

School Staffing Project - Timeline for LEAs

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Also see: [School Staffing Project Website-OPI FAQs](#)

Date	Event	Comments
By August 2013	TEAMS Access	<p>⊕ District / Cooperative prep required.</p> <p>If they haven't already done so, District and Cooperative Authorized Representatives (ARs) should submit TEAMS Security Forms to OPI to designate who will be given access for the "TEAMS Human Resources" role (applies to SEID generator and Terms of Employment Report in TEAMS). OPI will return user IDs and passwords by email right before the TEAMS system opens in Fall 2013.</p> <p>See TEAMS Security Form at: http://www.opi.mt.gov/pdf/SchoolStaffing/SecurityFormforTEAMS.pdf</p> <p>OPI must receive the district's or cooperative's TEAMS Security Form and set up passwords before staff can complete the Terms of Employment (TOE) data collection in August 2013.</p> <p>Unsure whether the form was already submitted? Contact Danielle Murphy at dmurphy@mt.gov.</p>
July 17 – 22, 2013	<p>--- PILOT TESTERS ONLY ---</p> <p>Terms of Employment (TOE) and Staff Employee Identifiers (SEID) System Tests</p>	<p>OPI will conduct SEID/TOE system field tests with several pilot districts.</p> <p>(We have plenty of testers – thanks!)</p>

Date	Event	Comments
July 29, 2013	SEID Generator Available	<p>The SEID generator will be opened online for all districts and cooperatives to ensure all employees for FY2012-13 and FY2013-14 have SEIDs.</p> <p>Districts and cooperatives can request SEIDs for new employees, as needed in the future, using this online SEID generator in TEAMS.</p>
August 2013	TOE Collection of FY2012-13 Data	<p>The TOE will be opened online for district input of the FY 2012-13 data. OPI will open TEAMS to groups of districts in a staggered fashion in order for OPI to provide the best support possible during this new data collection.</p> <p>OPI will notify clerk/business managers, superintendents, and county superintendents by email when the TEAMS system is opened for data entry.</p> <p>Beginning with FY2013-14 data, the Terms of Employment (TOE) information will be collected every Fall and updated at school year end. For data and file descriptions, see: http://www.opi.mt.gov/pdf/SchoolStaffing/TEAMScollectionfileformats.pdf</p> <p>For general information about this collection, see: http://www.opi.mt.gov/pdf/SchoolStaffing/EmploymentTerms.pdf</p>
August 2013	<p>--- PILOT TESTERS ONLY ---</p> <p>Compensation Expenditures Report Testing</p>	<p>OPI will conduct Compensation Expenditures system tests with several pilot districts.</p> <p>NOTE: The pilot group will enter <u>test</u> data for the Compensation Expenditures Report (Salary and Benefits by SEID) for FY2012-13. In October 2013, all districts must submit the data for FY2012-13.</p>
September 2013	TOE Collection of FY2013-14 Data	<p>A second TOE collection must be done this year on order to collect the FY2013-14 data. TEAMS will open to groups of districts for this collection. This data will be collected this fall and updated at school year end.</p>
Late September 2013	TEAMS Online Training Videos Available	<p>Recorded videos will be available showing the new look and feel of the Accreditation and Master Schedule module of the TEAMS system.</p>

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September 2013	<p>--- PILOT TESTERS ONLY ---</p> <p>Accreditation and Master Schedule System Tests</p>	<p>OPI will conduct Accreditation and Master Schedule module field tests with several pilot districts.</p> <p>Note: The pilot group will submit <u>test</u> data for the Accreditation and Master Schedule Reports for FY2013-14. In October-November 2013, all districts (including the pilot group) must submit data for FY2013-14.</p> <p>Note: Pilot Testers must have submitted the FY2013-14 TOE before submitting the Accreditation and Master Schedule Reports so teachers can be associated with courses.</p>
By October 2013	<p>Crosswalk District Course Codes to MT K-12 Course Codes</p>	<p>⊕ District prep required.</p> <p>Districts must assign the new MT K-12 Course Codes to FY 2013-14 courses to prepare to submit the Accreditation and Master Schedule Report in Fall 2013.</p> <p>For more information, see the following options:</p> <ul style="list-style-type: none"> • K-12 Course Codes • OPI Course Code Mapping Tool • OPI's K-12 Course Code Mapping Tool User Guide • Elementary Course Mapping Info <p>Note: Districts are not required to replace their existing district-assigned codes or names for courses, but districts must crosswalk all courses to the standardized MT K-12 Course Codes in order to report those courses to OPI in TEAMS.</p>
October 2013	<p>Accreditation and Master Schedule Technical Assistance Webinars Available</p>	<p>Technical assistance webinars for TEAMS will be available to all districts and cooperatives.</p>
October 2013	<p>Submit Compensation Expenditures Report for FY2012-13.</p>	<p>The Compensation Expenditures Report is a separate module in MAEFAIRS. It will accept a file upload or manual data entry. Check with your computer vendor about file uploads.</p> <p>For more information, see: http://www.opi.mt.gov/pdf/SchoolStaffing/CompensationExpendituresRpt.pdf</p>

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October – November 2013	Accreditation and Master Schedule data collection for FY2013-14.	<p>Districts must enter all Accreditation and Master Schedule data in TEAMS for FY2013-14.</p> <p>The Accreditation and Master Schedule Reports collect course offerings and data related to accreditation requirements (previously collected on the Annual Data Collection (ADC)). For data and file descriptions, see: http://www.opi.mt.gov/pdf/SchoolStaffing/TEAMScollectionfileformats.pdf</p> <p>For general information about this collection, see: http://www.opi.mt.gov/pdf/SchoolStaffing/Accred_MasterSchedule.pdf</p> <p>Note: Districts and Cooperatives must submit the TOE before submitting the Accreditation and Master Schedule data so educators can be associated with courses.</p> <p>Note: All courses must be mapped to the new standardized MT K-12 Course Codes in order for the Accreditation data to be successfully entered into TEAMS.</p>
December 2013	OPI posts Compensation Expenditure Reports on website.	<p>Compensation Expenditure Reports under MCA 20-7-104 will be available for FY2012-13 actual compensation and position/FTE data. OPI will provide a link to the compensation report so a district can either post it on their website or make it available to the public in hardcopy.</p> <p>See sample of planned format for the compensation expenditure report at: http://www.opi.mt.gov/pdf/SchoolStaffing/SB329CompRptFormat.pdf</p> <p>See requirements under MCA 20-7-104.</p>