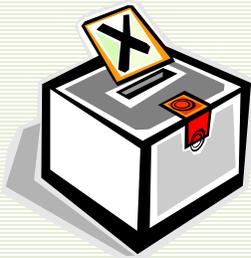*Quick Reference Guide:*

COUNTY: District Classification Collection

This guide will help districts navigate the County application for the entry of district classification information used in school elections.

Topics covered in this Quick Reference Guide include:

- *Data Required for District Classification Collection*
- *Obtaining Data From Districts*
- *County Application*
- *Entering District Classification Data*

This guide is designed to help County Superintendents navigate the County application for the entry of District Classification data for use in school elections. District classification determines which districts report campaign finance information to the Montana Commissioner of Political Practices (MCPP) and County Superintendents are charged with the establishment and classification of districts (20-6-201, MCA).

Before beginning, consider the following:

1. **What is the current district classification and when was it last changed?**
   - District classification is determined by the district's population, based on the best available population information for the district. Districts may change classification no more than once every 5 years. *page 2*

2. **How do I get information from districts?**
   - The OPI has created a form that districts should complete and send to their County Superintendent. *page 3*

3. **What is the County application and how do I access it?**
   - The County application is currently used to enter county data submitted to the OPI. County Superintendents will access the application to enter district classification data. *page 3*

4. **I entered this data last year, do I have to do it again?**
   - District classification rolls from one year to the next. The data only needs to be verified. *page 4*

5. **Where does district classification data come from?**
   - District populations are pre-populated based on the most recent census data available. County Superintendents only need to update *District Classification*, *# Trustees*, and *Date of Last Classification Change* data for all districts within the county. *page 4*

March 2017

County: District Classification

DISTRICT CLASSIFICATION

Elementary districts are divided into three classifications:

- First class – population of 6,500 or more;
- Second class – population of 1,000 or more but less than 6,500;
- Third class – population less than 1,000

The classification of the high school district is the same as the classification of the elementary district where the high school is located.

County Superintendents are given the authority to make classification changes based on the population of the district. Changes may be made only once every 5 years.

Classification changes affect the number of trustees elected in a district.

The data elements required for the District Classification collection are as follows:

- District Classification - described above;
- # Trustees – the current number of trustees in the district;
- Date of Last Classification Change – use your best judgement if date is not known
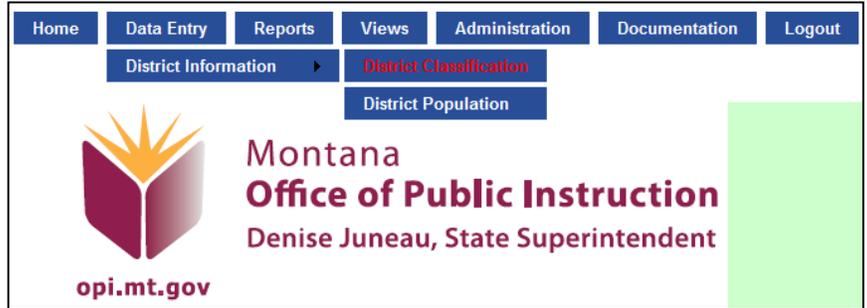- Joint Board – DO NOT ENTER DATA HERE

| Home | Data Entry | Reports | Views | Administration | Documentation | Logout |

District Classification

State FY of Collection: 2015 County: Beaverhead

District: Beaverhead County H S Population: 8,833 District Classification:

Trustees: Date of Last Classification Change:

Joint Board: ○ Yes ○ No

Save Clear

There are no districts entered for this county.

Submit

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

County: District Classification

ORGANIZATION OF SCHOOL BOARD OF TRUSTEES

To the District Clerk:

After your annual organizational board meeting please complete this record of current trustees and district clerk. Send a completed copy to the County Superintendent for their records.

At the annual organizational meeting of the school board of trustees, _____ School

District, in _____ County, the board was organized as follows:

Name	Address

Chair: _____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Clerk: _____ _____

_____

District Clerk

_____

Date

DISTRICT INFORMATION

The information needed to complete the District Classification collection is received from the district after the organizational meeting in May.

The School Board Organization form may be found on the School Finance webpage under Election Resources/Basic Election Forms/Board of Trustees:

http://opi.mt.gov/pdf/SchoolFinance/ElecHB/Trustee/SchoolBoardOrganization.pdf

COUNTY

County Superintendents have a username and password that will allow them access to the County application.

The link to the County application is below:

https://apps.opi.mt.gov/County/frmLogin.aspx

The link may also be found on the School Finance webpage under **Election Resources**.

OPI County

Log In	
User Name:	
Password:	
	Log In

Forgot your password?
A new one will be e-mailed to you.

March 2017

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

County: District Classification

3

CONFIRMING DATA ENTRY FROM THE PRIOR YEAR

Districts only need to update their data for the current year.

Select Data Entry/District Information/ District Classification.

Select a county. A list of districts with existing data will show under the header.

Click **Select** on the first district.

Verify *District Classification, # Trustees* and *Date of Last Classification Change*.

Make any necessary updates.

Click **Save**.

Once all data has been verified, click **Submit**.

Clicking **Submit** finalizes data for the OPI reporting. If an error is found after submission, contact Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov.

March 2017

APPENDIX

Elementary District Classification (20-6-201)

- First Class District – Population of 6,500 or more
- Second Class District – Population of 1,000 or more but less than 6,500
- Third Class District – Population less than 1,000

High School District Classification (20-6-301)

- Follows the classification of the elementary where the high school is located (regardless of population)

Elementary Trustee Positions (20-3-241, MCA)

- First Class District – 7 trustee positions
- Second Class District – 5 trustee positions
- Third Class District – 3 trustee positions

  The number of trustee positions in a second or third class elementary district may be increased by two (7 in a second class district, 5 in a third class district) upon majority vote of the board of trustees. In order for the additional positions to be added at the next election, the action of the board of trustees must be published by the district clerk in a newspaper of general circulation in the county prior to January 1 of the year of the trustee election.

  The trustees may reduce the number of trustee positions upon receiving a petition for that purpose from at least 10 qualified electors of the district.

High School Trustee Positions (20-3-351, MCA)

- The trustees of the elementary district in which the high school is located
- County High Schools – 7 trustee positions
- Additional trustee positions in accordance with 20-3-352(2), not to exceed four in a first or second class high school district or two in a third class high school district

Requirements for Reporting to the Montana Commissioner of Political Practices (MCPP) (13-37-201 and 13-37-206, MCA)

- First class districts in a county having a population of 15,000 or more must certify with the MCPP within 5 days of becoming a candidate

March 2017

County: District
Classification