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Office of the Superintendent

Updates in Montana Education

Federal Spending Bill

President Trump signed an omnibus spending bill on March 23rd that funds the federal government through the remainder of the 2018 fiscal year. This bill includes \$70.9 billion for education which is a \$3.9 billion increase over last fiscal year. It includes a \$300 million increase for Title I, level funding for Title II, and a \$700 million increase for Title IV-A. Funding for the STOP Act was also included.

School Safety

After conversations with many education partners across the state, the OPI will initiate a negotiated rulemaking committee to clarify [MCA 20-2-401](#). More information will be coming soon. The OPI's Health and Safety Division has updated our [web resources](#) for school safety.

ESSA

Schools have been notified if they fall under the designation for comprehensive or targeted support under ESSA. The OPI will begin supporting these schools in developing a needs assessment, gap analysis, and improvement plan. More information can be found [here](#).

Teacher of the Year

Nominations and applications for the 2019 Montana Teacher of the Year are open! Please help spread the word and nominate a deserving teacher. More info can be on the OPI's [website](#).

Superintendent's March Events

- 2018 Legislative Conference of the Council of Chief State School Officers
- Board of Regents [meeting](#) at the University of Montana Western
- Meeting with the Montana Chamber of Commerce to discuss youth entrepreneurship
- Meeting with Education Superhighway to discuss rural school broadband
- Jobs for Montana's Graduates banquet in Dillon
- Meeting with leaders from the Education Commission of the States
- Land Board monthly [meeting](#)
- Monthly meeting of statewide education groups
- Montana Association of School Superintendents conference
- Meeting with the Montana School Resource Officers Association to discuss school safety
- Montana Hope [presentation](#) with Jason DeShaw at Hamilton High School
- Annual Title I Conference in Helena

Follow Superintendent Arntzen on social media:  

For more information, contact [Dylan Klapmeier](#), 406-444-3559.

From the Desk of the Deputy Superintendent

As I hope you've all seen, the Montana Teacher of the Year program has been brought back into the Office of Public Instruction. With this change, we've taken the best of the program from the past and enhanced it. A key feature of the new program is that we will honor ten regional Teachers of the Year, narrow that list of ten down to three semi-finalists who will be interviewed in-person, and then the selection will be made.

Anyone in the state can nominate a teacher and the OPI will send the nominee an application or teachers can simply fill out an application for themselves. Another great option would be for administrators to personally let a teacher know that they believe they would be a good candidate and forward them the application link.

[Montana Teacher of the Year webpage](#)

[Application Form](#)

[Nomination Form](#)

For more information, contact [Tim Tharp](#) at 406-444-7325.

School Finance Division

2018 MAPT Bus Driver's Conference

The Montana Association of Pupil Transportation (MAPT) 2018 Bus Driver Conference will be held in Great Falls on June 20th-22nd at the Heritage Inn, 1700 Fox Farm Road. The conference gives drivers the opportunity to acquire their required 15 hours of training.

To register for the conference, please click on the following link: <http://mapt.webs.com/>
The award applications can also be found on the MAPT website.

For more information, contact [Donell Rosenthal](#), 406-444-3024

Montana School Bus Standards

With the approval of HB 355 the 2017 Legislative session revised the definition of "school bus" to include vehicles which are designed to carry 10 or fewer passengers to and from school and removal of the CDL requirement for drivers of the new bus type E. This will also allow districts to receive reimbursement at a .50 rate. As a result, the School Bus Standards were revised to incorporate the changes of this legislation.

The OPI submitted a request to the Board of Public Education for a change in the Montana School Bus Standards to include this new school bus Type E. The OPI anticipates these new standards to take effect by July 1, 2018.

A hearing will take place April 23, 2018 at the Office of Public Instruction at 1227 11th Avenue.

For questions or information regarding the hearing, you may contact Donell Rosenthal at 444-3024 or email drosenthal@mt.gov. You may also contact Kara Sperle at 444-3249 or email ksperle2@mt.gov.

Facilities Condition Inventory Reports

Great news! The website that previously housed the facilities condition inventory reports (as required in SB 307) is back up and running. A big thank you to Department of Commerce for getting this working again.

The website is linked to the OPI School Finance website located [here](#) or can be directly found [here](#).

The OPI run FCI reports are still located on our website if they are needed. Again, the OPI run reports were from a copy of the original database which housed these reports. The website link is user friendly and allows users to view more information than the reports run by OPI. If there are discrepancies in the reports, it is recommended to use the reports housed on the interactive website.

For more information please contact [Kara Sperle](#), (406) 444-3249

Upcoming School Election Deadlines

- Thursday, April 5th (by 5:00 pm) - Deadline for trustee candidates to withdraw from the election.
- Thursday, April 5th (by 5:00 pm) - Deadline for write-in candidates to file for a trustee position.
- Friday, April 6 - Election administrator certifies the ballot. Trustees must finalize levy amounts prior to this date.
- Friday, April 6 - Election by Acclamation and cancellation of election. If the number of candidates is less than or equal to the number of open positions, the district, with proper notice, may cancel the election. The district may choose to cancel one election and run another. Send a copy of this notice to the county election administrator to aid in the process of late registration.
- Friday, April 6 - Deadline to notify election judges of appointment.
- Monday, April 9 - Close of regular voter registration. Late registration begins Tuesday, April 10th.

- Thursday, March 29th through Saturday, April 28th - Notice of Election is posted. Notice must be posted in a newspaper of general circulation (if there is one available in the district), in 3 public places with the district, and on the district's webpage for the 10 days prior to the election (if active). Supplemental notice must include the date of the election, voting locations and hours, each proposition to be considered, the number of trustee positions and the length of the term, where and how absentee ballots may be obtained, and where and how an elector may obtain a ballot on election day. The notice should be posted after the ballot has been certified.
- Wednesday, April 18th - Deadline for absentee ballots to be available.
- Wednesday, April 18th through Monday, April 23rd - Mail ballots mailed. All ballots must be mailed on the same day.
- **NEW Saturday, April 28th through Sunday, May 6th – Absentee Ballot Counting Notice. Districts must publish in a newspaper of general circulation a notice indicating the method that will be used for counting absentee ballots and the place and time that the absentee ballots will be counted on election day. May be combined with the regular election notice ONLY if the regular election notice is published ON the 10th day prior to the election.
- Monday, May 7th at Noon - Deadline for absentee ballot requests.
- Monday, May 7th from Noon to 5:00 pm - Late registration closed. Elections may continue late registration on election day.
- Monday, May 7th - County election administrator delivers a certified copy of the lists of registered electors for each voting location.
- Tuesday, May 8th - ELECTION DAY!

For more information, contact [Nicole Thuotte](#) at 406-444-4524

Content Standards and Instruction

Looking Ahead to Content Standards Revision in 2018-19

Access content standards documents and other information on the [OPI K-12 Content Standards and Revision](#) webpage.

Feedback questionnaires and resource documents for the content standards revision process are open for the topics below. The information gathered through the brief set of questions will help guide the standards revision process. Please share the links with interested staff. The voice of Montana educators is essential to inform how challenging academic standards are defined for our students.

- [Computer Science](#)
- [Career and Vocational Technical Education and Workplace Competencies](#)
- [Technology and Library Media/Information Literacy](#)
- [Social Studies](#)

For more information, contact Colet Bartow, Content Standards and Instruction, cbartow@mt.gov

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.

Looking for a quick overview to share with staff or trustees? Here is [a short promo video](#) (3:31) that explains what the Hub is.

For more information, contact OPILearningHub@mt.gov.

Spring and Summer 2018 Professional Development Planning

Learn about professional development on the [OPI Professional Learning Opportunities Portal](#) – online, in-person, and blended learning opportunities offered from a variety of professional development providers. Search by location, date, and topic.

For more information, contact opicsi@mt.gov.

CSI at the MBI Summer Institute

Join members of the CSI Staff for a great slate of workshops that focus on Math, Science, and Writing and highlight OPI resources. [Registration for the conference](#) opens on April 2, 2018.

Monday, June 18

- Science Roll-Out, STEM in Action! With Judy Boyle and Michelle McCarthy (CSI)
- Discover the Learning Hub & Experience a Group Course to Guide School-wide Literacy Instruction with Jessica Bryant, Christy Mock-Stutz, and Cari Russell
- Making Math Accessible to All with Marisa Franklin

Tuesday, June 19

- Make Math Class Fun Again! Session 1 with Jake Warner, Brooke Taylor, Rusty Bowers
- Make Math Class Fun Again! Session 2 with Jake Warner, Brooke Taylor, Rusty Bowers
- How Writing and Reading Intersect: K-2 Writing Strategies with Christy Mock-Stutz
- How Writing and Reading Intersect: Strategies to teach writing in the 3-5 classroom with Christy Mock-Stutz
- Science Roll-Out, Elementary STEM in Action! with Judy Boyle and Michelle McCarthy
- Science Roll-Out, High School STEM in Action! with Judy Boyle and Michelle McCarthy

Wednesday, June 20

- EARLY BIRD: Be the CHAMPS for your students! with Marisa Franklin
- Are You Too Helpful in the Math Classroom? with Jake Warner
- STREAM: Algebraic Thinking with Maggie Guttormson

Thursday, June 22

- EARLY BIRD: Connect and Collect: Navigating the OPI Website with Colet Bartow
- Math Teachers' Circle with Fred Peck, Ke Wu, David Erickson
- LUNCH AND LEARN: Montana's Content Standards: An Update on Process, Resources, and Professional Development with Colet Bartow

Accreditation and Educator Preparation

Corrective Plans

If a school is in Advice or Deficiency accreditation status for 2017-2018, a corrective plan will be due by June 1, 2018.

The Corrective Plan form will be available on the [OPI School Accreditation website](#) on April 2, 2018.

For more information, contact [Patty Muir](#) 406-444-4317, or [Nathan Miller](#) 406-444-2410.

Digital Content Providers Registered in Montana Annual Reporting

Pursuant to Administrative Rules of Montana (ARM) 10.55.907(5)(b), registered digital content providers serving Montana schools are required to provide an annual report to the Montana Office of Public Instruction by *June 1, 2018*.

For more information, contact [Patty Muir](#) 406-444-4317.

ARM 10.55.907(5)—Distance, Online, and Technology Delivered Learning

“(5) Digital content providers serving Montana schools accredited by the Board of Public Education shall:

- (a) annually, by the first Monday in August, register with the Office of Public Instruction;
- (b) annually, by the first Monday in June, identify the Montana school districts served in the current school year by the digital content provider, including the courses and student enrollments for each school district served; and
- (c) document the professional qualifications, including Montana teacher licensure and endorsement, of their teachers of distance, online, and technology-delivered programs and/or courses by providing names and credentials of other licensing entities, when not licensed and endorsed in Montana.”

Email the report to [Patty Muir](#). For more information, contact [Patty Muir](#) 406-444-4317.

FY2019 Montana Course Code Changes

Montana state course code changes have been made for the 2018-2019 school year. [Click Here](#) to find a complete listing of FY2019 Course Codes with endorsements.

Prior-to-Secondary and Secondary Course Code Change documents that outline these revisions are also located on this page.

Note that this will affect your Teacher Class uploads for the Annual TEAMS Report in the Fall. For more information, contact [Patty Muir](#) 406-444-4317, or [Nathan Miller](#) 406-444-2410, or OPITEAMS@mt.gov.

Accreditation Tip of the Month

§20-1-301, MCA School fiscal year

20-1-301. School fiscal year. (1) The school fiscal year begins on July 1 and ends on June 30. At least the minimum aggregate hours required in subsection (2) must be conducted during each school fiscal year, except that 1,050 aggregate hours of pupil instruction for graduating seniors may be sufficient. The minimum aggregate hours required in subsection (2) are not required for any pupil demonstrating proficiency pursuant to **20-9-311(4)(d)**.

(2) The minimum aggregate hours required by grade are:

- (a) 360 hours for a half-time kindergarten program or 720 hours for a full-time kindergarten program, as provided in **20-7-117**;
- (b) 720 hours for grades 1 through 3; and
- (c) 1,080 hours for grades 4 through 12.

§20-1-101(13) MCA

(13)(a) "Minimum aggregate hours" means the minimum hours of pupil instruction that must be conducted during the school fiscal year in accordance with **20-1-301** and includes passing time between classes.

ARM 10.15.101(46)

(46) "Pupil instruction time" includes time spent in organized instruction, structured recess periods for which there has been an identifiable effort to provide guidance and structure and which are directly or indirectly under the supervision of a certified teacher, and passing time between classes.

ARM 10.55.906 (1)(b)

(b) Passage of time between classes may be counted toward the standard school day but shall not be counted toward class time.

For more information, contact [Patty Muir](#) 406-444-4317.

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

- Great professional development from experienced AP® teachers and exam readers.
- Fully sanctioned by the College Board.
- Register by April 25 to take advantage of the early registration discount.
- Workshops are conducted by exemplary instructors recommended by the College Board in five subject areas.
 - AP® Calculus AB

- AP® Chemistry
- AP® English Literature and Composition
- AP® Spanish Language and Culture
- AP® United States Government and Politics
- Note that AP® United States Government and Politics has undergone a course update. The course and exam have been substantially altered. High school teachers of this course are strongly encouraged to attend an AP® Summer Institute.
- Montana educators report that their participation in an AP® Summer Institute much improved their teaching abilities. Don't miss out on some of the best professional learning available in Montana. Tuition is \$500 (that's \$125 per day).

For information on the institute, review the [online Montana Institute Placement® Summer Institute flyer](#), or [click here to register](#).

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

Information Technology Services

Jobs for Teachers Service

It's that time of year again when schools, districts and educators are looking at filling positions and finding new opportunities. We would like to remind you that the OPI's Jobs for Teachers Service, located at <http://jobsforteachers.mt.gov>, provides easy access to K-12 education job opportunities in Montana and is free to use.

Any Montana K-12 public or private school and special education cooperatives accredited through the Montana Office of Public Instruction may post jobs via the service. Entities located outside of the State of Montana are not eligible to use the service to post jobs at this time. Job seekers can use the service to search for jobs and create and store a résumé that is searchable by prospective employers.

Please note that while the system is available to anyone to use, some locations outside of the USA are blocked from accessing the service due to security concerns.

Please visit the [Jobs for Teachers frequently asked questions \(FAQ\) page](#) for more information and to sign up!

You can also contact the Jobs for Teachers team directly at opij4t@mt.gov or 406.444.2712 or use our contact form located [here](#).

Educational Opportunity and Equity Division

2018-19 Private/Nonpublic Consultation Agreements

Under the Every Student Succeeds Act of 2015 (ESSA), public schools which have private/nonpublic schools inside their district boundaries that are participating in federal programs must hold consultation meetings with those entities to go over the rules for each federal program. Under the ESSA, districts are required to submit the results of the consultation (proof of the meetings and equitable share service agreements-if needed) to the OPI for review. Districts are strongly encouraged to complete the required consultation by June 30, of each year. Final agreements must be submitted to Jack O'Connor, Private School Ombudsman, no later than July 31, of each year for review. In special circumstances where the agreements may not be in place by July 31, districts are required to submit a request to the Private School Ombudsman for an extension.

For more information, contact Jack O'Connor at joconnor2@mt.gov or 406-444-3083.

2018-19 Private/Nonpublic School Participation in Federal Programs

The Montana Office of Public Instruction has mailed out to districts the annual notification to inform private/nonpublic schools of their right to participate in federal educational programs. These notifications are due back to the OPI no later than April 13, 2018. Please note that the timelines have been moved up by one month from previous years.

For more information, contact Jack O'Connor at joconnor2@mt.gov or 406-444-3083; or Andy Boehm at aboehm@mt.gov or 406-444-0275.

Health Enhancement and Safety Division

2018 School Health Profiles Completed

The 2018 Montana School Health Profiles (Profiles) has been completed with 87% of principals and 80% of health education teachers returning questionnaires from nearly 300 middle and high schools. The OPI is thankful for educator's time and thoughtfulness spent in responding to the Profiles. The principal's questionnaire is an assessment of school health policies and practices, while the health education teacher's questionnaire is an assessment of health education programs and their implementation. Since 1994, the Profiles has been conducted by the OPI through a cooperative agreement with the U.S. Centers for Disease Control and Prevention. Results of the [2016 Profiles](#) are on the OPI's Health Enhancement web page.

For more information, contact [Susan Court](#) at (406) 444-3178.

Montana Traffic Education Conference – April 22-24, 2018

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. Please register by April 16, 2018. Visit the [MTEA website](#) for details.

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

Need to renew your approval to teach Traffic Education? New online TE05 form!

Traffic education instructors with an endorsement and those working toward their endorsement must submit a TE05 form to the OPI to renew approval to teach traffic education. This approval usually expires the same year your educator license expires. The TE05 form is due before September 30. You may also submit it as soon as your educator license is renewed. [Use the new online submission form!](#)

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

Register now for a Montana DRIVE Summer Workshop!

Take a Montana DRIVE advanced driving workshop this summer and become a safer driver. This behind-the-wheel workshop is popular with school bus drivers for required training hours. Teachers can take the workshop for one college credit if they stay an extra day to student teach and write a paper. Registration costs less than a crunched bumper and, in many cases, successful completion of this workshop can lower auto insurance rates.

Operated by the Office of Public Instruction and on track in Lewistown since 1979, these one-day workshops help drivers learn and practice techniques for managing and avoiding risky driving situations. Adult workshops cost \$330. Visit the [Montana DRIVE web page](#) to view the calendar and learn more. The one-day workshops start June 4 and end August 9 (no workshops the week of July 2-6).

Teen workshops are scheduled for July 23, 24 and 25 (July 23 is currently sold out). Teen drivers are invited to apply for a State Farm scholarship to offset the cost of the one-day advanced driving workshop from \$290 to \$90. Teens with at least six months of driving experience need to submit an application that includes a short essay to be considered for the scholarship and to reserve their selected workshop date. Visit the [Teen Workshops page](#) to learn more and apply online.

Sign up for the [Montana DRIVE E-News](#) for registration reminders and periodic updates throughout the workshop season.

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

Learn more about AEDs and First Aid in Schools

Is your school prepared in the event of a cardiac emergency? A new Montana law (MCA 20-7-1315) encourages Montana school districts to provide a program of study in first aid and cardiopulmonary resuscitation (CPR), install automated external defibrillators (AED), and train staff in the use of this life-saving equipment. The law also directs the Office of Public Instruction to help school districts find appropriate resources for cardiac readiness, CPR educational materials, AED purchase, grant funds, and staff training in AED use and CPR.

Visit the new [AED and First Aid in Schools webpage](#) for these resources and other links related to AEDs and first aid.

For more information, contact Karin Billings, Division Administrator, kbillings@mt.gov, 406-444-0829 or Janet Trethewey, Ed.D., Cardiac Ready Communities Program Manager, JTrethewey@mt.gov, 406-444-0442.

Resources for Dealing with Traumatic Events in Schools

The national [Center for School Mental Health](#) has compiled a [list of web-based resources](#) to assist school administrators, educators, health and mental health providers, parents/guardians, and other caring adults to better support students following traumatic events such as school shootings. They hope that these resources can help communities to cope with, respond to, and heal from crisis events. In addition, some of the resources offer recommendations on how schools and communities can work together to promote safe and supportive learning environments in every school.

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

Comprehensive School and Community Treatment

In the Fall of 2017, the Office of Public Instruction contracted with Loveland Consulting to conduct an evaluation of current Comprehensive School and Community Treatment (CSCT) programs in Montana and develop recommendation and guidance to align CSCT programs with best and evidence-based practices. This report titled [Evaluating Comprehensive School and Community Treatment](#) also provides recommendations for CSCT partners to operate effectively within the existing CSCT regulatory and billing framework. The OPI continues to partner with the [Department of Public Health and Human Services](#) (DPHHS) [Children's Mental Health Bureau](#) (CMHB) and has developed a [CSCT webpage](#) to give further guidance and resources to schools.

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

Tools for Schools

The OPI's [Montana Suicide Awareness and Prevention School Resources webpage](#) has new tools for schools. Please check out the [Mental Wellness Statement Coping Cards](#), [Montana's CAST-S](#), and the Suicide Prevention Resource Center's Suicide [Effective Suicide Prevention strategies](#).

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

Nominate your School Nurse!

The Montana Association of School Nurses (MASN) School Nurse of the Year Award is presented annually to publicly recognize and honor a practicing registered nurse for outstanding contributions in the specialty of school nursing. The SNOY is chosen at the MASN Spring Meeting to serve throughout the following school year, and the award is presented at the Fall Meeting. [School Nurse of the Year Application](#)

For more information, contact Tracy Moseman at tmoseman@mt.gov 406-444-3000.

Summer Food Service Program Updates

School's still in session but the Summer Food Service Program (SFSP) is gearing up for another fun filled season of food, fun, and sun!

Already a SFSP sponsor? Start your 2018 application in [MAPS](#) today. The deadline to complete 2018 SFSP applications is May 4th. Sponsors, remember to put a SFSP workshop on your calendar. All program sponsors are required to attend a state agency workshop before beginning operations. Join OPI School Nutrition Programs staff for one of two ways to meet the training requirement:

1. Attend the 2018 Summer Summit on April 20th in Helena ([register here](#)) OR
2. Join us for a [SFSP Webinar](#) offered March to June.

March 28	Summer 101
April 18	Summer 101
May 2	Summer 101
May 16	MT Harvest of the Month with SFSP
June	TBD

Not a SFSP sponsor but want to learn more about how to prevent summer slide by starting the SFSP in your community? Visit the Montana SFSP [webpage](#)!

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

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 April!

April 4 Salad Bar Best Practices

April 11 Farm to School Success Stories

To participate in the webinar go to [Webinar Wednesday](#).

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

MT Harvest of the Month Taste Test Competition

Ready, set, taste test! The Montana Harvest of the Month Taste Test Competition is now open! Students can research, prepare, and serve taste tests until April 30, 2018 and submit an entry each month to win \$100 for their school or student club. The Montana Harvest of the Month program showcases Montana grown foods in Montana schools and communities.

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

Registration Open for MTSNA Conference

The Montana School Nutrition Association is hosting the annual school food service summer conference June 26-28, 2018 in Great Falls, MT. Consider registering school food service employees in order to meet USDA professional standard [requirements](#) for the 2018-19 school year. Staff will have the opportunity to participate in hands on workshops, network and engage with other school food service staff from around the state, and learn new approaches and best practices for school breakfast, lunch, snack, and summer child nutrition programs. Did you know that members of MTSNA receive a discount on conference fees and are eligible for a [conference scholarship](#)? Encourage your employees to [become a member](#) today!

To register, please visit <http://www.mtsna.org>

For more information, contact tray@mt.gov 406-431-2920.

Honor Your School Food Service Employees

OPI School Nutrition Programs would like to recognize your School Nutrition Employee staff with 20 or more years of uninterrupted service to the profession. We would also like to recognize your retiring staff that have 20 or more years of service as a School Nutrition Employee.

A *Food Services Years of Experience* form was sent to school districts on March 26. Please use the form to submit names of foodservice employees who meet the criteria before April 20,

2018 so we can mail certificates of recognition before [School Lunch Hero Day](#) on May 4, 2018 and School Nutrition Employee Week, May 7-11, 2018.

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

Recognize School Food Service with MTSNA

The [Montana School Nutrition Association](#) provides an opportunity to recognize the outstanding work of school food service staff at your school district. Awards include [1\) Professional of the Year](#) [2\) Wonderful Outstanding Worker Award](#) [3\) Silver Spoon Award](#). Click on the nomination form, complete it and submit by May 1 to Brian Jones at bjones@stlabre.org.

For more information, contact [Tara Jones](#) 406-431-2920.

Have you heard about Recess Before Lunch?

Recess Before Lunch (RBL) allows students to play (go to recess) first, and then eat (have lunch). It's an effective approach to School Wellness that helps students eat well and perform well in school. It's a win-win for students and classroom teachers. 32% of Montana schools currently use Recess Before Lunch scheduling for these reasons:

- ✓ Improved student behavior on the playground, in the lunchroom and in afternoon classrooms.
- ✓ Improved lunchroom atmosphere.
- ✓ Students eat better and waste less food.

Learn more about Recess Before Lunch with Montana's updated (in 2018) [Recess Before Lunch Guide](#). Check it out for sample school schedules, planning tips, and ideas to optimize both recess time and lunch time for greater learning.

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

2018 Montana Cook Fresh School Nutrition Program Institute

Montana Team Nutrition is hosting a week-long workshop for new directors/managers designed to improve food service management and culinary skills. The [Montana Cook Fresh SNP Institute](#) will be held August 6-10, 2018 at Montana State University. Class size is limited to 20 participants so early registration is recommended. With support from Montana No Kid Hungry and the USDA Team Nutrition Grant, the cost of the workshop is only \$250. Partial lodging/meals/parking support is also included in the registration fee. Register [here](#).

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

School Food Service Director Hiring Standards

[Professional standards](#) established hiring requirements for new food service directors based on school enrollment. School districts with less than 500 students may [request approval](#) to hire a food service director candidate who does not meet education or work experience requirements. OPI School Nutrition Programs will work with school districts to meet these hiring requirements.

For more information, contact [Teresa Motlas](#) 406-444-2501

Community Eligibility Provision

[Community Eligibility Provision \(CEP\)](#) is a non-pricing meal option that benefits schools and students by improving student access to nutritious meals while reducing administrative requirements to qualify meal applications. Eligibility is based on a percentage of identified students enrolled by April 1st. OPI School Nutrition Programs will collect an April 1st snapshot in the DCA system to determine eligibility for SY2018-19.

For more information, contact [Alie Wolf](#) 406-444-4413.

Measurement & Accountability

AIM Announcements April 2018

Three Upcoming Collections

There are two student data collections that end in early April and one that is due April 30th. Districts should verify their data for each collection by the 'due date' specified in the [AIM Collection Schedule](#) on our [AIM website](#). The links to the specific user guides are provided below for each collection.

- 1. Spring CTE Collection: From Thursday, March 1st – Monday, April 30th.**
Districts should identify their twelfth grade CTE Concentrators and enter concentration area data. Follow this link to view the reference guide: [Spring CTE Collection Guide](#).
- 2. Test Window Count: Enrollment, Aggregate Hours & Count Date Absence: From Tuesday, March 20th - Tuesday, April 3rd.**
Districts should verify their aggregate hours and absence data for all students enrolled on 3/20/18. Follow this link to view the reference guide: [Test Window Attendance Collection Guide](#).
- 3. Test Window Program Participation: From Tuesday, March 20th - Tuesday, April 10th.**
Districts should verify students' enrollment start and end dates, race/ethnicity and programs data for all students enrolled as of 3/20/18. Follow these links to view the reference guides: [Program Participation Collection Guide](#) and [Program Participation Verification Guide](#).

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.

Career Technical and Adult Education

Perkins 'Intent to Apply' AND State VoEd Applications

*If your high school district has not yet completed the brief Perkins 'Intent to Apply' and State CTE/State VoEd application, this reminder is for you. The application **deadline is Monday, April 30, 2018**. Please refer to the information below which was previously emailed and listed in the OPI Summaries. **If you received an email confirmation of your submittal, please be assured that we have received your request.** If you have questions or need assistance, feel free to contact Christy Hendricks at chendricks@mt.gov.*

For the districts who have already submitted your 'Intent' early, we sincerely THANK YOU!

The Office of Public Instruction has again this year combined both the Federal Carl D. Perkins 'Intent to Apply' AND the State CTE/VoEd Funding application for school districts' convenience. You can apply for one or both funding programs using this one electronic form.

The online link to access and complete the combined Federal and State Funding application is now available and listed below.

Authorized Representatives of Local Education Agencies (LEAs) will use the online link to access and complete the brief electronic form for the 2018-2019 E-Grants cycle. All public high schools and K-12 districts with qualifying Career and Technical Education (CTE) programs are eligible to apply for funding. Elementary districts are not eligible for Perkins or State CTE/VoEd monies. **Districts will NOT receive a 2018-2019 Perkins allocation unless this electronic form is completed and submitted online** at the OPI on or before the deadline. These designations are binding and cannot be changed once allocations have been downloaded into the E-Grants system.

The online link is located here: <https://app.keysurvey.com/f/1195733/1ddd/>

The **DEADLINE** for submission of the combined application is **April 30, 2018**.

If you have questions, please contact Christy Hendricks, CTE/Perkins Data Control Specialist, at chendricks@mt.gov or 406.444.9019.

CTE Spring Data Collection BEGINS March 1

The Career and Technical Education (CTE) Spring Data Collection begins March 1, 2018 and ends April 30, 2018. This AIM collection asks schools to identify all 12th grade high school students who were enrolled at any point during the current 2017-2018 school year who meet the definition of a CTE Concentrator. CTE Concentrators are 12th graders who have earned three (3) or more credits in any CTE program in any combination during their years of high school. Currently enrolled CTE courses count toward credits earned. CTE Concentrators must have the 'CTE Concentrator' box checked and an 'Area of Concentration' entered into the AIM/Infinite Campus data system. If the student has a child or shares the parenting of a child, the 'Single Parent' box should also be marked. High schools who receive funding from the Carl D. Perkins federal grant program must complete this CTE Spring Data Collection.

Instructions for completing the CTE Spring Data Collection can be found on the AIM webpage located at this [link](#). You can also find the AIM Collection Schedule here:

<http://opi.mt.gov/Leadership/Data-Reporting/AIM-Achievement-in-Montana>

Questions regarding this data collection should be directed to the AIM Helpdesk at 1-877-424-6681 or send an email to: opiainhelp@mt.gov. Questions regarding CTE programs and/or the Carl D. Perkins federal grant program should be directed to Christy Hendricks.

PERKINS Remaining Funds

The CTE Division of the OPI is sending this friendly reminder to all high school districts with an outstanding 2016-2017 Perkins allocation to please obligate your remaining funds before the end of the current school year.

If you have questions regarding your Perkins balance or any submitted cash requests, please contact **Leisa Blanton, Perkins Accountant, at 406-444-4403 or email her at lblanton@mt.gov.**

If you have questions about obligating your Perkins funds please contact any CTE Specialist.

Shannon Boswell: phone 406-444-4451; email: Shannon.boswell@mt.gov

Renee Erlandsen: phone 406-994-6986; email: rerlandsen@mt.gov

Don Michalsky: phone 406-444-4452; email: dmichalsky@mt.gov

Eric Swenson: phone 406-444-7991; email: eswenson@mt.gov

Megan Vincent: phone 406-444-3599; email: mvincent2@mt.gov

Assessment Division

Professional Development

MCEC Conference

This month the Assessment Division provided two presentations at the MCEC conference for special educators on topics related to accessibility and accommodation for the Smarter Balanced Assessment.

Teacher Learning Hub

The Assessment Division course offerings this month included two courses: Teaching and Assessing English Learners and Implementing Smarter Balanced Interim Assessments.

Teaching and Assessing English Learners is a facilitated course that is primarily intended for general education and content teachers who serve the needs of English Learners in the general education setting. The focus of the course is on identifying academic language, creating language goals and intentional incorporation of supports for English learners in content lessons. This is a facilitated course. It will be offered again in April and in June.

Implementing Smarter Balanced Interim Assessments is a course intended to provide the basics of getting started using the interim assessment tools that are a part of the Smarter Balanced Assessment System. This is a self-paced course that is available for currently employed educators in Montana. The course key can be obtained from Yvonne Field, yfield@mt.gov

For more information, contact Yvonne Field at yfield@mt.gov or call 406-444-0748.

SCILLSS

How's the Parallel Planning Going?

OPI is gearing up for the transition to something new! In the spring of 2019, the OPI will conduct its final administration of the CRT-Science and CRT-Science Alternate assessment at grades 4, 8, and 10. The OPI has convened a science assessment task force to support the work in transitioning to a new science assessment system.

Montana is a geographically large, rural state with distinct and unique regional and cultural differences. With its vast perspectives on science education and assessment, the OPI must engage the field in this transition process to make sure all viewpoints are. To ensure our work is inclusive of all of these viewpoints, the OPI has been working with its OPI Science Partner Task Force to identify obstacles which local education agency(ies) might face with any changes to our science assessment system.

We are excited to engage the Task Force in this process so these experts can help the OPI identify challenges and gather solutions to address transition challenges. We expect to receive

feedback from the Task Force by mid-April which will be used to help the OPI make immediate decisions regarding the state's transition activities with the goal of having something new in place by the spring of 2020.

With this spring 2020 date in mind, the OPI is continually working on its parallel planning strategy to internally address these transition needs.

Contact Ashley McGrath at amcgrath@mt.gov or call 406-444-3450 with any questions about SCILLSS, the Task Force, and/or parallel planning.

Legal Division

2017 School Laws Book Available Online

All hard copies of the 2017 School Laws of Montana have been distributed, but there is an [online version](#) available for download on the on the [OPI's Legal Resources page](#).

If you have any questions, please contact the Legal Division: [Bev Marlow, Paralegal](#)
[Nicole Hannj](#), Paralegal Assistant

Special Education Division

Discipline Reporting in AIM

All public schools in each public school district in the state, including publicly funded schools, must enter all discipline data in their local AIM site. This report is due in our office by the end of business day on Saturday, June 30, 2018. Events that meet the following criteria must be reported.

Any event that takes place during the reporting period that:

- results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability*.

* In-school suspensions may also be entered for general ed students; however, only the special ed events are required for federal reporting.

For more information, contact Mary Graff at mgraff@mt.gov or 406-444-0685.

Region I CSPD

April 20 Shawna Heiser Location to be determined

June Institute June 12-15 Reading Strategies/Writing Strategies/ Google Tools/Connected Classroom. Information and registration www.cspd1.org

Region II CSPD

Positive Behavioral Practice Based on Strategies for Self-Regulation (Shawna Heiser)

April 6, 2018 (Great Falls, MT)

Trauma Informed Care (Stacy (York) Nation)

April 19, 2018 (Havre, MT)

For more information contact cspd@bluepony12.com or call 406-395-8550

Region III CSPD

(All events in Billings)

- 4.4.18: Wired Wednesdays: Formative Assessment Tools
- 4.17.18: What Teachers Need to Know About Special Education
- 4.18.18: Understanding Conflict and Communication
- 4.18.18: Wired Wednesdays: Mother's Day
- 5.9.18: Wired Wednesdays: Reflections of the Year
- 6.12.18: Facing the Frontal Lobe
- 8.7.18: Differentiation Made Easy for Middle School and High School Educators
- 8.15.18: Doing Battle with Cortisol: Winning the War with Student Engagement
- 8.16.18 Classroom Management ER

Online registration

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

Region V CSPD

WMCSPD SUMMER INSTITUTE

June 12, 13 & 14 2018

Red Lion Ridgewater & Kwataqnuq Best Western Motels - Polson MT

For information on presenters, schedule and motels;

<https://sites.google.com/wmcspd.org/summer2017/home>

CLASSROOM MANAGEMENT ER

Dr. Linda Karges-Bone

June 12th Kwataqnuq Resort – Polson

This full day session offers educators an overview of the 7 major theorists that impact classroom management decisions, including extrinsic and intrinsic models. The emphasis is on preventing management problems with organization, understanding of students' needs, a firm grasp of brain function and child development, and simple techniques for creating a positive, management - friendly environment. Dr. Bone shows educators how the brains of children and

their social situations affect behavior and how teachers can intervene successfully to shape desired outcomes. Video, power point, and small group instruction.

Target Audience: New Teachers. Schools with Unsatisfactory Ratings. Special Educators.

Teacher Trainers. All educators interested in improved school climate and pupil performance.

Workshop includes free the book [*A Checklist for Everything!*](#)

Limited seating –registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

DATA DRIVEN DECISION MAKING & DATA TEAMS

Wayne Callender Ed. S

June 12th Red Lion Ridgewater- Polson

Data-based Decision Making is advanced applications of using data for instructional decision making – screening in reading and math, diagnostic testing, progress monitoring (what I refer to as precision monitoring, which includes how to set precise goals and pacing charts and aligning this with out of program progress monitoring) predicting outcomes, and establishing and sustaining meaningful data meetings

Limited Seating registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

READING & WRITING SPECIFIC STRATEGIES AND INTERVENTIONS

GRADES K-2

Carrie Cole M Ed

June 12th Red Lion Ridgewater- Polson

Limited seating – registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

PARA EDUCATOR TRAINING & SUPERVISION

Barbara Stimson M Ed

June 12th Kwataqnuq Resort – Polson

The purpose of this session is to provide the professional educator with core knowledge and skills to work effectively in teams composed both of professionals and paraeducators.

Specifically, participants will refine their knowledge of the characteristics of paraeducators in education, the distinction between professional and paraeducator roles and responsibilities,

liability and ethical issues. They will learn about the research-based components of paraeducator supervision. They will develop skills in: (1) establishing collaboration and working

relationships (2) assessing personal supervisory skills; (3) building work schedules and instructional plans; (4) identifying career development areas for paraeducators through needs

assessment; and (5) using feedback to improve the job performance of para- educators

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

SPECIAL EDUCATION LAW LEGAL & PRACTICAL IMPLICATIONS

Linda Maass & Megan Morris

June 12th Kwataqnuq - Polson

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

ADVANCED PROGRESS MONITORING

Wayne Callender Ed. S

June 13th Red Lion Ridgewater- Polson

Learn how an Outcomes Driven Approach can revolutionize instruction and assessment in your school. This presentation will discuss the four purposes of assessment and provide powerful, straight forward ways to use and manage data to improve intervention effectiveness and attain greater achievement outcomes. Participants will learn how students can be grouped according to instructional priorities then progress monitored to ensure adequate academic growth is realized for the group as well as individual students. Demonstration of graphing techniques will be provided along with case studies and student outcome data. Tools for managing data and collecting diagnostic information will be provided.

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

VOCABULARY INSTRUCTION- KEY TO IMPROVING CONTENT AREA COMPREHENSION MS/HS

Carrie Cole M Ed

June 13th Red Lion Ridgewater- Polson

info to be added

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

SPECIAL EDUCATION LAW LEGAL & PRACTICAL IMPLICATIONS

Linda Maass & Megan Morris

June 13th Kwataqnuq - Polson

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

DATA MANAGEMENT TOOLS

Rob Reynolds M Ed

June 13th Kwataqnuq - Polson

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

PROLOQUO 2

Leah Gardner ATP

June 13th Ronan MS – Ronan

This workshop will begin with a review of Augmentative and Alternative Communication (AAC) myths. We will explore the Proloquo2Go app. We will focus on how to set up a user, edit, and apply various options available to customize for the unique needs of various users. We will also discuss the benefits of using a core word vocabulary offered through Proloquo2Go's Crescendo vocabulary option. We will explore the bilingual features of Proloquo2Go. Throughout the

workshop, we will share ideas for incorporating AAC into daily life and education. This workshop will also share how to keep the user in the app. Participants will best benefit from this workshop if you have the app in front of you, but having access to the app is not required in order to attend.

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

VISUAL PHONICS

Meg Cech

June 13th Kwataqnuq – Polson

This session will introduce Visual Phonics, a system of 45 hand signs and written symbols, which helps to make the connection between written and spoken language less confusing. The hand signs enhance students' ability to "see" the sound as they are learning how sounds and words work.

Each written symbol is a visual representation of the hand sign and sometimes what is happening in the mouth. By focusing first on the sounds of language, Visual Phonics captures the power of the language before it becomes a confusion of rules.

Many different populations will benefit from Visual Phonics. Children in early education programs, "at risk readers", special education programs, Deaf and hard of hearing students, students with hearing loss at all levels, the hand signs enhance students' ability to "see" the sound as they are learning how sounds and words work.

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

PARA EDUCATOR INSTRUCTIONAL STRATEGIES FOR BEHAVIOR

Barbara Stimson M Ed

June 13th Kwataqnuq Resort – Polson

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

Instructional Practices to Maximize Student Growth MS/HS

Wayne Callender Ed. S

June 14th Red Lion Ridgewater- Polson

Improve learning outcomes in your school/classroom using evidence based practices. Leave with practical strategies that can be implemented immediately.

- The Features of Effective Instruction
- Explicit Instruction and Active Engagement
- Gradual Release Concept
- Bell to Bell Best Practices
- Using Brain Research to Inform Daily Instructional Practices
- Differentiation in the Classroom – How to Make It Work
- Evaluating Student Growth
- What to Do When Students Aren't Learning Enough
- Teaching Academic Vocabulary Using a Systematic Plan

- Improving Reading Outcomes on state assessments

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

READING & WRITING SPECIFIC STRATEGIES AND INTERVENTIONS GRADES 3-6

Carrie Cole M Ed

June 14th Red Lion Ridgewater- Polson

Limited seating – registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

DATA MANAGEMENT TOOLS

Rob Reynolds M Ed

June 14th Kwataqnuq - Polson

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

ASSISTIVE TECHNOLOGY FOR A FUNCTIONAL LIFE

Leah Gardner ATP

June 14th Ronan MS – Ronan

This presentation will review solutions that range from no-tech to low-tech to high-tech options. We will highlight various assistive technology solutions for people who experience the following challenges: Hearing, Vision, Mobility, Intellectual, Literacy, Speech

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

CONSCIOUS DISCIPLINE

Angela Fraley

June 14th Kwataqnuq – Polson

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 community

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236

NUMERACY & MATH DIAGNOSTICS

Rhonda Birnie

June 14th Kwataqnuq - Polson

Have you ever wished you had a Diagnostic Assessment (K-8) that would actually help you understand what a student knows and does not know in mathematics? The GloSS and the IKAN are two diagnostics that do just that. The Numeracy Project Workshop explores how to administer these diagnostics and leverage them when implementing interventions that truly

target the needs of a student. After exploring the diagnostics, participants will learn how to use the information from these diagnostics to accurately determine a course of action to support a struggling learner.

These assessments and numeracy activities are all available online as free resources. Open to all general education teachers grades K-8, as well as Title and Special Education teachers.

Limited Seating- registration open

For information and registration <http://www.wmcspd.org/> or call 406-847-2236