotiables that all districts must have in place to ensure that English learners are identified according to federal requirements.

1. A [Home Language Survey](#) must be part of the enrollment process.
2. To identify a student as an EL the WIDA Screener or W-APT must be administered.
3. Identification decisions must be based on Montana proficiency criteria.

Watch this video for more information: [Identification of English Learners](#).

Contact Yvonne Field at yfield@mt.gov or 406-444-0748 for more information.

Assessment Division Professional Development

Interim Assessment: This month face to face trainings on implementation of the Smarter Balanced Interim assessments were provided in East Helena and Ronan.

Contact Yvonne Field at yfield@mt.gov or 444-0748 for more information.

Register Now for Making a Difference with Data!

[Register for Making A Difference With Data](#), 2018 Assessment & Data Conference. Groups of three or more registering for the conference receive a discount.

If you are a System or School Test Coordinator or an ACT Test Coordinator, you are eligible to receive a complimentary registration. Call the Assessment Division at the OPI for your TC Coupon Code (844-867-2569 or OPIAssessmentHelpDesk@mt.gov). Please note: Test Coordinators taking advantage of the complimentary registration will not qualify as part of a group registration.

February 8-9, 2018, Red Lion Hotel & Convention Center, Billings

- For reservations, please call 406.248.7151 and ask for the "OPI Assessment Room Block".

February 12-13, 2018, Radisson Colonial Hotel, Helena

- For reservations, please call 406.443.2100 and ask for the "OPI Assessment Room Block" or [reserve your room online](#).

- **The OPI Assessment Room Block rates will be held only until January 11, 2108.**
- If the Radisson Colonial is booked, we have overflow rooms available at the Fairfield Inn. For reservations there, please call 406.449.9944 and ask for the "OPI Assessment Room Block". This block will be held until January 11, 2018.

Measurement & Accountability

K-12 Data Task Force Meeting

The K-12 Data Task Force met on December 04, 2017. Information on the task force and the meeting minutes can be found [here](#).

The task force is currently seeking to fill four vacant seats:

- Parent, Elementary, Class 2 District
- Parent, Elementary, Class 3 District
- Parent, High School, Class 2 District
- Parent, High School, Class 3 District

An application form can be found on the link above.

For more information, contact [Ken Bailey](#) at 406-444-2562.

AIM Announcements January 2018

FALL CTE COLLECTION - due December 31, 2017

Follow the OPI [Fall CTE Collection Guide](#) to enter the CTE (Career and Technical Education) Post Grad Status and Date Contacted for each graduate identified as a CTE Concentrator the previous year; Verify data using State Published Ad Hoc Reports; and Re-Sync State Data after entering data/and or uploading files.

ASSESSMENT REGISTRATION COLLECTION - due January 19, 2018

Follow the OPI [Assessment Registration Collection Guide](#) to populate "Sort By" field, if applicable; Modify enrollments to reflect semester grade level changes; and Re-Sync State Data after entering data and/or uploading files.

SPRING ATTENDANCE COLLECTION – deadline February 9, 2018

Follow the [Spring Aggregate Hours Collection Guide](#) to enter aggregate hours for all students enrolled on 2/5/18.

Follow the [AIM & MAEFAIRS Verification Guide](#) to verify student enrollment and aggregate hours in AIM. This guide also has instructions for submitting the data to MAEFAIRS.

AIM Links:

- [AIM Collection Schedule](#)
- [AIM New User Guide](#)
- [AIM Staff Directory](#)
- [AIM District Contact Update Form](#)

For more information, contact Candi Standall at cstandall@mt.gov or 406-444-3495.

Educator Licensure Division

Time to Renew Your Educator License?

Greetings! A reminder to check the expiration date of your license. Click on the following link to access the Montana Educator Licensing home page. Here you will find the link for logging into your record through the Montana State Educator Information System (MSEIS), renewal information and other helpful resources: [OPI Educator Licensure](#).

January 1st of each year starts the renewal period for those whose license expires in the new year. A total of 60 professional development renewal units earned during the validity period of the license(s) are needed. With a rule change in 2015, college credits are no longer required, but may be used if desired (1 semester credit is equal to 15 renewal units; 1 quarter credit is equal to 10 renewal units).

The renewal process is now completed online by the license holder. Once logged into MSEIS, and viewing your record, click on the “Professional Development” tab on the left-hand side of your license screen. As you enter your professional development, the system adds the units. Once a total of 60 renewal units has been reached, the “Renewal” button will stand out and you may complete your renewal process. The renewal fee is \$30 per license; payable by debit or credit card.

Keep in mind, you may enter your professional development units into your record as you earn them. Make sure to retain your original, hard copy certificates should you be selected for auditing.

For more information, contact Educator Licensure at cert@mt.gov 406-444-3150.

Special Education Division

Region II CSPD

The MANDT System Training

January 26-27, 2018 (Great Falls, MT)—This training is full.

Vocabulary: The Educational Gift that Keeps Giving (3rd-HS) February 15, 2018

For more information contact cspd@blueponyk12.com or call 406-395-8550.

Region III CSPD

(All events in Billings)

- 1.10.18: Wired Wednesdays: Google Sheets-Back to Basics
- 1.18.18: Big Picture Planning
- 1.24.18: Wired Wednesdays: Digital Center Time
- 1.31.18: Trauma Informed Teaching
- 2.7.18: Wired Wednesdays: Gmail and Calendar
- 2.21.18: Wired Wednesdays: Write a Grant

[Online registration](#)

For more information, contact Debra Miller, dmiller@msubillings.edu, 406-657-2072.

Region IV CSPD

Reading Mastery with Casey McLean

January 30, 2018 8:30-4:00 Wilson School, Bozeman

Reading Mastery is designed to provide explicit, systematic instruction that is structured and sequenced. The program encompasses a variety of teaching techniques that move students toward stronger understandings and achievement of specific academic goals. Program design is based on the theory that clear instruction that eliminates misinterpretations can greatly improve and accelerate learning.

Reading Mastery is for grades K-6. The program begins by teaching phonemic awareness, sound-letter correspondence, word and passage reading, vocabulary development, comprehension and oral reading fluency. Later lessons emphasize teaching students the skills necessary to read and comprehend, to learn from expository text and to become proficient readers and writers.

This session will focus on rationale, essential lesson formats, increasing knowledge of direct instruction techniques that promote mastery teaching and learning, strengthening knowledge and use of formative assessment, making instructional decisions based on student performance and determining appropriate actions in response to common classroom issues. This course is designed for Educators in Grades K-3.

Register for Course # 7702 at Montana Professional Development Portal - pd4montana.hrmplus.net

If you need further information, contact Denielle at dmiller@bridgeband.com or Lora at griffsmeadow@gmail.com.

Region V CSPD

Conscious Discipline—Angela Fraley
January 31, 2018 Red Lion, Polson

Target Audience Pre-K thru 2 Gen Ed. & Sp. Ed Teachers/Admin, Providers

In this introductory Conscious Discipline session, participants will learn and practice classroom management and social-emotional learning skills and techniques. Conscious Discipline utilizes everyday events rather than an external curriculum, and addresses the adult's emotional intelligence as well as the child's. The participants will learn to respond to daily conflict in a way that transforms it into an opportunity to teach critical life skills using the components of safety, connection, and problem solving in the classroom, as they create a School Family.

For information and registration: [Western Montana CSPD](#) or call 406-847-2236.

ADOS 2 Refresher Training

Lauren Swineford - PHD CCC SLP
February 15, 2018 - Hampton Inn Kalispell

This is a one-day review of ADOS 2 training complete with scoring practice and practical question review and discussion. Attendees are required to bring their ADOS manuals for reference in scoring practice. Participants are encouraged to submit questions to Dr. Swineford in advance for discussion.

For information and registration: [Western Montana CSPD](#) or call 406-847-2236.

Para Supervision Training with Barb Stimson

February 22 – Wingate, Missoula

This course provides the professional educator with core knowledge and skills to work effectively in teams composed both of professionals and para-educators. Specifically, participants will refine their knowledge of the characteristics of para-educators in education, the distinction between professional and para-educator roles and responsibilities, liability and ethical issues. This session is a continuation of Session I in August of 2017...but participants need not have gone to session I to benefit from this training. Sessions will be continued at the Summer Institute in June.

For information and registration: [Western Montana CSPD](#) or call 406-847-2236.

Data Training Session II

Prerequisite DATA Training I (fall 2017)

Rob & Reva Reynolds (and friends)

February 23 - Red Lion, Polson or March 9 - Hampton Inn, Kalispell

This is a continuation of the fall training sessions

Participants are required to bring laptops and the work they began in the fall. The last session of this training will be at the Summer Institute in Polson.

We will begin a NEW round of training sessions during the Summer Institute.

For information and registration: [Western Montana CSPD](#) or call 406-847-2236.

Effective Differentiation within Core Reading Programs with Carrie Cole

Differentiation within “HM Journeys” March 13 Red Lion, Polson

Differentiation within “McGraw Hill- Reading Wonders” March 14, Kalispell

Meeting the diverse needs of all students can seem daunting or even impossible at times. The training will focus on how to effectively (and sanely) implement, organize and manage differentiated instruction within a core reading program—including targeted interventions—to meet individual student needs. Using assessment to effectively diagnose the needs of students will also be addressed. The training will be interactive, allowing participants time to practice, plan, reflect, and make connections to their current differentiation practices.

For information and registration: [Western Montana CSPD](#) or call 406-847-2236.

SAVE the DATE: WMCSPD Summer Institute

June 12-14, 2018 Red Lion & Kwatagnuk in Polson MT

Classroom Management ER – Dr. Linda Karges- Bone

MTSS - Wayne Callender

Reading & Writing - Carrie Cole

DATA Collection & Management & Distribution - Rob Reynolds

ASD Diagnostics & Intervention - Dr. Lauren Swineford

Para Supervision Training - Barb Stimson

MATH- Rhonda Birnie

Special Ed for Administrators – Linda Maas & Megan Morris

Registration opens in March at [Western Montana CSPD](#).

Legal

School Law Books

The school law books are delayed this year due to difficulties at Legislative Services with staff turnover and a new computer system. We will send out an email to the field along with an update in the next OPI Monthly Summary when the books are ready. This will not occur until at least mid-January. The current Montana Code Annotated is available on the Legislative Services website at: [Montana Code Annotated 2017](#).

For more information, contact [Bev Marlow](#) at 406-444-4402.