Montana
Office of Public Instruction

District ARP ESSER Plan

Webinar 3

July 20, 2021

Zoom Meeting Rules

This webinar will be recorded.

- When speaking, please identify yourself and speak clearly.
- You may be asked to repeat your comments or questions if there is a delay or issue with the audio.
- Please use the chat feature to ask clarifications about the information we are providing or to ask questions throughout the webinar.

Webinar Purpose

- To provide school leaders information about the requirements of the **District ARP ESSER Plan** due by August 24, 2021.
- To share helpful tips for navigating and completing the plan template.
- To outline alignment between the District ARP ESSER Plan and the ESSER III E-Grant Application

OPI and Attendee Introductions

OFFICE OF PUBLIC INSTRUCTION
ELSIE ARNTZEN, STATE SUPERINTENDENT
OPI.MT.GOV

WELCOME!

OPI Staff

- Jeff Kirksey, ESSER Program Manager
- Julie Murgel, Senior Manager of School Improvement and Innovation

Requirements and Details of the LEA ARP-ESSER Plan

LEA ARP ESSER Plans

The **District ARP ESSER Plan** template opened July 1st and closes on August 24th in TEAMS.

The OPI will continue to release information on the OPI website under the ESSER Info page, so that LEAs can begin work in anticipation of the opening of the template in TEAMs.

LEAs APR-ESSER Requirements

The requirements for the school district plans include, at a minimum, how districts will:

1. use funds to implement prevention and mitigation strategies;
2. use the funds totaling not less than 20% to address lost instructional time;
3. spend its remaining 80% of ARP ESSER funds;
4. respond to needs of student disproportionately affected by the pandemic; and
5. meaningfully engage with and consult stakeholders in crafting their plans. Each of these federally required components are embedded into this school district ARP ESSER plan.

LEAs APR-ESSER Requirements

In addition, the USED requires the OPI to support and monitor each school district's use of ARP ESSER funds, including:

i. implementation of evidence-based interventions;

ii. address the student groups specifically that were disproportionately impacted by the pandemic; and

iii. identify, reengage, and support students who have experienced the impact of lost instructional time. The plan will provide the information necessary for the OPI to support and monitor school districts as they move forward.

State Components

- Throughout this school district ARP ESSER plan, the OPI has emphasized local control and coordination of state initiatives and requirements so that school districts can identify and innovate solutions for unique local needs and priorities.
- These components are embedded in the school district ARP ESSER plan.
- Additionally, on July 15, 2021 the OPI sought and was approved flexibility from the Board of Public Education to use the Goals section of this plan in place of the Continuous School Improvement Plan (CSIP).

Helpful Tips for Navigating and Completing LEA ARP-ESSER Plan Template

TEAMS Login: http://opi.mt.gov/Leadership/Assessment-Accountability/School-Accreditation

School Accreditation

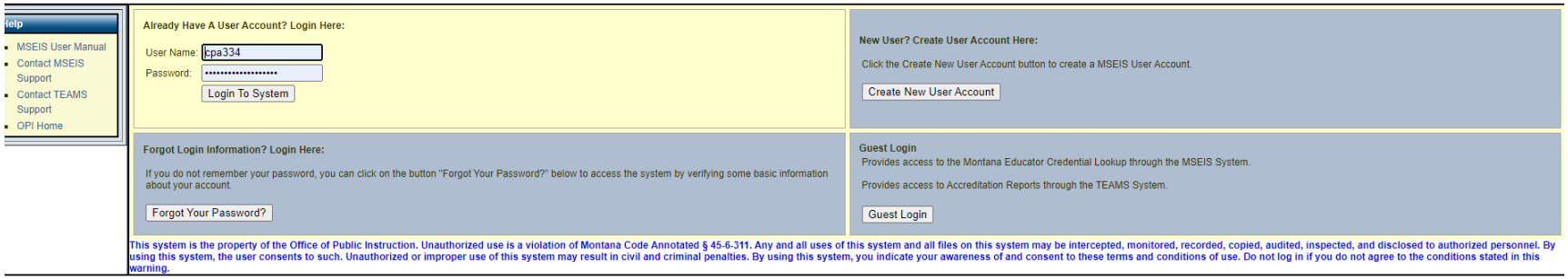
The state board of public education establishes and maintains standards
the benefit of attending accredited schools under the Administrative Rule
school districts to develop, implement, and evaluate continuous school ir
them on an annual basis.

STANDARDS OF ACCREDITATION

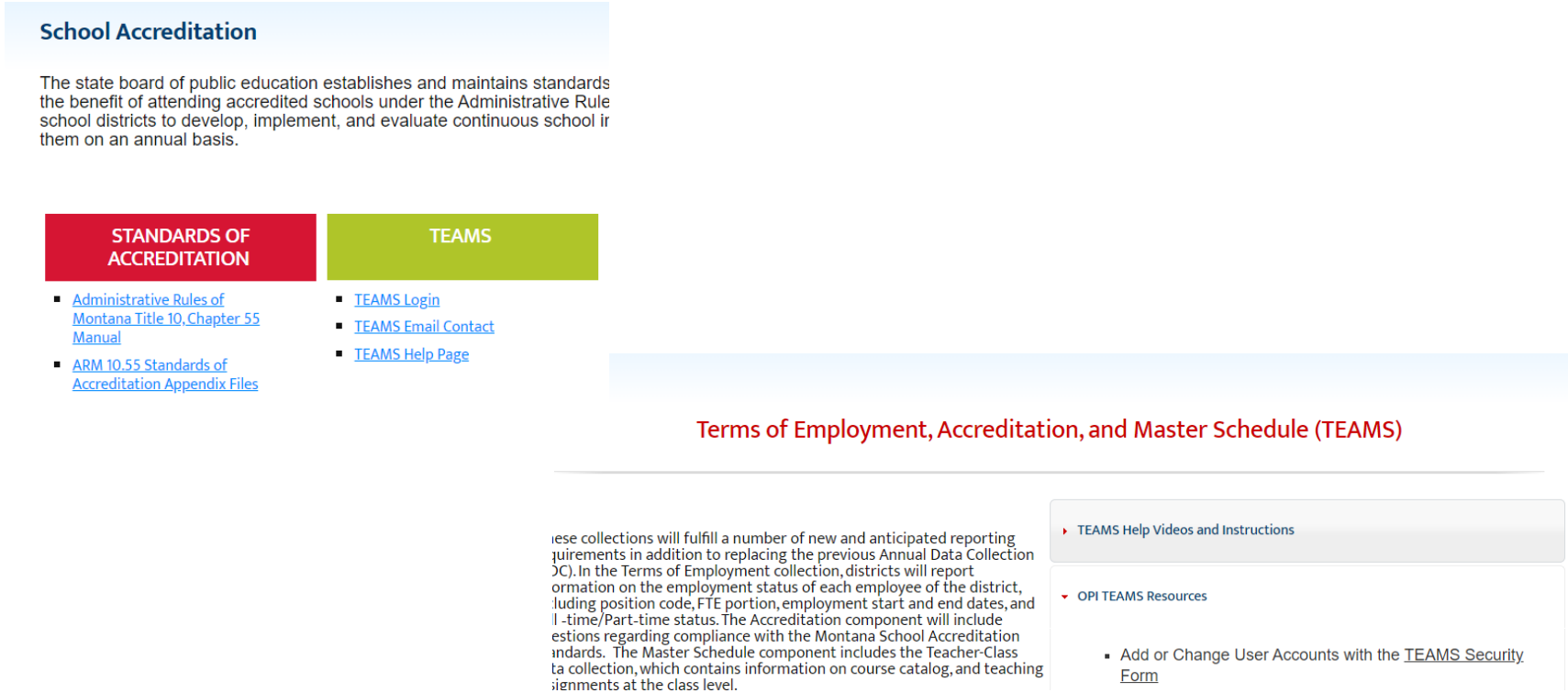
- Administrative Rules of Montana Title 10, Chapter 55 Manual
- ARM 10.55 Standards of Accreditation Appendix Files

TEAMS

- TEAMS Login
- TEAMS Email Contact
- TEAMS Help Page



TEAMS Login: OPITEAMS@mt.gov



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

ıese collections will fulfill a number of new and anticipated reporting
quirements in addition to replacing the previous Annual Data Collection
OC). In the Terms of Employment collection, districts will report
ormation on the employment status of each employee of the district,
luding position code, FTE portion, employment start and end dates, and
l -time/Part-time status. The Accreditation component will include
estions regarding compliance with the Montana School Accreditation
ındards. The Master Schedule component includes the Teacher-Class
ta collection, which contains information on course catalog, and teaching
signments at the class level.

TEAMS Help Videos and Instructions

OPI TEAMS Resources

- Add or Change User Accounts with the TEAMS Security Form

TEAMS Login: http://opi.mt.gov/Leadership/Assessment-Accountability/School-Accreditation

Your TEAMS User Role(s):

OPI Read Only User: (OPIREADONLY)

The 2020-2021 TEAMS screens are closed.

Questions? Contact the OPI at OPITEAMS@mt.gov.

ARP ESSER LEA Plan

Clickhere to complete the ARP ESSER LEA plan. Please review the checklist and instructions before completing the LEA response.

The deadline is August 24, 2021 by 8:00am.

TEAMS Access/Security

Don't forget, if district TEAMS users have changed, the district's Authorized Representative must complete a **TEAMS Security Form (link)** in order for access to be updated.

TEAMS DEADLINE

TEAMS closed December 1, 2020.

FY2022 Course Codes and Endorsements

Some courses have changed for the 2021-2022 school year, please review the Course Codes with Endorsements List under the Reports menu in TEAMS. The OPI completed a full review of all courses and endorsements to align with NCES versions 6.0 and 7.0 and a list of changes is located on the **Endorsements & Course Codes** page.

2020-2021 Compensation Expenditure TOE

The COMPENSATION EXPENDITURE TOE (2020-2021) screen is now open. The screen is located under the SYSTEM drop down menu. You can also generate SEID numbers if necessary.

For more information, contact Nathan Miller at (406) 444-4317, nmiller5@mt.gov or OPITEAMS@mt.gov.

Quick Links:

- TEAMS Security Form
- TEAMS Help Page

District Submission Scenarios

Scenario 1: If you have multiple schools in a district and previously completed a CSIP for the district and each school, do you need to complete a LEA ARP ESSER plan for each school?

No, you are required to only submit a LEA ARP ESSER Plan.

District Submission Scenarios

Scenario 2: If you have separate school districts but one fiscal agent, do you need to complete a LEA ARP ESSER plan for each district.

No, if you have one fiscal agent and one E-grant application, then you only need one LEA ARP ESSER plan that incorporates all districts. This is similar to how you receive and distribute Title I funding under the E-grant consolidated application.

District Submission Scenarios

Scenario 3: If you are a County Superintendent and have multiple school districts, do you need to complete a LEA ARP ESSER plan for each district?

Yes, you will need to complete a LEA ARP ESSER plan for each district, because each district has a separate E-grant application and fiscal agent. In order to alleviate the single user submission tied to one IP address, we strongly suggest you have supervising teachers of each district complete the plan and submit from their own IP address.

District Submission Scenarios

Scenario 4: If you have a separate district and fiscal agent for a K-8 Elementary and 9-12 district, do you need to complete separate LEA ARP ESSER plan for both the elementary and secondary district.

Yes, you will need to complete a LEA ARP ESSER plan for both the Elementary and Secondary district, because each district has a separate E-grant application and fiscal agent. To alleviate the single user submission tied to one IP address, we strongly suggest you and/or a school leader of the one of the two districts complete the plan and submit from their own IP address.

Avoid the Pitfalls

- Use the same computer (IP address) to complete the template, because the response is tied to a unique IP address rather than an email or individual school link.
- Download and save the PDF version as a Word document to draft the plan and allow for collaboration or multiple contributors.
- Identify a single submission author, preferably the district or school leader responsible for the implementation of the plan.
- Seize the opportunity to leverage the plan to drive school improvements and enhance stakeholder engagement.
- Submit only one final template

Pre-planning

Prior to beginning your school district ARP ESSER plan, consider the following:

- Has your district and/or individual schools within the district completed a Gap Analysis to assist in **identifying the top needs** due to COVID19 19? If no, click on Gap Analysis.
- What kinds of data assisted you in **identifying the gaps**?
- What were the **needs you identified in your subgroups**?
- Did you meet with **all stakeholders** to get input on needs and possible solutions to formulate a plan for the funds? (Parents, Students, Teachers, Staff, Community Members, Tribal Members, School Board, etc.…) If not, how will you make this happen prior to creating your plan?

Instructions for completing your school district ARP ESSER plan

- When you reach a stopping point, click Next to save your work. Return anytime before August 24 to finish your submission.
- When you're ready, click Submit at the end of the plan.
- After you click Submit, your responses will display in a PDF file. Download the PDF file.
- Upload the PDF file of your responses to your district's webpage.
- Note: The option to edit is no longer available once the plan is submitted by clicking the Submit button. If you click Submit and then determine later that you need to make changes, contact OPITeams@mt.gov.

While completing your school plan

- What would you like to achieve before the funding ends in September of 2024?
- What goals will need to be established in order to get there?
- You may need to leave and come back to this form as you formulate your plan.
- You will still need to complete the eGrants application for ESSER III that is due September 1, 2021. It is important that your school district ARP ESSER plan aligns with the budget amounts reported in eGrants.

Resources

Resources to help with completing your plan:

- Curriculum Selection
- Acceleration Guidance
- ESSA Tiers of Evidence
- Gap Analysis Tool
- U.S. Department of Education FAQ - ESSER/GEERS
- FAQ's of Maintenance of Equity Requirements
- Montana Office of Public Instruction ESSER website
- SEL Priorities

Next steps

- The OPI will confirm your submission via the email you provided at the start of your plan.
- The OPI will reach out with questions and support as needed. Districts will need to set up their own monitoring which needs to be paired with implementation.
- Districts will be able to answer these same question every 6 months. The OPI created this temporary form as a means to meet the federal timelines; it will be put in a more permanent location where you can access and update your plan.
- The OPI will use this form to collect best practices to share with other districts.

After the Plan

This plan must be monitored continuously and updated every six months. The OPI will confirm your submission via the email you provide at the start of your plan. The OPI will reach out with questions and support as needed.

Alignment between the District ARP ESSER Plan and the ESSER III E-Grant Application

Template sections

The template **sections** are as follows:

1. School District-Identified Priorities
2. Meaningful Consultation
3. Goals
4. Coordinating Funds
5. Creating Safe and Healthy Learning Environment
6. Addressing Lost Instructional Time
7. Supporting the Educator Workforce
8. Monitoring and Measuring Impact of ARP ESSER funds

Aligning E-Grants Budget to Plan

- There are three budget allocations represented in the ESSER III Consolidated E-Grants application:
  - **ESSER III Base** (80% of your federal allocation)
  - **School District Supplemental** (State distributed allocation)
  - **Lost Instructional Time** (20% of your federal allocation set-aside for "learning loss")
- Remember only 2/3 of federal allocation has been dispersed by USED.

Aligning E-Grants Budget to Plan

Object Codes

100 Personal Service Salaries – Salaries

200 Employee Benefits – Benefits

300 Purchased Professional and Technical Services – Contracted services for administrative, professional, educational, technical, and cooperative services.

400 Purchased Property Services – Utilities, building usage charges, repairs and maintenance services, rent, minor construction.

500 Other Purchased Services – Student travel, employee travel, professional development, registrations, communications, printing.

600 Supplies – Instructional supplies and materials, textbooks, library materials software, minor equipment

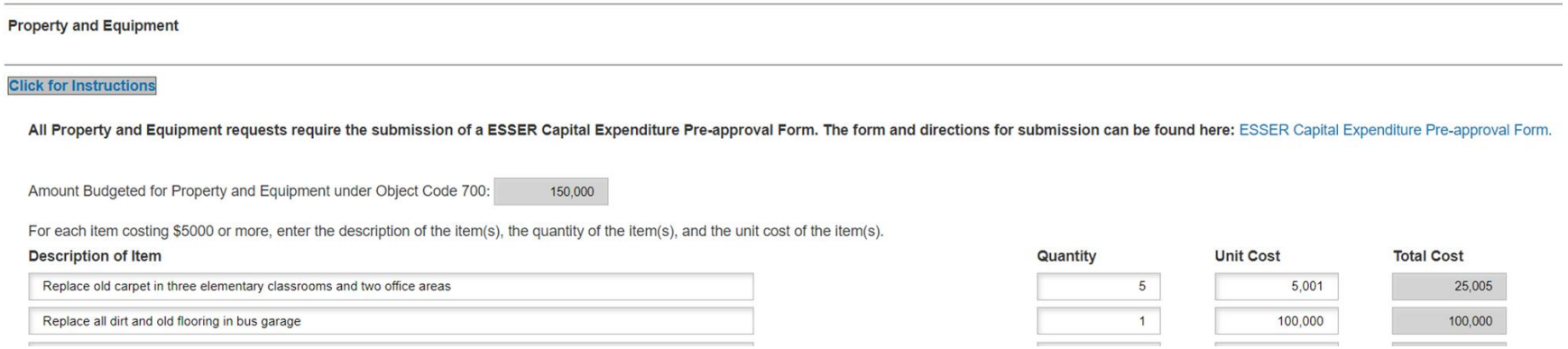
700 Property – Capital outlay, including major construction and equipment usually>5000 (Requires Pre-Approval by the OPI)

800 Other Objects – Rare-Dues, fees, student organization costs

Aligning E-Grants Budget to Plan

Where can I find the ESSER Capital Expenditure Pre-approval form?

Answer: The form can be found on the Property and Equipment Budget page in E-Grants (show below) or you can access the link directly.



Property and Equipment

Click for Instructions

All Property and Equipment requests require the submission of a ESSER Capital Expenditure Pre-approval Form. The form and directions for submission can be found here: ESSER Capital Expenditure Pre-approval Form.

Amount Budgeted for Property and Equipment under Object Code 700: 150,000

For each item costing $5000 or more, enter the description of the item(s), the quantity of the item(s), and the unit cost of the item(s).

Description of Item	Quantity	Unit Cost	Total Cost
Replace old carpet in three elementary classrooms and two office areas	5	5,001	25,005
Replace all dirt and old flooring in bus garage	1	100,000	100,000

Aligning E-Grants Budget to Plan

Do you need to articulate how you proposed budget expenses connect to COVID prevention, preparation, and response?

Answer: Yes, In E-Grants you should make the expenditures connection to COVID clear in your budget descriptions.

- An example could be: "_____ salary to hire specialist to help support students whose learning was adversely impacted by the pandemic in order to help students reach grade level expectations." OR "Purchasing _____ to enable the district to easily transition to online learning as part of our COVID preparation strategy."

Resources on Webpage

OPI Website-ARP ESSER: opi.mt.gov

Next Steps

- A recording of this session and slides will be available on the OPI webpage.

Thank you!

For questions or additional information please contact Jeff Kirksey @ Jeffrey.Kirksey@mt.gov

Montana
Office of Public Instruction
opi.mt.gov Elsie Arntzen, Superintendent