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Office of the Superintendent

Updates in Montana Education

The Office of Public Instruction thanks Montana teachers and school leaders for your service to students as the 2018-2019 school year comes to a close! We look forward to working with you again in the 2019-2020 school year and OPI staff are here to assist during the summer months as well.

Reminders:



- The 66th Legislative Session has adjourned and overviews are available on the [OPI's website](#). A formal end of session document which outlines new requirements for the OPI and schools will be sent out in late June.
- [Teacher of the Year](#) completed [applications](#) are due back to the OPI by June 14th.
- [ESSA Report Cards](#) for schools are publicly available. Other federal/ESSA updates are posted to [this webpage](#).
- **The OPI directory can be found [online](#) by going to opi.mt.gov and clicking "contact" in the upper right corner of the OPI homepage. The directory is searchable by holding the "control" button and then clicking the "F" button. This webpage, along with most state systems, works best with Google Chrome as your web browser.**

Summer Resources for Students/Families:

- Summer math and reading resources are available for families at [this link](#).
- USDA summer food service program sites and information can be found at [this link](#).
- The OPI has created kindergarten readiness tools for educators and families that are available at [this link](#). Please share with your community!
- Headwaters Hosting (out of Big Sky) has paid summer internships available for recent graduates (or anyone 18+). The remote internship/telecommuting work will provide opportunities to learn about the growing online hospitality hosting industry from anywhere in the state. Learn more here: <https://www.headwaters.host/internship>.

Superintendent's Office May Events

- Perkins V Advisory Committee meeting
- Montana School Safety Advisory Committee Meeting
- ESSA presentations to the Special Education Advisory Council conference
- Montana Census Committee planning meeting
- [Montana Advisory Council on Indian Education](#) meeting
- [Military Interstate Children's Compact Commission](#) meeting
- [Montana Council of Deans of Education](#) meeting
- [Land Board](#), [Education Advocates](#), [Board of Public Education](#), and [Board of Regents](#)

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

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

The Montana Office of Public Instruction is providing TEAMS Work Sessions once again this fall. During these sessions, participants will bring and enter their own data into TEAMS with face-to-face assistance from OPI staff. Look for dates and registration information to come soon.

For more information, contact [OPI TEAMS](#).

TEAMS Security

The annual TEAMS collection will open September 1, 2019. Use the TEAMS Security Form found on the OPI website to request TEAMS usernames, assign user roles, or to make changes. Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security. The “Authorized Representative” is the official designation that indicates the person who is responsible for submitting official educational program documents and reports to the OPI. Submit only one TEAMS Security Form per educational program (i.e., district).

Click here for the [TEAMS Security Access Form](#).

For more information, contact [Patty Muir](#) or [Nathan Miller](#).

Digital Content Providers Annual Reporting

ARM 10.55.907(5)–Distance, Online, and Technology Delivered Learning

“(5) Digital content providers serving Montana schools accredited by the Board of Public Education shall:

- (a) annually, by the first Monday in August, register with the Office of Public Instruction;
- (b) annually, by the first Monday in June, identify the Montana school districts served in the current school year by the digital content provider, including the courses and student enrollments for each school district served; and
- (c) document the professional qualifications, including Montana teacher licensure and endorsement, of their teachers of distance, online, and technology-delivered programs and/or courses by providing names and credentials of other licensing entities, when not licensed and endorsed in Montana.”

Email the report to [Patty Muir](#).

For more information, contact [Patty Muir](#).

AdvancED/CSIP Reporting

The OPI recognizes the use of AdvancED and is taking great strides in moving toward reducing the redundancy of reporting. The new Continuous School Improvement Plan (CSIP) will feature an upload link to be used by AdvancED users to provide external reports in lieu of answering repetitive questions in the CSIP. However, due to the other types of mandated reporting in the CSIP, AdvancED users will still need to access the CSIP to complete those sections that are not included in the external AdvancED reports (CTE, Foster Care, ELL, Homeless).

The CSIP will open September 1, 2019, and close November 1, 2019. If you need access for users, contact OPICSIP@mt.gov and a CSIP Security access form will be forwarded.

For more information, contact [Patty Muir](#).

2019 Montana Advanced Placement® Summer Institute

June 24-27, in Billings, Montana

Time is running out. Make plans to attend the 2019 4-day AP® Summer Institute June 24-27 in Billings on the MSUB campus! This invitation is for teachers of English, Math (Statistics), Art, and History/Social Studies to participate in this exceptional opportunity: the 2019 Montana AP® Summer Institute. Montana State University Billings will host this event at 1500 University Drive in Billings. All workshops are fully endorsed by the College Board. Register now! Scholarships are still available.

Bring AP® courses to your school by completing one of the following summer workshops in the following five subject areas:

- AP® Biology
- AP® English Literature and Composition
- AP® Statistics
- AP® Studio Art
- AP® World History

REGISTER HERE [2019 Montana AP® Summer Institute](#)

SCHOLARSHIP INFORMATION HERE [2019 AP® Summer Institute GT Scholarship](#)

For more information, contact [Deb Miller](#) or [Linda Vrooman Peterson](#).

Assessment

Statewide Testing Participation Requirements

On May 1st School Administrators were notified by the Office of Public Instruction (OPI) about the [requirements for meeting state and federal participation in assessments](#). The federal Every Student Succeeds Act (ESSA) requires that school districts annually assess all students. In Montana, there is no “opt-out” law and both state law and accreditation require all students to participate in the Board-approved grades and content-specific statewide assessments such as math, English Language Arts, science, and English Language Proficiency.

For more information or questions, contact the OPI Assessment Help Desk at 1.844.867.2569 or OPIAssessmentHelpDesk@mt.gov.

Statewide Assessment Score Reports

Test windows have closed for all the required statewide assessments and individual student score reports will be available for districts and schools to send to parents in the fall. If you have any questions about score reports and when they will be available, please contact the OPI Assessment Help Desk at 1.844.867.2569 or OPIAssessmentHelpDesk@mt.gov.

Renewal Unit Certificates Offered

In recognition of the professional development/training required to administer the statewide tests, the Assessment Division has prepared a [2019 STC MontCAS Debrief Form](#). The purpose of this debrief form is to provide STCs with their renewal units and to collect feedback to help improve our MontCAS program and future test administrations in the state by learning what went well, what could have gone better, and how the OPI can provide resources to support school system needs moving forward. System Testing Coordinator input will aid us in tailoring technical assistance and communications specific to these identified needs for 2020.

If you have questions about renewal unit certificates, contact the OPI Assessment Help Desk at 1.844.867.2569 or OPIAssessmentHelpDesk@mt.gov.

Content Standards and Instruction

OPI Learning Opportunities Portal

As Professional Learning Providers you are invited to submit your events to the OPI Learning Opportunities Portal. Visit the [Learning Opportunities Portal website](#) and click the “Submit to Calendar” button to access the form. The Portal is just one of the ways the OPI informs educators about upcoming professional learning opportunities in our state.

Computer Science Summer Professional Development

Montana State University is excited to offer a Master of Science in Science Education course for teachers, "[Computer Science in the Classroom: Joy and Beauty of Data](#)," July 21-26, 2019 on MSU's campus in Bozeman. The 2-credit course is intended for 7-12th grade teachers who want to learn how to incorporate computational ideas in the classroom. Teachers who take the course will be introduced to the broad area of data science and will extend their knowledge of the Python programming language. High school teachers who complete the course may be eligible to teach CSCI 127, The Joy and Beauty of Data, as a dual enrollment course. The course builds upon the pre-requisite course, "Joy and Beauty of Computing."

The "[Joy and Beauty of Computing](#)" and "[Mobile CSP](#)", will be taught by Dr. John Paxton, at Salish Kootenai College in Pablo, MT, June 24-28, 2019. For information about the Joy and Beauty of Computing or Mobile CSP courses at SKC, please go to the [NSF CS10k Project link](#).

For more information and how to apply, please contact [Diana Paterson](#), MSSE Associate Director, (406) 994-5679.

Learning Hub

[Check out](#) what more than 11,000 Montana educators have experienced! Our Hub team is always adding and updating our self-paced and facilitated courses. Please check the [Learning Hub homepage](#) for a complete [listing](#) and [catalog](#).

Science

Earn renewal units from the comfort of home with the Teacher Learning Hub. The science foundation courses that are highly recommended are: [Montana's Science Standards 101](#); [Montana's Science Standards 201: Three-dimensional Learning](#); [Montana's Science Standards 301: Phenomena-based Learning](#); [Montana's Science Standards 401: Project-based Learning](#). For more information, contact OPILearningHub@mt.gov

Engage yourself in facilitated learning this summer:

- **June 24 through August 2:** [3D Learning in Your Classroom](#)
- **June 24 through July 21:** [Crosscutting Concepts: Making Learning Real Through the Big Picture](#)

Montana Teacher Leader in the Arts Applications Open

We are excited to announce that applications are open for the 4th cohort of the Montana Teacher Leaders in the Arts program. This year-long program develops teacher leaders who can support other teachers in integrating the arts into their classrooms. We are currently recruiting 18 educators (from all subject areas and grade levels!) to join the 36 educators who have previously completed the MTLA program.

The program consists of a week-long residency at the Salish Kootenai College, completion of a field project (including a \$300 materials reimbursement for their projects), and a final Capstone weekend in Livingston, MT in April 2020. Funded by an NEA Artworks Grant and a partnership between the Montana Office of Public Instruction (OPI) and the Montana Arts Council (MAC), this program is in the 4th year of providing high-quality professional learning and leadership for teachers across Montana. [Application link here](#). Find program information and frequently asked questions [here](#). Applications close May 31st.

Questions? [Christy Mock-Stutz](#), OPI, 444-0736, or [Monica Grable](#), Montana Arts Council, Monica Grable, 444-6522.

Educational Opportunity and Equity

Private School Participation Data Collection

Districts with private/non-public schools participating in Title I, Part A programs must submit the number of students, by grade level, who received Title I services during school year 2018-19. The collections window is open from June 1, 2019, to June 30, 2019. Districts will need to login to the [OPI private school website app](#) to enter the information.

For more information, contact [Andy Boehm](#), 406-444-0375 or [Jack O'Connor](#), 406-444-3083.

Homeless Program Poster Available in Spanish

The OPI's Education for Homeless Children and Youth program now offers a [Spanish language poster](#) for LEA homeless education programs. This poster can be displayed in community locations and in schools which provide services to families and students who are more comfortable communicating in Spanish. The poster includes a description of qualifying living situations, student rights, and an explanation of how to ask for help. The [English version](#) is also available.

For more information, contact [Heather Denny](#), 406-444-2036.

School Finance

State Paid Tuition and Day Treatment Students

Don't forget to submit your 207-18 Student Attendance Agreements (FP-14/14A) for students placed in a group or foster home outside the district of residence and Tuition Reports (FP-15) for students attending private, non-sectarian day treatment programs. The deadline for the OPI to receive these agreements is December 31, 2019. Districts may begin submitting claims for payment with the opening of MAEFAIRS in July. Additionally, districts may be receiving bills from youth detention facilities. Verify that students are residents of the district. The bills must be paid from either the Tuition (13) or Impact Aid (26) funds.

For more information, contact [Nicole Thuotte](mailto:Nicole.Thuotte@opi.mt.gov), 406-444-4524

2019 Montana Association of Pupil Transportation (MAPT) Bus Driver Conference

The Montana Association of Pupil Transportation (MAPT) Bus Driver's Conference will be held in Great Falls June 19-21 at the Heritage Inn, 1700 Fox Farm Rd. These trainings give drivers the opportunity to acquire their required 15 training hours. Registration for the conference is open and posted at: www.mapt.webs.com. The tentative agenda is posted [HERE](#). The award applications have also been posted to the [website](#). Please take advantage of submitting applications for your drivers.

For other questions or if you need assistance, please contact [Donell Rosenthal](mailto:Donell.Rosenthal@opi.mt.gov), 406-444-3024.

2nd Semester FY 2019 Reimbursement Claims

By May 24th, districts must electronically enter and submit TR5 Individual Contract Claims and TR6 Bus Route Claims to the OPI. The claims must be signed by the board chair, and a copy sent to the county superintendent upon completion. By June 1st, the county superintendent must review the claims for accuracy and electronically approve these claims. A signed paper copy of the claims must be received by the county superintendent before approval is made.

Please see the information below relating to the second-semester pupil transportation payment in June.

Claims Reporting Information:

- The OPI will not continue to receive transportation claims or approvals after the close of business day Friday, June 7th, 2019. Claims received by the OPI after that date will not be paid.
- Due to the second year of funding restrictions, there will be no available funds to pay late claims. Therefore, any claims submitted after June 7th will not be paid.
- Please make sure all of your claims and approvals are completed by the deadlines. Remember that the 2017 legislative special session reduced the appropriation for state payments to school districts for transportation reimbursement for both FY2018 and FY2019.
- The OPI will prorate the reductions across total claims for the year and reduce the June payment to schools by that amount. The deadline of June 7th has been established to allow the OPI time to calculate the final actual reductions in time for the June payment.

Accounting Information:

- Keep in mind, districts are required to transfer state or local budgeted and non-budgeted funds to the transportation fund if necessary to eliminate any increase in district property taxes that would otherwise be caused by shortages associated with the transportation block grant reduction (happening in FY 2019) and state transportation appropriation reduction (also happening in FY2019). Districts cannot transfer from the debt service fund or retirement fund.
- The coding to make these transfers on the TFS is as follows:
Revenue String: 5303 available in fund 10 (Labeled as Transfers for Transportation Levy Requirement) Expenditure String: Fund XXX- 997-61XX-913

Districts will only be able to transfer up to the amount of the payment reduction (actual figures calculated in June 2019).

For other questions or if you need assistance, please contact [Donell Rosenthal](#), 406-444-3024.

TFS Changes

We have a new step in the TFS process to certify the status of your Facilities Condition Inventory report. Step 14 has been added and you will need to select the appropriate option for your district. The MCA 20-9-525 states that the report must be updated by 7/1/19 and certified to the OPI by 10/31/19. If you are unable to select that your report has been updated this year, please contact the OPI.

Additional questions or concerns can be directed to [Keri Ludwig](#), 406-444-0783.

Health Enhancement and Safety

Traffic Education

Traffic Education Year-End Reports are Due before July 10!

Did your district operate a Traffic Education program this school year with courses ending between July 1, 2018 to June 30, 2019? To ensure you receive the annual traffic education reimbursement payment, submit your *TE06 Year-End Report* **BEFORE** JULY 10, 2019! Check the number of eligible students recorded for your district by logging into TEDRS, then click on Reports/Student Counts. This number is entered on the report at Item H: Total Students. Submit your 2019 TE06 Year-End Report online via [TEDRS](#) or [download the pdf form](#) to mail or fax to the OPI. Estimated 2019 per-student reimbursement is \$90-\$100. For more information, contact [Fran Penner-Ray](#), 406-444-4396.

Preparing for Measles

Partners at the Montana Department of Public Health and Human Services are in close contact with local health departments to prepare for the possibility of measles spreading to Montana. In the event a case of measles occurs in a school setting, the local health department will work closely with the school to determine key response activities. They are encouraging schools to review the immunization status of staff and students within their buildings. While immunizations are required for students, unless a medical or religious exemption is on record, there are no immunization requirements for staff members. For questions regarding your local plan, please contact your local health department. For more information on statewide efforts, contact [Tracy Moseman](#), 406-444-3000.

Summer School Safety Summit

You are invited to join industry recognized experts at the Jeremy Bullock Safe Schools Summit August 20 and 21, 2019 in Butte! The Safe School Summit has been established in memory of Jeremy Bullock following his tragic death at Margaret Leary Elementary School in Butte. Please join your friends and peers to work with experts from Montana and around the country as we discuss and advance best practices for student and educator safety and creating safe school environments. This statewide summit is designed for school safety teams, educators, school nurses, mental health professionals, law enforcement, and emergency and disaster preparedness coordinators.

The primary outcomes of this summit are to assist you in developing and advancing your School Safety Plan(s) in accordance with the Montana Office of Public Instruction (OPI) Montana Safety and Security Guidelines Safety Rubric. You will learn, interact, and network with your colleagues and key stakeholders from around the State. You will take home resources to continue to fund, develop, improve, and advance your own school safety plans. Continuing education credits are available. Additional information and registration can be found here:

<https://jeremybullocksafeschools.com/>