

September

FP-10A was due 9/15/21

- ✓ Upon receipt of the FP9 from OPI, complete mill levy verification with all required signatures and return to OPI. (See Finance Section)
- ✓ Publish the annual financial report for the past fiscal year (20-3-205(25)). (See Finance Section)
- ✓ Children must be 5 by September 10<sup>th</sup> to enroll in kindergarten. (See individual school district policies regarding exemption).
- ✓ Students who reach age 19 on or before September 10<sup>th</sup> may not be counted for ANB. 20-1-101, MCA.

## October

- ✓ First semester enrollment count and attendance as of the first Monday in October is due to OPI. (see Section on MAEFAIRS and AIM)
- ✓ Submit home school and private school enrollment count to OPI. (See Home School Section) Due Fri - Oct 29<sup>th</sup> Andrew Boehm 444-0375
- ✓ Receive bus route forms (TR-1) from districts. Review against approved route mileage. (See Transportation Section) Donelle Resenthal at OPI
- ✓ Work with districts to ensure that all employed teachers have registered their license with the county superintendent. 20-4-202, MCA. Crystal Andrews at OPI

## November

- ✓ Federal program reports and fiscal reports are due to OPI by November 10<sup>th</sup> for the previous year. (See Federal Programs Section) aka TR-5
- ✓ Assist districts with English Language Proficiency testing as applicable.
- ✓ Check daily rates for individual transportation contracts and bus routes posted on the OPI website prior to approval. (See Transportation Section)
- ✓ Mark as received the TR-1s from all districts in the OPI electronic system by November 10<sup>th</sup>. (See Transportation Section) Keep copies in your office

Bus Registration

## December

- ✓ Any corrections to the TFS by districts are due to OPI by December 10<sup>th</sup>.
- ✓ Attend school programs. It's nice to be seen + supportive
- ✓ Assist districts with English Language Proficiency testing as applicable.

## County Specific Notes:

More info: MACSS Handbook  
Section #1

## County Superintendent of Schools Calendar of Duties

### Throughout Year or As Appropriate:

- ✓ Distribute **retirement funds monthly** or as sufficient funds become available. *check w/ treasurer*
- ✓ Between January-May, send **reminders to** teachers with certificates expiring at the end of June. *Courtesy*
- ✓ Review teacher evaluation system with teachers and **conduct observations** as needed. Some districts will use the state evaluation system adopted by the local school Board in accordance with board policy ARM 10.55.701
- ✓ Assist districts with hiring of new staff as necessary
- ✓ Attend school board meetings **as necessary** and/or requested.
- ✓ **Review** school district audit reports when submitted.
- ✓ Assist districts with the development of the 5 year comprehensive plan requirement.
- ✓ Assist districts with the Continuous School Improvement Plan *TEAMS/TOE*
- ✓ Assist districts with updates for the student management system (AIM). *+ Cooperatives*
- ✓ Assist districts with application for federal funds (E-grants) and/or REAP.
- ✓ Attend MACSS trainings and meetings. *Monthly Zooms on Spring + Fall*
- ✓ Attend OPI trainings. *webinars are great*
- ✓ Communicate with county treasurers concerning distribution of Secure Rural Schools funds into the five county school funds and county reports.
- ✓ Review existing school boundaries every 3 years.

### January

- ✓ Between January 1 and the fourth Monday in August, school district boundaries may not be changed except for consolidation or annexation proceedings. 20-6-202, MCA. (See School District Boundaries Section)
- ✓ Transportation forms (**TR-5 and TR-6**) for semester claims become available online for districts to complete. Remind districts to submit hard copies to your office in February. (See Transportation Section)
- ✓ Districts must complete their bus inspections (TR-13) for the second semester by January 31<sup>st</sup>. (See Transportation Section) *again*
- ✓ Remind clerks or transportation managers to check to see that **bus driver certificates** (TR-35) are up to date. (See Transportation Section) *1st was before school started*
- ✓ Plan ahead for school elections by reviewing the Election Handbook online at the OPI website:
- ✓ <http://opi.mt.gov/Leadership/Finance-Grants/School-Finance/School-Finance-Elections> (Guides & Information). *Today at 3*



## February

- ✓ Review and transmit electronically to OPI the first semester transportation claims by February 15. (20-10-145(2), MCA). (See Transportation Section)
- ✓ Second semester enrollment count and attendance as of February 1<sup>st</sup> or the next school day is due to OPI by mid February.
- ✓ Local spelling bees are usually conducted this month. Some counties may hold their county bee at the end of the month. *again!!*
- ✓ During legislative years, MACSS may hold its state conference in Helena during this month. *Matt Henry/Gallatin Co = Mex info*
- ✓ Assessment materials for CRT Science and Alternative (grades 4 and 8) will come into your office if you are the assessment coordinator for your district.

## March

- ✓ Student Assessment conducted or began in March. Test window for CRT Science and Alternative is usually open a couple days into the month and closes around the 24<sup>th</sup>. The SBAC test opens toward the end of the month and remains open until toward the end of May.
- ✓ Many counties hold their county bee during the first of the month. The state bee is usually in mid-March.
- ✓ Upon receipt of transportation payment by the state, order disbursement of county reimbursement for first semester transportation claims on the basis of state reimbursement (ARM 10.7.101) (See Transportation Section)
- ✓ Preliminary budget data sheets for the following school year are sent electronically by OPI. (See Finance Section)
- ✓ Check school election calendar. (See Elections Section)
- ✓ Assist rural schools to develop their school calendar for the following year if applicable.
- ✓ Provide homeschool notifications to districts as requested. (See Home School Section)
- ✓ Enter enrollment in AIM for test count day. The date is sent out by OPI but is usually mid-March.

## April

- ✓ MACSS state conference during non legislative years may be held in various locations around the state.
- ✓ Work to complete teacher evaluation process, conduct evaluation conferences with teachers and provide recommendations for renewal/non-renewal to school boards as applicable. (See Teacher Evaluation Section).
- ✓ OPI sends second semester transportation claims (TR-5 & TR-6) notice to districts. Remind districts to submit a hard copy to you. (See Transportation Section)
- ✓ Remind schools to begin Attendance and Transportation Agreement form process

- ✓ Put Individual Transportation notice in paper. These are due to district clerks by June 30<sup>th</sup>.
- ✓ Check school election calendar. (See Elections Section)

## May

- ✓ Swear in new trustees at their board meetings &/or in your county office. Section 1-6-101 MCA outlines who may provide the oath of office besides county superintendent.
- ✓ Transmit electronically to OPI the second semester transportation claims by May 24 (20-10-145(2), MCA). (See Transportation Section)
- ✓ Trustees apply for school isolation status by May 1<sup>st</sup> when ANB will be less than 10 for elementary or less than 25 for high school for the second consecutive year. 20-9-302(1), MCA.
- ✓ Trustees apply by May 10 for approval of increase in ANB (PAA-3) due to unusual enrollment increase of more than 6 percent. 20-9-314, MCA.
- ✓ By May 15<sup>th</sup>, the county superintendent submits application for school isolation to County Commissioners which must be acted on by 4<sup>th</sup> Monday in June. 20-9-302(2), MCA.
- ✓ Some county superintendent offices print diplomas for their rural schools.
- ✓ Attend school graduations as appropriate.

## June

- ✓ Trustees must provide non-tenured teachers with written notice of termination or election by June 1<sup>st</sup>. (20-4-206, MCA).
- ✓ Trustees must provide tenured teachers with written notice of termination by June 1<sup>st</sup> or the teacher is automatically reelected (20-4-204 and 205, MCA).
- ✓ Upon receipt of transportation payment by the state, order disbursement of county reimbursement for second semester transportation on the basis of state reimbursement (ARM 10.7.101) (See Transportation Section)
- ✓ Trustees may adopt a resolution for a budget amendment due to causes other than an unusual enrollment increase by June 30. (20-9-162, MCA)
- ✓ By June 1, FPP3 is due to OPI for all day kindergarten.
- ✓ Place legal ad in paper for July County Transportation Meeting.
- ✓ Complete end of year reports as required by your county: some are authorized representative for rural schools and need to fill out School Discipline Report, AIM end of year roll over, AIM attendance, etc.

## July

- ✓ July 1 is the beginning of the school fiscal year.
- ✓ Individual transportation contracts (TR-4) are to be submitted to the county superintendent by July 1. (See Transportation Section)
- ✓ Non-operating school districts that have not operated for two consecutive years are notified by July 1 that failure to operate during the ensuing school fiscal year



constitutes grounds for abandonment at the conclusion of the succeeding school fiscal year (20-6-209(2), MCA). (See Non-Operating Section in School District Boundaries)

- ✓ The county transportation committee meets by the fourth Monday in July to approve bus routes and individual transportation contracts for isolation status for the following school year (ARM 10.7.101(2)(a)). (See Transportation Section)
- ✓ The county treasurer submits the FP-6a for each school district and the FP-6b of county wide school funds to the county superintendent by July 20 and on to OPI by August 15. (See Finance Section).

## August

- ✓ FP-8a Basic Data Transmittal Form Non Located to Located County Superintendent by August 10th. (See Finance Section)
- ✓ FP-8a submitted from located county superintendent to non-located county superintendent. (See Finance Section)
- ✓ Districts and county superintendent receive Taxable Valuations from the assessor's office by the first Monday in August. (See Finance Section)
- ✓ Electronically mark as received the individual transportation contracts submitted by districts and check county approval of isolation status as approved by the county transportation committee. (See Transportation Section)
- ✓ The county superintendent signs and files a copy of the FP-6b to OPI by August 15. (20-9-121, MCA). (See Finance Section)
- ✓ School districts submit their budget to the county superintendent within 3 days of adoption of final budget (20-9-131, MCA). (See Finance Section)
- ✓ School districts submit their Trustees' Financial Summary (TFS) to county superintendent by August 15. (See Finance Section)
- ✓ FP-8b Joint District Tax Levy Summary from Located to Non-Located due by August 25<sup>th</sup>. (See Finance Section)
- ✓ Compute levy requirements for each district and prepare FP-10A when all data become available. (See Finance Section)
- ✓ Present county commissioners with approved district budgets with requirements for tax levies by the first Tuesday after the first Monday in Sept. (20-9-141 and 142, MCA current law). (See Finance Section)
- ✓ Prepare and send out information to home school families concerning notification for the upcoming school year. (See Home School Section)
- ✓ Schedule meetings or PIR days for rural schools prior to school opening as appropriate.
- ✓ Check to see that districts have completed first semester bus inspections by August 31<sup>st</sup>. Click received in Pupil Transportation System when forms are given to you. (See Transportation Section)

## September

- ✓ Submit to OPI a copy of the FP-10A (county transportation/retirement fund mill levy calculation) by Sept. 15 (20-9-501(11), MCA). (See Finance Section)