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# Office of the Superintendent

## Updates in Montana Education

### Legislative Priorities

The OPI is finalizing our legislative requests for the 2019 legislature. This includes both budgetary and non-budgetary items. In the next few weeks, finalized education budget requests will be available. The OPI is seeking to maintain and restore education funding levels including statutorily required inflationary increases as well as an inflationary increase for special education and funding for CTE/Vo-Ed programs.

Additional legislative requests which are still being developed include:

- [Legislation](#) to prevent the aiding and abetting of sexual abuse of children
- Legislation directing one PIR day to be devoted to school safety
- Legislation to allow certain inter-state agency data sharing to better provide opportunities for students
- Legislation to more evenly distribute BASE aid funding to schools

### School Safety

Check out the news coverage of Superintendent Arntzen's back to school safety message [here](#)

### Assessment Results

Statewide assessment [results](#) for the 2017-2018 school year are available and Superintendent Arntzen [sat down with KULR 8](#) to discuss the results.

### Teacher of the Year

Dylan Huisken, a middle school social studies teacher from Bonner, has been selected as the 2019 Montana Teacher of the Year! Mr. Huisken will go on to represent Montana in the National Teacher of the Year program. Congratulations to Mr. Huisken as well as the other two finalists: Linda Rost of Baker and Matt Schrowe of Red Lodge.

### OPI Calendar

The OPI is in the process of posting our external events on the state's [public calendar](#).

### Superintendent's September Events

- Recurring Land Board, Board of Public Education, Board of Regents, Interim Education Committee, and statewide education advocacy group meetings
- Back to school visits in East Helena, Bozeman, Hardin, Dillon, Bonner, and Billings
- [Montana American Indian Heritage Day](#) and [Constitution Day](#) events

Follow the Office of Public Instruction on social media:



For more information, contact [dylan.klapmeier@mt.gov](mailto:dylan.klapmeier@mt.gov) or 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**

## Federal/ESSA Update

### Calculating Student Growth

- Percent Progress is defined as the percent of students at each school increasing their test scores from one grade to the next when compared to their peers.
- This method converts the Smarter Balanced Assessment Consortium (SBAC) scaled scores to z-scores based on the normal distribution of the scaled scores in Math and ELA to allow for comparisons of test scores between grades. Each student's scaled score is converted to a z-score at each grade.
- Improvement will be tracked on a student-by-student basis. Each student will be tracked over a two-year period to determine the amount of improvement shown. Every student's test score will be normalized for the previous year's test results and the current year's test results. Normalization will provide the number of standard deviations above or below the mean of that student's test score for each year. The difference between the two normalized test scores will provide the amount of improvement the student shows over the two years. The normalized test scores will then be aggregated to the school level. A mean normalized test score will then be available for each school/subgroup required. The mean normalized test scores will then be compared to each other to determine how each school/subgroup is showing improvement.

### Certifying Data October 2<sup>nd</sup>

When certifying graduation/dropout numbers October 2<sup>nd</sup> through October 12<sup>th</sup> please take note that these certified numbers will be used in the ESSA accountability system to determine your school's designation of Comprehensive, Targeted or Universal. **The OPI strongly recommends a leadership team reviewing this information and certifying on time.**

### Revising the Continuous School Improvement Plans (CSIP)

The Continuous School Improvement Plan (CSIP) is now open for 2018. The new CSIP combines five different district/school improvement plans: (1) state-level questions for districts and schools, (2) federal-level plans, (3) schoolwide Title I plans, (4) special education improvement plans, (5) and CTE plans. Please submit specific feedback on what could be improved on the CSIP. A focus group including representation from the Title I school COP, comprehensive schools, and Advanced Ed. Schools will be asked to participate and the focus group will advise on changes for next year's CSIP.

For more information or questions, contact Deputy Superintendent Susie Hedalen at [Susie.hedalen@mt.gov](mailto:Susie.hedalen@mt.gov) or 406.444.3449

# Content Standards and Instruction

## Teacher Learning Hub Annual Report for 2017-18

We recently posted our [annual report for the 2017-18 fiscal year](#). You can access the full report from the Teacher Learning Hub homepage, but here are a few highlights:

- Participants spent 22,526 hours earning Renewal Units in 2017-18 (29% increase).
- The Hub has 8,848 total registered users (46% increase)
- Schools from all 9 MASS Regions completed courses on the Hub this year
- Top self-paced courses
  1. An Introduction to Indian Education for All
  2. Welcome to Our School: An Introduction for Substitute/Guest Teachers
  3. Dealing with Grief and Loss in Adolescents
  4. At Risk: Mental Health and Suicide Prevention Role-Play Simulations (Elem, MS, HS)
- Top Facilitated courses
  1. STREAM: Math Practices (K-8)
  2. 3D Science Implementation Mentorship
  3. PASS ELA
  4. PASS Math

## Terms of Use

We are frequently asked about how participation in Hub courses is monitored. We expend a great amount of time and resources to create courses that have high expectations and high return on the learning that they offer. We expend an even greater amount of time and resources in monitoring and improving the courses.

All Hub account holders are responsible for following the [Terms of Use](#). All users agree to:

- Complete all tests/assignments on your own, unless collaboration is explicitly permitted.
- Complete all activities to your full ability and following course expectations.
- Complete all activities with honesty and academic integrity.
- Maintain only one user account and not let anyone use your username or password.
- Not engage in any activity that would dishonestly alter your results or others' results.

If a user violates the Terms of Use, they may be subject to one or more of the following actions:

- Receiving a zero or no credit for an assignment;
- Having any certificate or renewal units earned in the course withheld;
- Being unenrolled from a course; or
- Termination of your use of the Hub.
- Additional actions may be taken at the discretion of the OPI, and Hub course providers.

For more information or questions, contact [OPILearningHub@mt.gov](mailto:OPILearningHub@mt.gov)

## Career Technical and Adult Education

### Fall 2018 CTE Data Collection Begins

The Fall 2018 CTE Data Collection begins on October 1 and ends December 31, 2018. The Fall CTE Data Collection is a follow up to last year's Spring CTE Data Collection. Students identified as CTE Concentrators last year (2017-2018) and graduated in the spring of 2018 should be contacted between October 1 and December 31 and asked their current post-graduation status. After contact, the appropriate post-graduation status code must be entered into the AIM/Infinite Campus data system for each CTE Concentrator. All high schools that received funding from the Carl D. Perkins federal grant program in 2017-2018 are required to complete this fall follow up collection to maintain their eligibility to receive Perkins funding.

Instructions for completing the Fall CTE Data Collection are located on the [OPI website](#).

**PLEASE NOTE:** Be sure to verify the list of CTE Concentrators from what your district submitted last spring. Any additions, corrections, or changes to the list of CTE Concentrators must be made no later than **November 15, 2018**, to be accurately reflected in federal reporting and used to compute Perkins Performance Indicators for your school.

Technical AIM questions regarding the Fall CTE Data Collection should be directed to the AIM Helpdesk at 1.877.424.6881 (toll-free) or email [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov). Questions regarding the Carl D. Perkins federal grant program data requirements should be directed to Christy Hendricks, CTE/Perkins Data Control Specialist at 406.444.9019 or email [chendricks@mt.gov](mailto:chendricks@mt.gov).

### 2018-2019 Carl D. perkins Grant Approval Reminder

The CTE Division of the OPI reminds all districts intending to submit a 2018-2019 Perkins grant application to please obtain **final OPI approval** of your initial Perkins application through the E-Grants system no later than **Wednesday, October 31, 2018**. Only the initial/original application is subject to this deadline. Amendments to your approved Perkins application can occur after the October date. If you have questions regarding the status of your Perkins grant application, please contact at Christy Hendricks at 406.444.9019 or email [chendricks@mt.gov](mailto:chendricks@mt.gov)

### New CTE Professionals Workshop

The OPI is hosting a "New CTE Professionals Workshop. The free, one-day workshop is in Billings on October 17 in conjunction with the Association of Career and Technical Educator's Institute. More info can be found [here](#). Contact TJ Eyer at [teyer@mt.gov](mailto:teyer@mt.gov) or 406.444.7915 for questions.

### Montana Farm Bureau Drawing Contest

The Montana Farm Bureau is kicking off their annual 'Montana Ag Drawing Contest' for elementary students. More details can be found [here](#).

# Educational Opportunity and Equity

## 2019 Title I Conference

Due to changing priorities, the Title I Unit will not be holding a Title I Conference in 2019. We hope to see you again in 2020.

## Important E-Grant Due Dates

Listed below are several important upcoming Egrants due dates:

- September 1-Last day to create an amendment for funds received during SY2017-18 with approval from Jule Walker, Deputy Superintendent
- September 15-Last day to Open/Create an Egrant Application for SY2018-19 without approval from Jule Walker, Deputy Superintendent
- October 31-Districts must have a submitted and approved Egrant Application by this date. For more information, contact Jack O'Connor at [joconnor2@mt.gov](mailto:joconnor2@mt.gov) or 406-444-3083.

## 2018-2019 Comparability Reports

The Comparability Reports for SY 2018-19 are due November 9, 2019. Only districts with over 1000 students and multiple schools at a grade span are required to fill out the forms. All eligible districts will be notified by the OPI. The forms are available at the following link, and only one form must be filled out and submitted. <http://opi.mt.gov/Leadership/Assessment-Accountability/Title-Other-Federal-Programs/Title-I-Part-A-Improving-Basic-Programs> Contact Jack O'Connor at [joconnor2@mt.gov](mailto:joconnor2@mt.gov) or 406-444-3083 for assistance.

## Finance

### FY 2019 Individual Contracts (TR-4)

By October 1, 2018 the county superintendent must electronically acknowledge receipt of all individual transportation contracts and electronically authorize individual transportation contracts for which the County Transportation Committee (CTC) has approved increased payments due to isolation.

For more information, contact [Donell Rosenthal](mailto:Donell.Rosenthal@opi.mt.gov), 406-444-3024

### Fall Student Count for ANB

The official fall count day is Monday, *October 1, 2018*. MAEFAIRS Student Count for ANB must be submitted no later than *October 12, 2018*.

The following resources are located on the OPI website:

- ANB Memo: <http://opi.mt.gov/LinkClick.aspx?fileticket=PEfbZSupgWk%3d&portalid=182>
- Reporting Instructions:  
<http://opi.mt.gov/LinkClick.aspx?fileticket=JHMqutwIEKE%3d&portalid=182>

Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance should be submitted to the OPI prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.

#### Questions:

- For MAEFAIRS questions, or to correct data once it has been submitted, please contact Nica Merala at (406) 444-4401 or [nmerala@mt.gov](mailto:nmerala@mt.gov).
- For AIM questions, please contact the AIM Helpdesk at 1-877-424-6681, or locally at (406) 444-3800 or [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov).

#### Reporting American Indian Students

Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year.

School district business managers/clerks should verify that the *Students Imported From AIM In SAG Report* located in the MAEFAIRS application accurately reports the number of American Indian students enrolled in the district. If the report is not correct, please contact Nica Merala at (406) 444-4401 or [nmerala@mt.gov](mailto:nmerala@mt.gov) to make the necessary changes.

Pursuant to ARM 10.21.205, changes to this designation will not be accepted after December 31.

For more information, contact [Nica Merala](mailto:Nica.Merala@opi.mt.gov), 406-444-4401



## Changes to the FY 18 Trustees Financial Summary

If you find a material coding error on your FY 18 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 FY 18 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 balance is carried forward to the FY 18 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 any sheets that contain a revision.
- Scan and email revisions to [Keri.Ludwig@mt.gov](mailto:Keri.Ludwig@mt.gov), fax revisions to (406) 444-0509, or mail revisions to School Finance at PO Box 202501, Helena, MT, 59620-2501.

The deadline for submitting revisions is December 10.

Immaterial line item coding changes that affect fund balance in the budgeted funds for FY 18

must be reported as a prior period adjustment on the TFS for FY 19. The district may need to adopt a budget amendment for the current year to record a prior period expenditure adjustment in a budgeted fund.

## Salary and Compensation Expenditure Report

MAEFAIRS is currently available for the salary and compensation expenditure reporting. The Salary and Compensation Expenditure Report requires that all employees who received a paycheck during 2017-18 fiscal year be entered into the district's 2017-2018 TOE data. For many districts, the 2017-18 TOE 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 10<sup>th</sup>, 2018.

For TEAMS/TOE information, contact Patty Muir, (406) 444-4317, [OPITeams@mt.gov](mailto:OPITeams@mt.gov).  
For MAEFAIRS information, contact Keri Ludwig, (406) 444-0509, [Keri.Ludwig@mt.gov](mailto:Keri.Ludwig@mt.gov).

# Health Enhancement and Safety

## School Nutrition

- OPI School Nutrition Programs has [equipment grants](#) for school lunch programs starting October 1.
- Don't forget to celebrate Farm to School with [MT Crunch Time](#) on October 24 at 2PM.

## Traffic Education

Celebrate [Montana Teen Driver Safety Day](#) on October 16, 2018! This special day, designated by the Montana State Legislature in 2009, highlights the importance of safe teen driving and is always on the third Tuesday in October. If you are celebrating this annual event at your school or would like ideas to encourage teen driver safety, visit the [Driver Education webpage](#). For more information, contact the OPI Traffic Education Office at (406) 444-4432 or email [Patti Borneman](#) or [Fran Penner-Ray](#).

## Coordinated School Health

### 2018 Montana School Health Profiles Results Available

Results from the recently completed School Health Profiles are available on the [Health Enhancement](#) web site. The survey, completed by the principal and health education teacher in Montana middle and high schools, measures school health policies and health education program implementation in schools throughout the state and the U.S.

### 2019 Youth Risk Behavior Survey

Registration packets will be mailed to district superintendents in early October for the 2019 Montana Youth Risk Behavior Survey. The biennial, self-reporting student survey considers unintentional injuries and violence, tobacco use, alcohol and other drug use, sexual behaviors, nutrition and dietary behaviors, and physical inactivity. School-specific results are available on the [YRBS web site](#).

### K-12 School Security Guide Webinar

The National Protection and Programs Directorate (NPPD) released the *K-12 School Security: A Guide for Preventing and Protecting against Gun Violence* (2nd ed., 2018). You can learn more about the webinar [here](#) or contact Holly Mook at [hmook2@mt.gov](mailto:hmook2@mt.gov) or 406.444.0773.

## Title IV A Student Support and Academic Enrichment

The OPI has a new Title IV A website: [Title IV, Part A: Student Support & Academic Enrichment](#) to assist school leadership. It includes information about amending how your funds have been allocated.

For more information, contact [hmook@mt.gov](mailto:hmook@mt.gov) 406-444-0773

# Measurement and Accountability

## MontCAS

To comply with the highest student data and privacy standards along with the audits on the MontCAS test security practices, users accounts for all online MontCAS portals were refreshed for the 2018-2019 school year so they are restricted to authorized school personnel only. If you have questions regarding user accounts on the assessment portals, contact the OPI Assessment Help Desk at 1.844.867.2569 or [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov).

## Montana Data Use Conference

A session on “Data Based Decision Making with Smarter Balanced Interim Assessments” was presented at the annual Montana Data Use Conference in Bozeman, MT. For more information on this session or resources to support using the interims in your school, contact Yvonne Field at 406.444.0748 or [YField@mt.gov](mailto:YField@mt.gov).

## Score Results

State results were presented at the September Board of Public Education meeting in Helena, MT. The 2018 results for the MontCAS assessments have been released on the [GEMS](#) website. Please direct questions about the differences between GEMS and the assessment portals to the OPI Assessment Help Desk at 1.844.867.2569 or [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov).

## NAEP

School Coordinators were asked to register on the restricted-use [MyNAEP](#) website and provide school information and characteristics to help with the logistics around planning the NAEP 2019 assessments.

Should you have questions about the NAEP 2019 program, contact Shantel Niederstadt at 406.444.3450 or [SNiederstadt@mt.gov](mailto:SNiederstadt@mt.gov).