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Office of the Superintendent

Happy end to the 2017-2018 school year! We at the OPI hope that your graduation ceremonies and other end of the school year activities are going well. We have enjoyed serving you this school year and look forward to working with you next year. Have a great summer! Check out Superintendent Arntzen's [graduation message in the Billings Gazette](#).

School Safety

This summer the OPI will be putting together a negotiated rulemaking committee to begin reviewing the procedures around school emergency operations plans as outlined in [MCA 20-1-401](#). The committee will convene in August. Superintendent Arntzen continues to serve on the Council of Chief State School Officers school safety working group.

New Faces in the Superintendent's Office

Superintendent Arntzen has brought on a new Deputy Superintendent for Operations, [Jule Walker](#), and a new Deputy Superintendent for Education Services, [Susie Hedalen](#), as Dr. Tharp wraps up his service with the OPI this month. [Sydney Bangerter](#) and Phoebe Williams are also joining the Superintendent's team in administrative positions to ensure that we are as responsive to your needs as possible.

Summer Reading and Math Resources

As part of Superintendent Arntzen's "Montana Learn" initiative to promote math and reading achievement, the OPI is encouraging students to stay engaged in learning during the summer break. With the school year wrapping up, we are working with Meta Metrics to promote free summer reading and math resources that families can take advantage of. The OPI's [website](#) has links to summer reading and math challenges that tailor book lists or math lessons to students' interests and ability. This is meant to reinforce what they learned in the previous school year. There are also achievement certificates that can be printed.

Superintendent's April Events

- NASA downlink from the International Space Station with [Laurel students](#).
- Meeting with Department of Commerce Director Pam Haxby-Cote to discuss the [Montana Ready Communities Initiative](#)
- Meeting with the Montana DOJ to discuss school safety
- Preliminary budget meetings with the Budget Office for the next biennium
- Monthly meeting with the Governor's office
- Monthly meeting with statewide education stakeholder groups
- [Board of Public Education meeting](#)
- Meeting with Congressman Gianforte's office

- State Administration and Veteran's Affairs Interim Legislative Committee meeting to present on the Montana Council on Educational Opportunity for Military Children
- Meeting of the Montana Council on Educational Opportunity for Military Children
- Preliminary discussions with the Department of Corrections for an MOU to coordinate student services
- Monthly Land Board [meeting](#)
- Board of Regents [meeting](#) and the opening of MSU-Northern's new Diesel Mechanics Center
- Montana Energy Summit in Billings

Follow Superintendent Arntzen on social media:  

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

School Finance Division

State Paid Tuition and Day Treatment Students

As the school year wraps up, don't forget to submit your 207-18 Student Attendance Agreements (FP-14/14A) for student's placed in a group or foster home outside their district of residence and Tuition Reports (FP-15) for students attending private, non-sectarian day treatment programs. The deadline for the OPI to receive these agreements is December 31, 2018. Districts may begin submitting claims for payment with the opening of MAEFAIRS in July.

Additionally, districts may be receiving bills from youth detention facilities. Please verify that those students are residents of your district. The bills must be paid from either the Tuition (13) or Impact Aid (26) funds.

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

2018 MAPT Bus Driver's Conference

The Montana Association of Pupil Transportation (MAPT) Bus Driver's Conference will be held in Great Falls on June 20th-22nd at the Heritage Inn, 1700 Fox Farm Rd.

Beneficial trainings, as well as fun activities, are scheduled his year. The trainings give drivers the opportunity to acquire their required 15 training hours.

Please Note: Drivers will no longer be able to receive credit hours for observing at the Bus Driver's Road-E-O. In order to receive credit hours, they must participate in the driver's course.

The registration for the conference is open and been posted at: www.mapt.webs.com

The award applications have also been posted to the website. The award applications include:

1. 25 Year Service Award
2. MHP Driver of the Year Award
3. MHP Aide of the Year Award
4. You Make a Difference Award

Please take advantage of submitting applications for your drivers.

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

Transportation Claim Deadline is June 8, 2018

Please see the information below relating to the second semester pupil transportation payment in June.

Claims Reporting Information:

Transportation claims must be received by the OPI with all the proper approvals by close of business day Friday, June 8th, 2018. Claims received by OPI after that will not be paid. Normally the OPI is able to accept modified claims through June 30th. However, due to the funding restrictions, there will be no available funds to pay late claims. Therefore, any claims submitted after June 8th will not be paid. Please make sure all your claims and approvals are completed by the deadline.

In the November special session, the legislature reduced the appropriation for state payments to school districts for transportation reimbursement for both FY2018 and FY2019. The OPI will prorate the reductions across total claims for the year and reduce the June payment to schools by that amount. Included in the attached document are estimated payment reductions based on the first semester data. Districts often have to adjust routes due to a variety of circumstances, so be aware these amounts are not actual reduction amounts, they are ***estimates*** only. The deadline of June 8 has been established to allow the OPI time to calculate the final actual reductions in time for the June payment.

Accounting Information:

Keep in mind, districts are required to transfer state or local budgeted and non-budget funds to the transportation fund if necessary to eliminate any increase in district property taxes that would otherwise be caused by shortages associated with the transportation block grant reduction (happening in FY 2019) and state transportation appropriation reduction (happening in FY 2018 and FY 2019). (Districts cannot transfer from the debt service fund or retirement fund.)

The coding to make these transfers on the TFS is as follows:

Revenue String: 5303 available in fund 10 (Labeled as *Transfers for Transportation Levy Requirement*)

Expenditure String: Fund XXX- 997-61XX-913

Districts will only be able to transfer up to the amount of the payment reduction (actual figures calculated in June 2018) and the amount of the block grant (the amount received in FY 2018 for revenue code 3444 in fund 10).

Additional questions or concerns can be directed to [Kara Sperle](#) or 406-444-3249.

Interactive Webinar Event

The OPI School Finance Division will be hosting a monthly interactive webinar event. What does “interactive webinar event” mean? The meeting will be hosted using a Go To Meeting login for your computer and phone line. All you will need is a phone line, a computer internet connection, and to register for the event. You will call into the phone if you would like to ask questions, or you can simply listen using the computer audio only. We will have different topics and have a set agenda for each discussion. The topic of each webinar will be changing, so please keep your eye on the schedule posted on the School Finance Division website and in the e-mails sent out with the webinar event topic. Don’t worry, if the event is full and demand is high, we will host another webinar with the same topic later in that month. So mark your calendars, the last Thursday of the month from 10 am to noon we will be hosting a webinar.

May 31st will be the first interactive webinar. We hope the event runs smoothly, but please be patient since this will be the first webinar for us. The topic will cover changes in the FY 2018 TFS reporting and will include the building reserve subfund changes, the changes to TFS expenditure which includes the new school code field, and the NEW TFS upload process. We will run through the MAEFAIRS screens with the building reserve fund changes (the changes are different from the guidance previously issued, so please review the new guidance on the website and sent out via the bulk email system (available [HERE](#))), and the upload process for the TFS revenues and expenditures. If we have time, we will have a question and answer session for any district clerks/business managers in the field.

To register for this event, e-mail Debbie Casey at dcasey@mt.gov by May 29th. Debbie will send you the information to attend the meeting when you register.

Additional questions or concerns can be directed to [Kara Sperle](#) or 406-444-3249.

MAEFAIRS TFS CHANGES

The OPI has made several changes to the Trustees Financial Summary statement for FY 2018.

The first change, related to the ESSA per pupil expenditure reporting requirement, is to include the school code field when reporting TFS expenditures. This field is not a required field for FY 2018 (which means districts will enter the data with no information reported in the school code field). However, in FY 2019, schools with over 1,000 enrollments will be required to report TFS **expenditures** by school code. The ESSA Per Pupil Expenditure Workgroup is working on finalizing a guidance document providing more detail. The hope is to have a few schools report

using the school code in FY 2018 so OPI can have test data in preparing the ESSA Per Pupil Expenditure report card information. To recap, the school code field can be left blank in FY 2018 unless a district would like to report data using the school code.

The second change is in guidance issued in May 2018. Per SB 307 in the 2017 Legislative Session, building reserve fund will now have subfund reporting fields in the TFS **revenue and expenditure** reporting. Districts will not be able to enter data into the building reserve fund without the proper subfund codes. The full guidance document is available [HERE](#).

The last change should provide an easier TFS expenditure and revenue entry process. The MAEFAIRS system is now able to allow revenue uploads and expenditure uploads very similar to the compensation expenditure upload process. The template format is found [HERE](#) about two thirds down the page. The instructions for the templates will be out soon and please join the webinar on the 31st of May to see a demonstration of the upload process as well as the two changes in the TFS report.

Additional questions or concerns can be directed to [Kara Sperle](#) or 406-444-3249.

BUS STANDARDS APPROVED FOR 7/1/2018

The 2018 Montana School Bus Standards which includes the Type E Buses have been approved by the Board of Public Education and are posted [HERE](#). Type E buses will be available to enter the Pupil Transportation Program and will be effective as of July 1, 2018. Please remember, districts wanting to use Type E buses must first complete a cost effective analysis as defined in [20-10-148, MCA](#), before purchasing a Type E bus.

For questions or assistance, please contact Donell Rosenthal at (406) 444-3024 or email drosenthal@mt.gov

Content Standards and Instruction

Summer and Fall 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. New events are being added each week, so please check in regularly!

For more information, contact opicsi@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

CSI at the MBI Summer Institute

Join members of the Content Standards and Instruction Staff for a great slate of workshops that focus on Math, Science, and Writing and highlight OPI resources. [Registration for the conference](#) is open.

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

TEAMS Work Sessions

The Montana Office of Public Instruction (OPI) is happy to announce we are providing TEAMS Work Sessions once again this fall! During these sessions, participants will bring and enter their own data into TEAMS with face-to-face assistance from OPI staff. Look for dates and registration information to come soon.

For more information, contact [OPI TEAMS](#).

TEAMS (Terms of Employment, Accreditation, and Master Schedule) Security

The annual TEAMS collection will open September 1, 2018.

Use the TEAMS Security Form found on the OPI website to request TEAMS usernames, assign users roles, or to make changes. Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security. The “Authorized Representative” is the official designation that indicates the person is responsible for submitting official educational program documents and reports to the OPI. Submit only one TEAMS Security Form per educational program (i.e., district).

Click here for the [TEAMS Security Access Form](#)

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

Digital Content Providers Registered in Montana Annual Reporting

“(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.

Montana New Teacher Induction Project

The OPI and New Teacher Center is offering an online toolbox of strategies and tools that have proven effective in supporting new teachers through the Learning Opportunities Portal.

The first module, Mentor Practices, focuses on key mentor practices that best support new teacher effectiveness. Through a series of activities and videos, participants will be introduced and have opportunities to practice the foundational components of mentoring.

The second module, Using the CAL (Collaborative Assessment Log), is a valuable tool that, when coupled with mentor language, helps guide and support conversations that support mentor beliefs and practices. The CAL was originally developed by mentors as an organic way to focus mentor conversations.

The third module, Differentiated Coaching, is a conceptual framework for differentiated coaching and was created at the New Teacher Center (NTC), drawing from the work of Carl Glickman. His focus on development, collaborative supervision of instruction, and applying adult learning principles provides the foundation for NTC's application of Differentiated Coaching.

The coach is constantly assessing the teacher's needs during a coaching conversation, and decisions must be made in the moment to take a stance best suited to those needs. There is no right or wrong stance at any given moment but rather a fluid movement throughout the conversation.

The fourth module, Knowing Students, is focused on supporting teachers understanding of the learning needs of their students and differentiated instruction.

The fifth module, Giving Feedback, showcases the importance of what makes feedback positive, productive, and effective.

The sixth module, Mentoring for Equity, explores the implications when the word equity is placed alongside words like culture, language, and race in the context of mentoring and coaching.

The toolboxes are FREE and teachers can earn renewal units upon completion.

Modules can be accessed at <http://tiny.cc/NTCMentorToolkit>

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

Accreditation Tip of the Month

10.55.712 CLASS SIZE: ELEMENTARY

- (1) In single grade rooms, the maximum class size shall be:
 - (a) no more than 20 students in kindergarten and grades 1 and 2;
 - (b) no more than 28 students in grades 3 and 4;
 - (c) no more than 30 students in grades 5 through 8.
- (2) In multigrade classrooms, the maximum class size shall be:
 - (a) no more than 20 students in grades K, 1, 2, and 3;
 - (b) no more than 24 students in grades 4, 5, and 6;
 - (c) no more than 26 students in grades 7 and 8.
- (3) Multigrade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) shall use the maximum of the lower grade.
- (4) In one-teacher schools, the maximum class size shall be 18 students.
- (5) Instructional aides are mandatory when class size or teacher load exceed the standards. An instructional aide shall be assigned a minimum of 1 1/2 hours per day, per student overload up to six hours.
- (6) An overload of five students per classroom is considered excessive.

Registration Continues for the 2018 Montana Advanced Placement® Summer Institute, June 25-28, 2018, in Missoula, Montana

Five subject areas with College Board-endorsed presenters

- AP® Calculus AB
- AP® Chemistry
- AP® English Literature and Composition
- AP® Spanish Language and Culture
- AP® United States Government and Politics

Small classes, terrific personal attention, graduate credit or renewal units, ongoing contact and support—these benefits come with this top-notch professional development opportunity.

Note: **AP® United States Government and Politics** course has been completely rewritten. *All* high schools offering this course must submit new syllabi in 2018. Attendance at this workshop will provide teachers all the information they need to rebuild their courses as well as peer and consultant advice and support. This is the best way to update your course materials.

To register:

https://www.wmplc.org/uploads/8/7/6/6/87662466/2018_montana_apsi_flyer_final.pdf

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ef0prgje7859e82d&oseq=&c=&ch=>

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

Centralized Services

Stipends for National Board Certified Teachers

SB 115 from the 2017 legislative session changed the state stipend program for National Board Certified Teachers. This new program, which provides an annual state stipend of \$1,000 or \$2,000 to teachers certified after July 1, 2017, will effectively begin in the 2018-2019 school year.

The OPI's [National Board Certification page](#) provides information on the program, including an explanation of the statute, the process for distributing the stipend, a list of the stipends available at each school in Montana, and a list of teachers eligible to receive the stipend in 2018-2019.

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

Educational Opportunity and Equity Division

2018-19 Private/Nonpublic Consultation Affirmation and Agreement Forms

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 Summer E-grants Training

Once again this summer, the Montana Office of Public Instruction will be traveling around the state to host E-grants training. There are various dates and locations that you can choose to attend. This will be an opportunity for staff members who work in the E-grants system to gain more knowledge and insight into the program and to go over some of the new changes that have occurred to the E-grants system. Bring your E-grants login information, enrollment and free/reduced lunch count by school, community eligibility data, homeless student data, private

school enrollment, and low income numbers (if necessary) so that you will be able to fill out your ESEA Consolidated Application and Title programs for which your district receives federal funding. The Summer E-grants Tour Schedule is as follows:

Each training session will start at 8:30 a.m. and end at 2 p.m.

July 9 and August 9—Helena High School Computer Lab

1300 Billings Avenue, Helena, Montana

Programs: Title I, II, III (July 9), Carl Perkins

July 10—Belgrade Middle School Computer Lab

410 Triple Crown Road, Belgrade, Montana

Programs: Title I, II, III, Carl Perkins

July 17—Dawson High School Computer Lab

900 N. Merrill Avenue, Glendive, Montana

Programs: Title I, II, Carl Perkins

July 24—Glacier High School Computer Lab

375 Wolfpack Way, Kalispell, Montana

Programs: Title I, II, Carl Perkins

July 25—Big Sky High School Computer Lab

3100 South Avenue West, Missoula, Montana

Programs: Title I, II, Carl Perkins

No registration is necessary.

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

Health Enhancement and Safety Division

U.S. and Montana Profiles Comparison Report Available

This spring school principals and the health education teacher in Montana schools with grades 6-12 completed the 2018 School Health Profiles. The Profiles provides a snapshot of Montana school health policies and health education program implementation. Recently, the U.S. Centers for Disease Control and Prevention (CDC) released the U.S. results from the 2016 Profiles. The [2016 School Health Profiles – U.S. and Montana Results](#) provides a comparison of statewide and national data for all elements of school health from both the principal and health teacher questionnaires.

For more information contact Susan Court at scourt@mt.gov or 406-444-3178.

Traffic Education Reimbursement Estimate \$90 per student – July 10th deadline

Did your district operate a Traffic Education program this school year with courses ending between July 1, 2017 to June 30, 2018? To ensure you receive the August traffic education reimbursement payment, submit your TE06 Year-End Report before July 10, 2018 online via [TEDRS](#) or [download the pdf form](#) to mail or fax to the OPI.

Check the number of eligible students recorded for your district by logging into TEDRS, then click on Reports/Student Counts. The actual reimbursement amount will be determined when all TE04 Student Lists and TE06 Year-End Reports have been received and the number of students is divided by the percentage of driver license fees allocated for reimbursement to schools. Reimbursements are issued in mid-August.

To receive important reminders and bi-monthly Traffic Education News, sign up for OPI Traffic Education e-news at <http://opi.mt.gov/Subscriptions/>.

For more information, contact [Patti Borneman](#), 406-444-4432.

Traffic Education District Applications – submit before driver education classes begin

Are you wondering if your program is approved for 2018 or 2019? Visit the [Traffic Education Programs](#) page to search for your Traffic Education Program by district. If your upcoming program dates are not shown, you need to submit a TE01 right away. School districts offering traffic education must submit an annual TE01 District Application prior to the start of classes (including the mandatory parent meeting). As soon as you have program dates scheduled and instructors hired, submit the application for OPI approval.

- Programs ending ON OR BEFORE June 30, enter the TE01 in school year 2018.
- Programs ending AFTER June 30, with completion dates in July, August or September, enter the TE01 in school year 2019.
- Remember: all programs starting in the fall, please submit your TE01 no later than August 1.

For more information, contact [Patti Borneman](#), 406-444-4432.

Montana DRIVE Summer Workshops – advanced driver education for teachers, staff and school bus drivers

Attend a Montana DRIVE One-Day Summer Workshop in Lewistown! The season starts June 4 and ends August 9. Workshops are filling up! Teachers can earn up to 9 renewal units or one college credit through MSU-Northern. Please share with your school bus drivers, too.

Workshops cost \$330 and are open to all drivers. Visit <http://montanadrive.mt.gov> to learn

more. All the teen workshops are full and we are maintaining a waiting list in the event of cancellations. Thank you, traffic educators, for promoting the Montana DRIVE Teen Workshop to your students, so they can gain valuable behind-the-wheel experience in a safe environment.

For more information, contact [Patti Borneman](#), 406-444-4432.

Now Open! SY2018-19 MAPS Applications

The [Montana Agreement and Payment System \(MAPS\)](#) is the online agreement between OPI School Nutrition Programs and School Food Authorities who operate Child Nutrition Programs. This is typically completed by the Claim Contact, or the person with Modify rights in MAPS. As you complete the application, many details from last school year will prepopulate. Update the application to reflect what is truly happening at the sponsor level and each school site that make up each sponsor. Click [HERE](#) for application instructions. **Applications are due June 30.**

For more information, contact [Christine Emerson](#) 406.444.2502.

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 [Tara Ray](#) 406-431-2920.

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

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.

Montana School Wellness in Action

Research shows that healthy students are better learners. Interested in learning more about school wellness? Click [here](#) for the latest edition of the *Montana School Wellness in Action* newsletter.

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

Career Technical and Adult Education

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

Website Update

The interactive map found on the CTAE home page allows users to find out which CTE programs are offered at high schools around Montana. This interactive map also includes enrollment numbers, class size. Another feature of the interactive map is the attribute table where users can filter Department of Labor Occupation Projections through Annual Job Growth, Job Replacements and Job Openings 2016 – 2026. There is also Help Instructions available on the CTAE home page and on the Interactive map.

For more information, contact [Christy Hendricks](#) at 406-444-9019.

Assessment Division

Assessment Activities for Student Assessment

Save-the-Date – This *Save-the-Date* is for any interested person wishing to serve on the upcoming Negotiated Rulemaking (NR) Committee. The OPI will post notice for [Montana Administrative Register](#) (MAR or Register) on NR for [10.56.101 Student Assessment](#) rules on May 25th. Nominations and/or applications for the NR Committee must be received no later than June 30th.

If you have any questions about the upcoming NR Committee, please contact Ashley McGrath at amcgrath@mt.gov or (406) 444-3450.

Alternate Assessment

The Multi-State Alternate Assessment test window closed on May 4, 2018. Results reports will be available for system test coordinators to download on the [MSAA assessment system website](#) for a four-week window starting in late August.

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

English Language Proficiency Assessment Results Reports

Available:

The results reports for the ACCESS for ELLs test were delivered to districts in the third week of April. Reports are also available digitally on the [WIDA Assessment Management System](#).

Districts should complete data review and make exit decisions for English learners by June 30, 2018 and update the English learner status for any students who are exited. For more information on understanding and using data from the ACCESS for ELLs results reports the recording of the [April ELP webinar](#) is available on the [OPI Assessment and Webinars and Trainings page](#). The current proficiency criteria that must be met to exit a student in Montana is a minimum of a 4.0 proficiency level on the literacy composite score along with a minimum of 5.0 proficiency level on the overall composite score. Note: in the 2018-2019 school year the updated proficiency criteria will be in effect for identification and exit of ELs.

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

NAEP

It is that time again for the biennial *Nation's Report Card*! The 2019 National Assessment of Educational Progress (NAEP) assessments, also known as *The Nation's Report Card* will take place January 28 to March 8, 2019. Districts and schools will be notified in May of their selection for the assessment so they can place the test window on their local calendars and incorporate NAEP into the planned school program. NAEP is the largest nationally representative measure of student achievement across the country and is a congressionally

authorized project of the National Center for Education Statistics (NCES) within the U.S. Department of Education. This vital state-level data collection is conducted every two years and provides Montana with information on how our students perform across time and compared to other states/jurisdictions.

Roughly a third of Montana's schools are selected to participate in this assessment, and on average, 2,500 students in about 100 public schools are assessed per grade, for each subject. The overarching characteristic that determines the chance of being selected for NAEP in a state year in Montana depends mostly on the school's enrollment size (i.e., the larger the school the more likely it is to be sampled). In 2019, NAEP will administer three operational assessments including mathematics, reading, and science at Grades 4, 8, and 12. Most students will take the assessment on tablets with keyboards and only students selected for special studies may be selected to take the paper-and-pencil versions of the assessment.

Grade 4 and 8 Tablet Session: Up to two sequential sessions of about 25 students each (except in large multi-team schools). Each session will last approximately 120 minutes (including transition time and instructions) and require a dedicated space for most, if not all, of the school day.

Grade 4 and 8 Paper Session: Typically consists of one session of about 12-13 students, lasting approximately 90 minutes (including transition time and instructions) and must be conducted in a separate space from the tablet session.

A small number of Montana schools may be selected to participate in a few other special studies. As in previous years, NAEP assessment teams will provide significant support to schools, bring all necessary materials and equipment, including tablets, and administer the assessment. Starting in June, each school will receive its assessment date.

Should you have any questions about the NAEP 2019 program, please contact Ashley McGrath at amcgrath@mt.gov or (406) 444 -3450.

Professional Development

System Test Coordinator Webinar:

This month the assessment division provided a live webinar for system test coordinators on important activities and tasks for successful test administration in May. The recording can be found on the [Assessment Webinars and Trainings page](#) on the OPI website.

OPI Teacher Learning Hub Courses

The assessment division is offering several courses for educators on assessment topics. These courses offer renewal units and are free. For more information and to register for the courses described below visit the [Teacher Learning Hub](#).

Teaching and Assessing English Learners

This month the OPI is offering a facilitated course on the teacher learning hub for teachers of English learners: Teaching and Assessing English Learners.

Course Description: This course is designed to provide content teachers with the skills needed to adapt standards-based lessons for English learners. Including identifying academic language, creating language goals for ELs, differentiating instruction, and creating scaffolds based on EL proficiency levels. The facilitated course offers 35 renewal units. The course will be offered again starting in June with registration opening on May 20, 2018.

English Language Proficiency 101

Participants will develop an understanding of who are Montana English Learners, and the supports for educators to deliver the best instruction for their achievement. This self-paced course offers 5 renewal units and is recommended for all administrators and educators who are responsible for identifying and serving English learner needs.

The Nuts and Bolts of the Smarter Balance Interim Assessments

The goal of this course is to provide training on the Smarter Balanced Interim assessments that will enable school systems in Montana to implement interim assessments. The interim assessments are available to school systems throughout the year, being closed for updates for about one month during August. The course is self-paced and offers 7 renewal units.

Please note: Because of information accessed through the Smarter Balanced Portal, you must be currently employed in a Montana school to take this course. To enroll, first contact the course designer, Yvonne Field (yfield@mt.gov) to receive the enrollment code.

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

Licensure Division

Licensure Renewals

A reminder that renewals are done through our online licensure system (MSEIS) which is easily accessed from the Licensure [home page](#).

Licenses do expire on June 30th, but there is a grace period allowing for renewal through August 31st. To be applicable to this renewal cycle, all renewal units and or credits must have been earned during the validity period of the license, which is July 1, 2013 through August 31, 2018.

As a reminder, requirements are:

- 60 renewal units earned during the validity period of the license are required
- College courses may be used to meet the 60 renewal units, but are not required
 - 1 quarter credit = 10 renewal units
 - 1 semester credit = 15 renewal units

If more renewal units are needed, there are a multitude of free, online resources available.

Follow this link to renew or find renewal resources: <http://opi.mt.gov/Licensure-Renewals>

For more information, contact kthatcher2@mt.gov 406-444-2580

Special Education Division

Final Discipline Report Due to the OPI by June 30, 2018

The Behavior application in your local Infinite Campus – AIM site is now open for certifying the 2017-18 behavior data to the OPI and final submittal is due in our office by 11:59 p.m. on June 30, 2018. Authorized Representatives (ARs) are responsible to verify that all incidents have been entered and that the information is complete and accurate before certifying and submitting it to the OPI. Authorized Representatives are encouraged to grant Secondary access to district personnel who were responsible for adding the data into the system throughout the school year. Failure to certify the information to the OPI will result in an incomplete report.

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.

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

Region I CSPD

April 20 Shawna Heiser – Glasgow (65)

June Institute June 12-15 Reading Strategies/Writing Strategies/ registration capped at 65 with waiting lists Google Tools/Connected Classroom. Information and registration www.cspd1.org

Quantum Learning – Miles City Aug. 15 &16

Shawna Heiser – August tbd

Dr. Kargas Bone – September tbd

Region II CSPD

Beyond the Chalk

August 7, 2018 (Great Falls, MT)

The Cerebral Stroll-Dr. Linda Karges-Bone

August 13-14, 2018 (Havre, MT)

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

Region III CSPD

(All events in Billings)

6.5.18: Creating a Trauma-Sensitive School

6.12.18: Facing the Frontal Lobe

6.14.18: Paraeducator Supervision Academy (PSA)

6.15.18: Paraeducator Supervision Academy (PSA) & Training of Paraeducator Academy (TOPA)

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 IV CSPD

- June 11-13, 2018 - Southwest Montana Ed Institute - Dillon
 - Keynote - Cultivating Trauma Informed Care in One Small K-5 School
 - Differentiation in the Classroom
 - Brain Informed Strategies
 - Mindfulness Activities In Elementary Classrooms
 - Building Empathy and Positive Interactions Among Students
 - Planning Ways to Support Students Socially and Emotionally
 - Using Google for Data Collection
 - Technology in the Classroom
- July 2018 - Math Workshops
- August 13-14, 2018 - Making Science Meaningful (SWMSS) - Willson Building, Bozeman
- August 2018 - Teaching Writing Within the Montana Common Core Standards - Carrie Cole
- August 2018 - Casey McLean - Corrective Reading - Bozeman

Region V CSPD

WMCSPD SUMMER INSTITUTE

June 12, 13 & 14 2018

All sessions from 9am - 4pm unless otherwise noted (lunch on your own) 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 12 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 <http://www.educationinsite.com/books.html>

Limited seating –registration open

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

DATA DRIVEN DECISION MAKING & DATA TEAMS & ADVANCED PROGRESS MONITORING **(session almost full)**

Wayne Callender Ed. S

June 12 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.

Additionally, participants will 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

READING & WRITING SPECIFIC STRATEGIES AND INTERVENTIONS GRADES K-2 **(session almost full)**

Carrie Cole M Ed

June 12 Red Lion Ridgewater- Polson

This session will focus on proven literacy and intervention strategies for grades K-2 that can be easily incorporated into the classroom to strengthen any research-based English-language arts

program. Participants will learn how to strengthen instruction through structured and fast-paced routines that build on a hierarchy of skills that are necessary for student to become proficient readers, including explicit phonemic awareness instruction, systematic phonics instruction, spelling and orthographic awareness, and vocabulary. Specific instructional techniques for each skill area will be demonstrated, practiced, and applied. Participants will leave recharged and ready to apply the strategies with students.

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 12 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

June 12 Kwataqnuq Resort – Polson Jenifer Cline - AM Session

This session will start with a brief basic outline for federal law and disability diagnosis and then review the requirements for gen ed staff for all students...accommodations, modifications and documented interventions, prior to and in conjunction with the special education process

Linda Maass & Megan Morris - PM Session

Legal hot topics, their practical implications for IEP & ER teams, and the most common mistakes made in ER & IEP meetings

Limited Seating- registration open

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

MTSS / RTI FOR BEHAVIOR

Wayne Callender Ed. S

June 13 Red Lion Ridgewater- Polson

This presentation will discuss applying MTSS for students with behavioral and emotional difficulties. Key concepts will be examined, including: (1) structuring building-wide supports or tiers; (2) using timely, research-based interventions and practices; (3) the role of functional behavioral assessments; (4) applying data-based decision making; and (5) using RTI for identifying students with behavioral/emotional disabilities. Practical suggestions for getting started will be outlined.

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 13 Red Lion Ridgewater- Polson

Students must constantly build the vocabulary they need to be able to access complex texts in every content area. This session will focus on how teachers can use the components of an intentional vocabulary program to strategically teach comprehension of pivotal vocabulary within any content area. Content of the session will center around 1) explicit vocabulary instruction including selecting words and meanings, and providing robust vocabulary instruction, and 2) instruction on word learning strategies to build student independence in word learning. Participants will explore practical ways to implement in the classroom by using proven instructional tools to increase student engagement and motivation and specific vocabulary strategies that can be applied to any content area to improve vocabulary acquisition. Limited Seating- registration open

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

SPECIAL EDUCATION LAW LEGAL & PRACTICAL IMPLICATIONS

June 13 Kwataqnuq - Polson

Linda Maass & Megan Morris - AM Session

This is for special education staff school who participate in ER and IEP meetings and will address the legal & practical issues associated with Prior Written Notice.

Jenifer Cline - PM Session

As an educational professional you encounter conflict every day whether it is with students, co-worker, families, or community members.

This workshop has been designed to help you understand conflict, how to resolve conflict, and learn communication and meeting strategies that will allow you to work more easily with others as well as more effectively work through conflict. This workshop is designed for all school staff but the primary focus will be given to general and special education administrators and teachers., the skills and strategies you will learn can be used in any meeting format or interaction that may have a risk of conflict. The purpose of this workshop is to empower school staff with skills and strategies to more effectively work through tough situations and come to an agreement on next steps.

There is much conflict that occurs during the team approach to special education and this will be the foundation of the examples and strategies presented.

Limited Seating- registration open

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

DATA MANAGEMENT TOOLS (session almost full)

Rob Reynolds M Ed

June 13 Kwataqnuq - Polson

The third in a series of Advanced Data methods for collections, analysis and collaboration. You need not have attended the first sessions to come to this workshop but what will be covered is for those who already have a basic understanding of online form creation and some basic skills at working with spreadsheets. In this session we will be expanding on topics such as form automation for email notifications and document creation using Add-on tools. We will also discuss methods for data graphing, interpretation and ultimate end user interfaces, such as privately shared web portals for team member access.

Limited Seating- registration open

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

VISUAL PHONICS

Meg Cech

June 13 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

Instructional Practices to Maximize Student Growth MS/HS Wayne Callender Ed. S

June 14 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 (**session almost full**)

Carrie Cole M Ed

June 14 Red Lion Ridgewater- Polson

This session will focus on proven literacy and intervention strategies for grades 3-6 that can be easily incorporated into the classroom to strengthen any research-based English-language arts program. Participants will learn how to strengthen instruction through structured and fast-paced routines that build on a hierarchy of skills that are necessary for student to become proficient readers, including explicit, systematic phonics instruction, multisyllabic word reading, spelling and orthographic awareness, and vocabulary. Specific instructional techniques for each skill area will be demonstrated, practiced, and applied. Participants will leave recharged and ready to apply the strategies with students.

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 14 Kwataqnuq - Polson

The third in a series of Advanced Data methods for collections, analysis and collaboration.

You need not have attended the first sessions to come to this workshop but what will be covered is for those who already have a basic understanding of online form creation and some basic skills at working with spreadsheets. In this session we will be expanding on topics such as form automation for email notifications and document creation using Add-on tools. We will also discuss methods for data graphing, interpretation and ultimate end user interfaces, such as privately shared web portals for team member access.

Limited Seating- registration open

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

ASSISTIVE TECHNOLOGY FOR A FUNCTIONAL LIFE (**session almost full**)

Leah Gardner ATP

June 14 Kwataqnuq - Polson

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 14 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 14 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