

The OPI Monthly Summary: October 2019

| | |
|---|------------|
| Office of the Superintendent..... | 3 |
| ○ 2018-2019 State Assessment Results | |
| ○ Every Student Succeeds Act Updates | |
| ○ New Student Support Services Director | |
| ○ Superintendent's Office October Events | |
| The OPI's Initiatives..... | 4 |
| Accreditation and Educator Preparation..... | 5 |
| ○ CSIP Open | |
| ○ TEAMS Open | |
| ○ Internships | |
| ○ Licensed Educator Professional Staff Deadline | |
| Assessment..... | 5-6 |
| ○ MontCAS News | |
| ○ Smarter Balanced | |
| ○ NAEP Nation's Report Card | |
| ○ Science | |
| Content Standards and Instruction..... | 7 |
| ○ Content Standards Negotiated Rulemaking Committees- Applicants Needed | |
| ○ OPI Learning Opportunities Portal | |
| Collections Calendar..... | 8 |
| ○ Upcoming Collections Deadlines | |
| Every Student Succeeds Act..... | 8-9 |
| ○ Comprehensive Support and Improvement | |
| ○ Targeted Support and Improvement | |
| Federal Programs..... | 9 |
| ○ 2019 Comparability Reports | |

Finance.....9-11

- State Paid Tuition and FP-15's
- Per Pupil Expenditures FY 19
- FY 2020 Bus Routes (TR1's)
- Changes to Trustees Financial Summary
- Compensation Expenditure Report

Health Enhancement and Safety.....11-12

- Traffic Education
- School Safety
- School Nutrition
- Camera System Tips from DHS

Student/Teacher Competition Opportunities.....13

- DNRC "Keep Montana Green" Art Contest
- Northwest Earth and Space Sciences Pipeline Challenge
- LifeChanger Nominations for School Employees

Office of the Superintendent

Updates in Montana Education

2018-2019 State Assessment Results

The OPI released ACT [results](#) on September 13th, SBAC [results](#) on October 4th, and CRT [results](#) on October 7th. NAEP [results](#) will be available October 30th. Local results are on [GEMS](#).

Every Student Succeeds Act (ESSA) Updates

The OPI is preparing to submit two amendments to Montana's state ESSA plan and is currently seeking feedback. The first amendment is to change the exit criteria for English Learners as measured by the WIDA assessment from a 5.0 to a 4.7. The second is to update the Title IV, Part A allocation process. Additional details can be found on the OPI's ESSA [webpage](#). The public is invited to provide comments via email to ESSAinput@mt.gov. Comments will be accepted until November 18th. Also, a feedback and input discussion is scheduled for November 20th via a conference call at 11:00 am. Call: (712)-770-3665 code: 514145. Updated school, district, and state report cards will be posted in early-December with the exception of local financial data which will be added in February 2020. Report cards can be viewed at this [link](#).

New Student Support Services Director

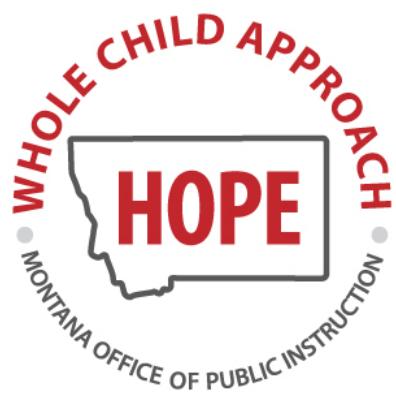
Jenifer Cline has been hired as Montana's new Director of Student Support Services. Ms. Cline will oversee the Office of Public Instruction's special education, gifted & talented, and early childhood programs. Jenifer has worked in the OPI's Student Support Services Division since 2017. She previously worked in school districts throughout Montana and Idaho for nearly 20 years in the special education and speech pathology fields. Ms. Cline has a Bachelor's and Master's Degree in Speech and Hearing Sciences from Washington State University-Pullman along with a Class 3 Montana Educator's License and Montana Speech Pathology Board License.

Superintendent's Office October Events

- Montana Equipment Dealers Association conference in Whitefish
- Montana PTA convention in Great Falls
- CTE Signing Day at MSU
- Construction Week events in Bozeman
- CTAE conference in Great Falls
- Meeting with Rocky Mountain College and the Billings Chamber of Commerce
- MIC3 military children conference in Colorado
- Red Ribbon Week parade in East Helena
- JMG conference in Helena
- Executive Leadership Team meeting of the Transportation Safety Committee
- Land Board, Education Advocates, Governor's Office, and Library Board meetings

Follow the Office of Public Instruction on social media:  

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



- Family, student, and community engagement
- Safety, mental health, and suicide prevention



- Celebrating teacher excellence and extending leadership opportunities
- Teacher retention and recruitment



- Closing achievement gaps
- Improving math and reading with a focus on middle school



- Expanding industry, military, and post-secondary partnerships
- STEM, CTE, and workforce development emphasis beginning in middle school

Accreditation and Educator Preparation

CSIP Open

The Continuous School Improvement Plan (CSIP) is now open for 2019. The new CSIP combines several different district/school improvement plans: (1) state-level questions for districts and schools, (2) federal-level plans, (3) schoolwide Title I plans, (4) and special education improvement plans. If district personnel require access to the CSIP, a CSIP Access Request Form will need to be completed and submitted to OPI.CSIP@mt.gov.

TEAMS Open

Terms of Employment and Master Schedule (TEAMS) is open for 2019. If a district has had a change in an authorized representative (AR) or other administration personnel, this information needs to be submitted to CentralUpdates@mt.gov. Once completed, in order for new access to TEAMS to occur, a district must complete a [TEAMS Security Form](#), signed by the new AR and submitted to the OPI. The district should indicate which personnel need to be inactivated and add any new personnel and assigned roles. TEAMS will close November 1, 2019.

Internships

November 15, 2019, is the date that post-secondary institutions must register internships with the OPI. If the internship is not registered, the new endorsement area will not be reflected on the educator's license, and this could result in an accreditation deviation.

Licensed Educator and Professional Staff Deadline

December 1, 2019, is the date that all licensed educators and professional staff must have registered their license with the OPI. If not registered by this date, educators are considered not licensed for accreditation purposes. For more information, contact [Patty Muir](#) or [Nathan Miller](#).

Assessment

MontCAS News

The Assessment Division sends school leaders tailored monthly messages on the Montana Comprehensive Assessment System (MontCAS) via the Assessment 411 electronic mailing system. This month the issue had four reminders on (1) score reports, (2) required participation, (3) ACT discontinuation of non-college reportable scores, and (4) ESSA amendments for English language proficiency criteria. From the September issue, the Assessment Division would like to remind school leaders to confirm the System Test Coordinator in the TEAMS Application by November 1, 2019. If you are not receiving the Assessment 411, please make sure your contact information is up-to-date in the [OPI Contacts Application](#) (see the [OPI Contacts Application](#) guide).

Smarter Balanced

The Assessment Roadshow was given to schools and locations across Montana to provide professional development and training to various educators. The purpose was to dive into the theme of building balanced assessments, providing technical assistance to utilize existing resources, and to understand the importance of data use and integrity. These trainings were focused on the summative, interim, and formative assessments offered by our Smarter Balanced assessment package with an emphasis on using the interims to target teaching to the standards.

NAEP Nation's Report Card

The results from 2019 NAEP in Reading and Mathematics for grades 4 and 8 will be released by [National Assessment Governing Board \(NAGB\) on October 30th](#). A select group of schools is also participating in the Long-Term Trend (LT) assessment this fall.

Science

The new Montana Science Assessment (MSA) and Alternate Montana Science Assessment (AMSA) are in development, with census field testing planned for spring 2020. All 5th and 8th grade students will take the MSA; ACT science scores will be used for high school science assessment. (Those 5th, 8th, and 11th grade students with significant cognitive disabilities, about 1% of Montana students, will take the AMSA.) To learn more about the OPI's new science assessment plan and to **share your comments by November 15**, please visit our [Montana Science Transition](#) site. For more information, contact the OPI Assessment Division: OPIAssessmentHelpDesk@mt.gov, 844-867-2569.

Content Standards and Instruction

Content Standards Negotiated Rulemaking Committees – Applicants Needed

- Negotiated Rulemaking: December 2019 - February 2020
 - To apply for a position on a negotiated rulemaking committee or nominate a colleague, please [fill out this application form](#).
 - MAR Notice - [Negotiated Rulemaking Committee for Computer Science, Library Media, and Technology](#)
 - Meets December 5, 2019 in Helena, MT
 - MAR Notice - [Negotiated Rulemaking Committee for CTE](#)
 - Meets December 3, 2019 in Helena, MT
 - MAR Notice - [Negotiated Rulemaking Committee for Social Studies](#)
 - Meets December 2, 2019 in Helena, MT
 - Additional meetings will be held in January and February, 2020
 - Teleconferencing and e-mail correspondence will be utilized as much as possible.
 - The application asks for commitment that the person or nominee will be able to participate in the negotiated rulemaking process and will actively participate in good faith in the development of the proposed rule amendment under consideration; and
 - The application also asks for confirmation of the ability of the person or nominee to cover committee participation costs (such as telephone calls, travel, and per diem expenses).

Applications are due no later than the close of business on October 31, 2019

Resources

- [K-12 Content Standards and Revision Webpage](#)
- Download the [2017 - 2027 COMPLETE REVISION SCHEDULE](#)
- Take the *Montana Content Standards 101* course on the [Teacher Learning Hub](#)
- Watch the [Montana Content Standards Revision Overview](#) video.

OPI Learning Opportunities Portal

Visit the [Learning Opportunities Portal](#) to find out about upcoming 2019-20 classes, workshops, and courses. The Portal is just one of the ways the OPI informs educators about upcoming professional learning opportunities in our state.

For more information on these topics, contact OPICSI@mt.gov.

Collections Calendar

Upcoming Collections Deadlines

| Name | Description | Due Date | Application | Primary Contact |
|-------------------------------------|---|------------|-------------|--|
| TEAMS Data Collection | TEAMS collection window is open from September 2, 2019 through November 1, 2019. Including Teacher Class and Terms of Employment. | 11/01/2019 | TEAMS | Nathan Miller; (406) 444-2410; NMiller5@mt.gov |
| Continuous School Improvement Plans | The Continuous School Improvement Plan online reporting window opens to all school district personnel to complete the annual progress report. | 11/01/2019 | CSIP | Patricia Muir; (406) 444-4317; PMuir@mt.gov |

Every Student Succeeds Act (ESSA)

Comprehensive Support and Improvement

Continuous School Improvement Plan: Update the CSIP with current state assessment data by November 1st, 2019. [CSIP Link](#)

Title I School Support: CSI Budget: No later than October 31st, CSI districts must submit a paper budget to Kathi Tiefenthaler at ktiefenthaler@mt.gov for approval prior to inputting a budget into E-grants.

Monthly School Report: School leaders and leadership teams must submit the monthly school report within 3 days of the last OPI Contact Person/Instructional Consultant visit. [School report link](#). Attached is a link for a [webinar](#) on how to complete monthly reports.

Targeted Support and Improvement

TSI Formula Grant: LEAs with schools identified as Targeted Support and Improvement Schools are eligible to apply for a TSI Formula grant that includes:

- A high-quality application, including a Comprehensive Needs Assessment (CNA), gap analysis, action plan, evidence of stakeholder engagement, and selection of strong evidenced-based strategies are required to receive funding.
- An application will be driven by local needs and the TSI strategies and activities found in the LEA/School action plan. All activities must address the needs and root causes identified in the CNA and advance the overall goal to increase academic achievement in identified low performing subgroups.
- All TSI school activities funded with Title I 1003(a) school improvement funds must be reasonable, necessary, and directly related to the implementation of the LEA/school action plan.

Timeline:

October 3rd to November 1st: Grant Pre-work

- Completing the CNA and Gap Analysis as part of the CSIP process in TEAMS
- Researching Evidence-based practices
- Conducting Stakeholder involvement

October 4th-October 11th: Email notification of Formula Grant Allocation by School

November 15th: Grant Application Opens

November 18th: Optional webinar for Overview of Grant Application

December 6th: Grant Application Closes

December 21: Notification of approval or corrections required

For more information, contact [Julie Murgel](#), 406-444-3172

Federal Programs

2019 Comparability Reports

Comparability reports for SY2019-20 are due to the OPI no later than November 8, 2019. Districts that must complete comparability reports have already been notified. Please remember that student-staff ratio is no longer allowed to demonstrate comparability. For more information, contact [Jack O'Connor](#), 406-444-3083

Finance

State Paid Tuition and FP-15's

Please submit your state paid tuition and FP-15 (day treatment) claims for the 2018-19 school year as soon as possible. These claims must be submitted and approved prior to December 31, 2019. Once your claims are entered in MAEFAIRS, the district must verify the claim and number of days enrolled. Claims will be paid in the month after they are verified and submitted through MAEFAIRS. For more information, contact [Nicole Thuotte](#), 406-444-4524.

Per Pupil Expenditures FY 19

Please review and verify your ESSA Per Pupil Expenditures for FY 19 – calculated from data entered in the Trustees' Financial Summary (TFS). In the MAEFAIRS application, under Data Entry, select ESSA PPE Calculation. Choose a district to review. Please note that there are two pages to the report and the Total Per Pupil Expenditures is the last item on the second page. Any corrections to the per pupil expenditures must be made prior to the December 10th deadline for TFS changes. The OPI will present a webinar on the ESSA Per Pupil Calculation on Wednesday, November 13th at 10:00 am. Please email [Debbie Casey](#) to register. To submit ESSA Per Pupil Expenditure corrections, contact [Nicole Thuotte](#), 406-444-4524

FY 2020 Bus Routes (TR1's)

By November 1 districts must electronically enter all approved TR1's into the Pupil Transportation Program, and send a copy signed by the board chair to the county superintendent.

By November 10 county superintendents must electronically receive all TR1's entered by the districts in the Pupil Transportation Program. County superintendents must have a paper copy from the district in order to electronically receive the TR1's. For questions or assistance, contact [Donell Rosenthal](#), 406-444-3024.

Changes to Trustees Financial Summary

If you find a material coding error on your FY 19 Trustees Financial Summary (TFS), please submit a revision to Keri Ludwig in the School Finance Division. As provided in ARM 10.10.504(6), changes to the TFS are limited to:

- Coding revisions between revenue and expenditure line items, provided no change occurs in the fund balance of the budgeted funds; or
- Revisions in the balance sheet accounts, provided no change occurs in the fund balance of the budgeted funds.

The Office of Public Instruction cannot process TFS changes that affect the fund balance in budgeted funds because fund balances are carried forward to the following FY budget, and a change in fund balance may impact the number of mills already levied in the fund. Revisions should be submitted as follows:

- Photocopy the original page of the TFS, with amounts to be revised crossed out and the correct amount written in.
- When sending balance sheet revisions, please send any expenditure and revenue line item changes that correlate with the revisions. The fund balance on the balance sheet should equal the ending fund balance shown on the Statement of Changes in District Fund Balance report after the revisions are made.
- Change any sub-totals and totals that will be affected.
- Sign and date any sheets that contain a revision.
- Scan and email revisions to Keri.Ludwig@mt.gov, or mail revisions to School Finance at PO Box 202501, Helena, MT, 59620-2501.

The deadline for submitting revisions is December 10. Non-material line item coding changes that affect fund balances in the budgeted funds for FY 19 must be reported as prior period adjustments on the TFS for FY 20. The district may need to adopt a budget amendment for the current year to record a prior period expenditure adjustment in a budgeted fund.

Compensation Expenditure Report

MAEFAIRS is currently available for compensation expenditure reporting. The Compensation Expenditure Report requires that all employees who received a paycheck during 2018-19 fiscal year be entered into the district's 2018-2019 TOE data. For many districts, the TOE records did not include employees hired after the TEAMS application was closed. The missing employees can be entered into the compensation expenditure TOE screen in TEAMS. The Compensation Expenditure Report is due December 10th.

For TEAMS/TOE information, contact [Patty Muir](#), 406-444-4317. For MAEFAIRS information, contact [Keri Ludwig](#), 406-444-0509 or [Rehanna Olson](#) 406-444-1960.

Health Enhancement and Safety

Traffic Education

Tara Ferriter-Smith has been hired as the OPI's new Traffic Education Director. In the position, she will oversee the OPI's Traffic Education Program and the Montana DRIVE workshops held each summer in Lewistown. Tara was a classroom teacher for ten years before coming to the OPI in 2006. She has been involved in supporting various educational initiatives during her thirteen years with the OPI including Multi-systems of Support (MTSS), Reading First, Striving Readers, Early Reading First, and the Montana Preschool Development Grant.

Tara joins Patti Borneman and the MT DRIVE team serving traffic education in collaboration and coordination with teachers and district staff who make driver education possible for more than 8,500 Montana teens every school year. Tara takes on the leadership role recently held by Fran Penner-Ray, who retired in August. She can be reached at (406) 444-4396 or email her at tferriter@mt.gov.

School Safety

Applications are now available for professional development grants to address school safety. House Bill 601 was passed by the 2019 Legislature at the request of the Office of Public Instruction to better secure Montana schools and provide safe learning environments for students. School districts can submit their applications beginning at 8:00 am on November 18, 2019 using the application materials available on the [OPI Website](#). Complete grant applications will be funded in amounts from \$1,000 to \$10,000 until the funds are exhausted based on the order in which they are received.

For more information regarding this grant opportunity, contact [Tammy Lyons](#), 406-444-0829.

School Nutrition

Learn more about "Cole's Pantry" nutrition resources for schools: <https://www.colespantryinc.org/>

Camera System Tips from DHS

While conducting Site Assist Visits at schools across Montana, one of the common statements I frequently hear is, "We are going to purchase some cameras but don't know where to put them." There is nothing wrong with installing cameras on school grounds as long as you have a plan and are purchasing the right system to suit your needs. Along with being Montana's Department of Homeland Security Protective Security Advisor, I am also a Certified Protection Professional (CPP) with the American Society of Industrial Security (ASIS). Here are some things I have learned about CCTV that hopefully will assist you:

- Do your homework and research the different types of systems out there
- Establish objectives on what you want the camera system to do for your situation
- Make sure there is enough lighting at the camera location during the hours you want the camera to operate

Remember, a CCTV system is not the answer to your security; it is one of many tools

"The Myths":

- Fake cameras put up to act as a deterrent can also give people a false sense of security
- 'Nothing is going to happen at my school so I don't need to record my camera video'
- 'We've had co-ax and Cat 5 wiring all over the school for years, we'll just tie it to that'
 - Your old wiring may not support the new technology cameras; do the research.

Randy Middlebrook, CPP
Protective Security Advisor
Department of Homeland Security

Student/Teacher Competition Opportunities

DNRC “Keep Montana Green” Art Contest

<http://www.keepgreen.org/art-contest.html>

Northwest Earth and Space Sciences Pipeline-Apollo Next Giant Leap Student Challenge

<https://nwessp.org/apollo50/>

LifeChanger of the Year Nominations for School Employees

<http://app.lifechangeroftheyear.com/nominate.cfm>