



**BOZEMAN SCHOOL DISTRICT NO. 7**  
**ELECTRONIC**  
**MONDAY -- January 10, 2022 -- 5:45 PM**

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**Regular Board Meeting**

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- 5:45 1. **Call to Order -- Roll Call -- Pledge of Allegiance** **Red = Not an Agenda Item (Placeholder)**  
2. **BSD7 Experience** Black = Agenda Item
- 2.1 Student Representatives Report
  - 2.2 Board Education - Bozeman Online Charter School (BOCS)  
The Board Education Opportunity is a **15-minute** segment that allows our Board to receive an educational snippet of what is happening in our District.
  - 2.3 Recognition and Awards
    - [2.3.1](#) 2021 AA Football All-State Individuals
    - [2.3.2](#) 2020 Certificate of Achievement for Excellence in Financial Reporting
    - [2.3.3](#) United States Senate Youth Program Recognition
3. **Action Items -- Consent**
- 3.1 Policy 2nd Reading
    - [3.1.1](#) Consider Approval of recommended policy revisions due to the 2021 Legislative Session and other recommended MTSBA updates from summer/fall 2021
  - 3.2 Minutes
    - [3.2.1](#) Consider Approval of Board Meeting Minutes
  - 3.3 High School District
    - [3.3.1](#) Consider Approval of High School Bond Project Update
    - [3.3.2](#) Consider Approval of Resolution to Approve and Adopt High School General Fund Budget Amendment
  - 3.4 Both Districts
    - [3.4.1](#) Consider Approval of Personnel Actions
    - [3.4.2](#) Consider Approval of Financial Reports, Warrant Approval, and Donations
    - [3.4.3](#) Consider Approval of ARP Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP-HCY) Grant
  - 3.5 Elementary District
    - [3.5.1](#) Consider Approval of Resolution to Approve and Adopt Elementary General Fund Budget Amendment
4. **Action Items -- Singular**
- 4.1 Both Districts
    - [4.1.1](#) Consider Approval of Fiscal Year 2020-21 Annual Comprehensive Financial Report and Audit Report
  - 4.2 High School District
  - 4.3 Elementary District
5. **Board Discussion**
- 5.1 Policy 1st Reading
  - 5.2 Committee Reports
  - [5.3](#) Interim Superintendent Evaluation - Summative Discussion

## 6. Public Comment on Non-Agenda Items

Recognition of visitors and explanation of procedures to be followed when addressing the Board. Members of the community are given the opportunity to make brief comments to the Board on any matter that is not included in the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order.

## 7. Reports

[7.1](#) Executive Cabinet Report

[7.2](#) Board of Trustees

Requests, Calendar, Concerns, Reports, Future Agenda Items, Open Meeting Topics for Next Meeting

\_\_\_\_\_ ADJOURN

Public comment may be submitted electronically to [trustees@bsd7.org](mailto:trustees@bsd7.org)

## PLEASE TURN OFF CELL PHONES

**The Board meeting will be held exclusively using Zoom. There will not be an on site in person meeting.**

[Join Zoom Meeting](#)

Montana Code Annotated 2019

TITLE 45. CRIMES

CHAPTER 8. OFFENSES AGAINST PUBLIC ORDER

Part 1. Conduct Disruptive of Public Order

Disorderly Conduct

45-8-101. Disorderly conduct. (1) A person commits the offense of disorderly conduct if:

- (a) the person knowingly disturbs the peace by:
    - (i) quarreling, challenging to fight, or fighting;
    - (ii) making loud or unusual noises;
    - (iii) using threatening, profane, or abusive language;
    - (iv) rendering vehicular or pedestrian traffic impassable;
    - (v) rendering the free ingress or egress to public or private places impassable;
    - (vi) disturbing or disrupting any lawful assembly or public meeting;
    - (vii) transmitting a false report or warning of a fire or other catastrophe in a place where its occurrence would endanger human life;
    - (viii) creating a hazardous or physically offensive condition by any act that serves no legitimate purpose; or
    - (ix) transmitting a false report or warning of an impending explosion in a place where its occurrence would endanger human life; or
  - (b) in the course of engaging in any of the conduct prohibited by subsections (1)(a)(i) through (1)(a)(vi), a peace officer recognizes the person's conduct creates an articulable public safety risk.
- (2) (a) Except as provided in subsections (2)(b), (3), and (4), a person convicted of the offense of disorderly conduct shall be fined an amount not to exceed \$100.
  - (b) A person convicted of a second or subsequent violation of subsections (1)(a)(i) through (1)(a)(vi) within 1 year shall be fined an amount not to exceed \$100 or be imprisoned in the county jail for a term not to exceed 10 days, or both.
- (3) A person convicted of a violation of subsections (1)(a)(vii) through (1)(a)(ix) shall be fined an amount not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 1 year, or both.
- (4) A person convicted of a violation of subsection (1)(b) shall be fined an amount not to exceed \$500 or be imprisoned in the county jail for a term not to exceed 1 day, or both.

History: En. 94-8-101 by Sec. 1, Ch. 513, L. 1973; R.C.M. 1947, 94-8-101; amd. Sec. 1, Ch. 508, L. 1989; amd. Sec. 8, Ch. 415, L. 1991; amd. Sec. 1693, Ch. 56, L. 2009; amd. Sec. 1, Ch. 250, L. 2013; amd. Sec. 16, Ch. 321, L. 2017; amd. Sec. 2, Ch. 372, L. 2019.

[Double Click to Return to Agenda](#)



<b>Meeting Date:</b>	January 10, 2022
<b>Category:</b>	Recognition and Awards
<b>Agenda Item #:</b>	2.3.1
<b>Originated By:</b>	Mark Ator, Activities Director
<b>Others Involved:</b>	Hunter Chandler, GHS Head Coach Levi Wesche, BHS Head Coach

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

2021 AA Football All-State Individuals

**Fiscal Impact:**

N/A

**Recommendation:**

It is recommended that the Board of Trustees adopt the following resolution:

- WHEREAS: The Gallatin High football team played in the State Playoffs on October 29, 2021, and the Bozeman High Football team played in the State Quarterfinals on Friday, November 5, 2021; and
- WHEREAS: Earning All-State honors were Jase Applebee (BHS), Noah Dahlke (GHS), Tyler Nansel (GHS), Rylan Schlepp (GHS) and Bryson Zanto (BHS);
- THEREFORE: Be it resolved that the Board of Trustees recognize and honor the 2021 AA Football All-State Individuals: Jase Applebee, Noah Dahlke, Tyler Nansel, Rylan Schlepp and Bryson Zanto.



<b>Meeting Date:</b>	January 10, 2022
<b>Category:</b>	Recognition and Awards
<b>Agenda Item #:</b>	2.3.2
<b>Originated By:</b>	Mike Waterman, Executive Director of Business and Operations
<b>Others Involved:</b>	RJ Tvedt, Accounting Supervisor

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

2020 Certificate of Achievement for Excellence in Financial Reporting

**Fiscal Impact:**

N/A

**Recommendation:**

It is recommended that the Board of Trustees adopt the following resolution:

- WHEREAS: The Governmental Finance Officers Association (GFOA) awards a Certificate of Achievement for Excellence in Financial Reporting to government units whose comprehensive annual financial reports achieve the highest standards in governmental accounting and financial reporting; and
- WHEREAS: The attainment of this award represents a significant accomplishment by the district and its management; and
- WHEREAS: Bozeman School District received the award for our FY 2020 Comprehensive Annual Financial Report (CAFR); and
- WHEREAS: This is the 32nd consecutive year Bozeman School District #7 has received the award; and
- WHEREAS: District Accounting Supervisor RJ Tvedt is the primary person responsible for overseeing the completion of the CAFR;
- THEREFORE: Be it resolved that the Board of Trustees recognize and honor RJ Tvedt and the entire Business Services staff for continuing the excellence in governmental accounting and financial reporting.



Meeting Date:	January 10, 2022
Category:	Recognition and Awards
Agenda Item #:	2.3.3
Originated By:	Marilyn King, Deputy Superintendent Instruction
Others Involved:	Erica Schnee, GHS Principal

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

United States Senate Youth Program Recognition

**Fiscal Impact:**

N/A

**Recommendation:**

It is recommended that the Board of Trustees adopt the following resolution:

- WHEREAS: The United States Senate Youth Program (USSYP) is a competitive merit-based program that brings two outstanding high school students from each state, the District of Columbia and the Department of Defense Education Activity, to Washington, D.C. for an intensive week-long study of the federal government and the people who lead it to help instill within each class of USSYP student delegates more profound knowledge of the American political process and a lifelong commitment to public service;
- WHEREAS: In addition to outstanding leadership abilities and a strong commitment to volunteer work, the student delegates rank academically in the top one percent of their states among high school juniors and seniors;
- WHEREAS: Chase Casey and Melaina Springer, seniors at Gallatin High School, were selected to represent Montana March 6 - 9, 2022;
- THEREFORE: Be it resolved that the Board of Trustees recognize Chase Casey and Melaina Springer for this honor.



Meeting Date:	January 10, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.1.1
Originated By:	Casey Bertram, Interim Superintendent
Others Involved:	Montana School Boards' Association; Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of recommended policy revisions due to the 2021 Legislative Session and other recommended MTSBA updates from summer/fall 2021.

**Background:**

The Montana Legislature has passed, and the Governor has approved, several pieces of legislation that affect the operations of public schools. Additionally, MTSBA pushes out annual policy updates to member districts.

**Facts:**

1. The policy revisions were developed by the Montana School Boards' Association and vetted by the Interim Superintendent and Executive Cabinet
2. Some of the policy updates are based on pieces of legislation that affect the operations of public schools. Many bills took effect on July 1, 2021. However, some bills were effective immediately upon passage and approval. This means the newly amended or created statutes govern school districts as soon as the Governor signed them into law.
3. The recommended policy changes were discussed in December (first reading).
4. Recommended changes from the December discussion to the final consent packet are noted by yellow highlights.

**Fiscal Impact:**

N/A

**Superintendent's Recommendation:**

It is recommended the Board of Trustees approve the policy updates as presented.

**Other Alternatives:**

1. Do not approve the recommendation and request administration propose changes.

Existing Policy	Proposed Policy	Status	Name	Notes
<a href="#">1135</a>		Required update to a recommended policy.	School Board Advocacy	Policy has been updated to reflect the current operations of the MTSBA advocacy program. Additionally, updates were made to align with MTSBA's change in relationship with the NSBA. This is a required update to a recommended policy.
<a href="#">1310</a>		Required update to required policy	District Policy and Procedures	<a href="#">HB 246</a> substantially enhances the state's recognition of the constitutional power of elected school boards. The proposed policy clarifies this recognition.
<a href="#">1420</a>		Required updates to required policy.	School Board Meeting Procedure	Policy has been updated to clearly state the role of the board chair in approving agenda items, update the authority of the board to change the order of business in compliance with the latest interpretation of the open meeting law, and ensure consistency of notification requirements with special meeting provisions in law. These are required updates to a required policy.
<a href="#">1440</a>		Required updates to Recommended policy.	Conduct of Meeting - Procedures	<p>Policy was updated per MTSBA guidance: The posted agenda is considered complete and final under Montana law 48 hours prior to the start of the meeting.</p> <p>The order of the agenda items should not be adjusted during the meeting. The current interpretation is that changing the order of the agenda at or during the meeting would violate the open meeting law and citizens' right to know and participate under the constitution because the newly structured agenda had not been sufficiently noticed to the public. A person could attend the meeting thinking their topic of interest would be at the end and then miss the discussion on the topic resulting in a claim that their right to observe and participate had been violated.</p>
	<a href="#">2050</a>	Recommended new policy	Student Instruction	This new policy was developed by MTSBA to comply with this new set of statutes under <a href="#">HB 246</a> .
<a href="#">2100</a>		Required update to required policy.	School Calendar and Day	These revisions are also reflective of <a href="#">HB 246</a> .
<a href="#">2140</a>		Required update to a recommended policy.	Guidance and Counseling	Policy has been updated to address alternative discipline matters and correct outdated language regarding students and post-secondary opportunities. This is a required update to a recommended policy.
<a href="#">2167</a>		Required update to a recommended policy.	Enrichment Course Offerings--University Level/Dual Enrollment	Policy has been updated to reflect previous changes to Model Policies 2170 and 3121 consistent with newly enacted law. These updates remove limitations on the number of correspondence courses a student may take. This is a required update to a recommended policy.
<a href="#">2168</a>		Required update to a recommended policy.	Distance, Online, and Technology-Delivered Learning	Policy has been updated to reflect previous changes to Model Policy 2170. This is a required update to a recommended policy.

<a href="#">2170</a>		Required updates to recommended policy	Digital Academy Classes	Montana Digital Academy has <a href="#">announced a cost-sharing program</a> for participating Districts in accordance with <a href="#">Section 20-7-1202, MCA</a> . This program requires updates to MTSBA Model Policies 2170 and 2170P. The changes to the policy acknowledge the authority of MTDA to charge fees while honoring the requirement that the fees will not be passed on to students for courses required for graduation as specified in the statute. To determine whether a class is “required for graduation,” the updates to the policy rely on the guidance offered in Section 20-9-213, MCA, as outlined in Model Policy 3520. The policy also authorizes the administration to develop procedures to implement the program. These are required changes to recommended policies.
<a href="#">2221</a>		Required updates to recommended policy	School Closures	<a href="#">SB 75</a> resolves the conflict between sections 20-9-805 and 20-9-806. The bill was amended to allow Saturday school make up days and requires 75% of hours of instruction lost due to an unforeseen emergency be made up. MTSBA has revised Policy 2221 - School Closures to reflect this change in the law.
<a href="#">2240</a>		Required update to a recommended policy.	Summer School	Policy has been updated to provide clear expectations for the program in a manner consistent with law. This is a required update to a recommended policy.
<a href="#">2600</a>		Required update to recommended policy	Work Based Learning Program	The Legislature also passed, and the Governor approved, <a href="#">HB 246</a> and <a href="#">HB 283</a> that require amendments to MTSBA Model Policy 2600. These documents govern the relationship between the school district, the work-based learning provider or site, and the student in compliance with law governing workers compensation laws. Work-based learning opportunities now may be used to calculate ANB.
<a href="#">3110</a>		Required update to recommended policy	Entrance, Placement, and Transfer	HB 68 - Legislative changes regarding enrollment of military families. <a href="#">HB 233</a> - Legislative changes for the age of attendance and ANB count parameters for certain students with disabilities.
<a href="#">3121</a>		Required update to recommended policy	Enrollment and Attendance Records	<a href="#">SB 72</a> allows certain otherwise unenrolled children who participate in extracurricular activities to be included as partial enrollment for ANB calculations. The legislation states a child who resides in a public school district; is not enrolled in the district; completed an MHSA-sanctioned activity, school theater production, or CTE organization for six weeks may be counted for one-sixteenth enrollment. An 18 week activity may be counted for one-eighth enrollment. <a href="#">HB 233</a> - Legislative changes for the age of attendance and ANB count parameters for certain students with disabilities. This is a required change to a recommended policy.
<a href="#">3150</a>		Required update to recommended policy	Part-Time Attendance	<a href="#">SB 72</a> – Allows certain otherwise unenrolled children who participate in extracurricular activities to be included as partial enrollment for ANB calculations. The legislation states a child who resides in a public school



				district; is not enrolled in the district; completed an MHSA-sanctioned activity, school theater production, or CTE organization for six weeks may be counted for one-sixteenth enrollment. An 18 week activity may be counted for one-eighth enrollment. This is a required change to a recommended policy.
<a href="#">3231</a>		Required update to recommended policy	Searches and Seizure	Policy has been updated to clarify the scope of the authority of school administrators to utilize devices for the purposes of preserving school safety. This is a required update to a recommended policy.
<a href="#">3235</a>		Required update to recommended policy	Video Surveillance	Policy has been updated to establish procedures for maintaining and monitoring school surveillance footage and clarifying the options for audio surveillance. This is a required update to a recommended policy.
<a href="#">3311</a>		Required update to required policy	Firearms and Other Weapons	<u>Student Due Process</u> The Legislature also passed, and the Governor approved, <a href="#">SB 283</a> that requires further amendment to MTSBA Model Policy 3311. This is a required change to a required policy. This bill takes effect on July 1, 2021. The bill requires new procedures when the trustees are considering the expulsion of a student who has violated the policy by possessing a firearm at school. The new provisions in the policy outline these steps to ensure the student's rights are honored.
<a href="#">3510</a>		Required update to recommended policy	School-Sponsored Student Activities	<a href="#">SB 72</a> – Allows certain otherwise unenrolled children who participate in extracurricular activities to be included as partial enrollment for ANB calculations. The legislation states a child who resides in a public school district; is not enrolled in the district; completed an MHSA-sanctioned activity, school theater production, or CTE organization for six weeks may be counted for one-sixteenth enrollment. An 18 week activity may be counted for one-eighth enrollment. This is a required change to a recommended policy.
<a href="#">3550</a>		Required update to recommended policy	Student Clubs	The update reflects slight revisions in language that do not affect meaning have been recommended to align with MTSBA's model policy language. Further, language has been added to clarify how the applicable club designation will govern how the club or group access other district support measures such as use of logo or imagery, facilities, and communications systems.
<a href="#">4211</a>		Recommended New Policy	District and School Name, Logo, Imagery and Colors	The MTSBA Model Policies governing student clubs and groups have also been updated. These updates work to provide a consistent approach for curricular clubs and non-curricular groups across all related policies in a manner consistent with the federal <a href="#">Equal Access Act</a> and the applicable case law. The applicable designation (curricular/non-curricular) will govern how the club or group access other district support measures such as use of logo or imagery, facilities, and communications systems. This is a recommended new policy.
<a href="#">5140</a>		Required update to recommended	Employee Contracts	Policy has been updated to reflect changes to the Wrongful Discharge from Employment Act and to

		policy		clarify district obligations to employees regarding issuance of contracts and terms of employment following successful completion of the probationary period. This is a required update to a recommended policy.
<a href="#">5223</a>		Required update to recommended policy	Personal Conduct	Policy has been updated to address ownership of materials completed by employees in the scope of their duties using public resources. This is a required update to a recommended policy.
<a href="#">5314</a>		Required update to recommended policy	Substitutes	Policy has been updated to specifically apply confidentiality standards to substitute employees. This is a required update to a recommended policy.
<a href="#">5325</a>		Required update to required policy	Breastfeeding in the School and Workplace	MTSBA has revised Model Policy 5325 to reflect changes in the law (see additional ARM reference).

## THE BOARD OF TRUSTEES

### Policy 1135

#### School Board Advocacy

The Board of Trustees of Bozeman Public Schools believes it has a responsibility to the students, parents, and community to advocate for student achievement and quality education. In order to meet these responsibilities, the District will work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

Trustees must keep themselves and community members informed of pending legislation and actively communicate board positions and concerns to elected representatives at both the state and national level. The Board must work with legislative representatives (both state and federal), with the Montana School Boards Association, ***national advocacy groups aligned with Montana school districts' interest in advocating for excellence in public education through school board leadership***, the National School Boards Association, and other concerned groups in developing an annual as well as long-range legislative program.

Each Trustee is encouraged to participate in the MTSBA Delegate Assembly, the MTSBA Board Legislative Contact Program and the caucuses. We also encourage each board and trustee to be aware of the importance of building a relationship with the community ***and local legislators***, to be used to increase student success.

**Strategies for** doing so **may include:** ~~the Board will:~~

~~1. At its annual organizational meeting appoint a member as its Board Legislative Contact (BLC) to the Montana School Boards Association (MTSBA). This person will:~~

~~a. Serve as the Board's liaison to MTSBA;~~

**1. Reviewing MTSBA legislative correspondence;**

**2. Responding to MTSBA legislative calls to action;**

**3. Attend the *Participating in the* Day of Advocacy during each legislative session;**

**4. Attending other state and regional association meetings as approved by the Board; and**

**5. Advising MTSBA of the Board's views regarding MTSBA's legislative positions and activities.**

~~b. —~~

~~6. At least once each month ***in accordance with Policy 1420***, the Board meeting agenda will include an opportunity for the ***trustees to discuss*** BLC to report on educational issues pending on the state and federal levels.~~

~~a. —~~

~~7. Work with the BLC, MTSBA, the National School Boards Association (NSBA), ***national advocacy groups aligned with Montana school districts' interest in advocating for excellence in public education through school board leadership***, and other concerned groups and organizations on matters of mutual interest.~~

#### Policy History:

Adopted on: 8/30/2020

Revised on: 8/31/2020, **1/10/2022**

**THE BOARD OF TRUSTEES**

## Policy 1310

District Policy and Procedures

**The policies contained in this manual are adopted, implemented, and enforced in accordance with the supervisory authority vested with the Board of Trustees in accordance with Article X, section 8 of the Montana Constitution and related statutes, regulations and court decisions.**

Formulation and Enactment of Board Policy

The power and duty to enact School Board policy is vested with the Board of Trustees. The formulation of Board policy is delegated to the Superintendent on the following basis:

1. The Board and/or Superintendent identifies School District responsibilities for policy preparation.
2. Superintendent causes the research, development, and drafting of the policy statement with direct ties to the Long Range Strategic Plan (LRSP). The Superintendent may delegate these functions of School Board policy preparation to other School District personnel. The Board may draft policy in consultation with the Superintendent or designee. When it is applicable, and at the direction of the Superintendent or Board, the formulation of Board policy may involve other District personnel, community groups, and other individuals with competency in the applicable area.
3. After the completion of the research, development, and drafting of the Board policy, the Superintendent will present it to the Board of Trustees in the form for proposed enactment.
4. When the Board of Trustees has enacted a Board policy, it will be posted on the District web page and disbursed to the appropriate individuals and organizations.
5. A continuous review of all Board policies shall be made to update, correct, and clarify the various policies, provided changes or additions to policies may be made by the Board as the need arises.

Policies shall continue from year to year and Board to Board until and unless the Board changes them.

Adoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the final reading. The final reading and vote for adoption shall take place not earlier than at the second (2<sup>nd</sup>) reading of the particular policy except that new or revised policies that are required based on State or Federal law or administrative rule may be adopted after the first (1<sup>st</sup>) reading. Pursuant to Policy 1440, motions to amend or enact policies shall require a two-thirds (2/3) majority vote of the membership of the Board of Trustees.

All new or amended policies shall become effective on adoption; unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed on a regular basis.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual, which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District Policies through the District web page. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at

any time. **All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.**

### Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension. If such proposal is not made in writing in advance of the meeting, the policies may be suspended only by a unanimous vote of all trustees present.

### Criteria for Evaluation of Policies

The evaluation of School Board policies shall be made on the basis of the following criteria applied to the statement of policy:

1. Promotion of the program of the school system.
2. Consistency with state and federal law, rules and regulations of the State Board of Public Education and State Superintendent of Public Instruction.
3. Consistency of School Board policy within itself and within each other.
4. Consistency with the Core Ideology of the School District and the LRSP.
5. Soundness of the policy from an administrative point of view and in the best interests of the pupils, teachers, and parents.
6. Effectiveness of policy for operational purposes.
7. Clarity of statement of policy will lead to a minimum of misinterpretation in its implementation.
8. Flexibility of the policy statement to allow its use in all applicable situations.
9. Specification of responsibility for administration and interpretation of the policy.

### Implementation and Administration of School Board Policy

The authority for the implementation and administration of the School Board policies is hereby vested with the Superintendent as the executive officer of the Board of Trustees. He/she shall provide the leadership in the implementation and administration of the policies and, at his/her discretion, may delegate the responsibility and authority to other School District personnel for policy implementation and administration, provided the primary authority and responsibility for Board policy implementation and administration shall be vested with the Superintendent.

The Board of Trustees recognizes that there are Montana state laws that require specific acts of the Board. For example, the law specifically requires the Board to select and dismiss employees, select textbooks, approve expenditures, expel pupils, and report financial and statistical data. The Board of Trustees will comply with these legal requirements, but may delegate to the Superintendent the authority for the compliance with these laws when specified in a written Board policy.

In complying with the law and Board policy, the Superintendent shall act officially as the executive officer, on behalf of the Board of Trustees.

### Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References: **20-1-101, MCA**  
**20-3-324, MCA**  
20-3-323, M.C.A.  
10.55.701, A.R.M.

**Definitions**  
**Powers and Duties**  
District Policy and Record of Acts  
Board of Trustees

Policy History:

Adopted on: 9/22/1986

Revised on: 6/24/1991, 10/13/2008, 3/26/2012, 1/12/2015, 9/26/2019, 8/31/2020, **1/10/2022**

**THE BOARD OF TRUSTEES**

Policy 1420

School Board Meeting ProcedureAgenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair and vice-chair. ~~Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chair.~~ ***Any topics requested by Board members or members of the public must first be approved by the Board Chair before being placed on the agenda.*** Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least 7 days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chair at the appropriate time. ***Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy.***

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chair may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

**With consent of a majority of members present, the order of business at any meeting may be changed.** Copies of the agenda for regular Board meetings, minutes of the previous Board meetings, and relevant supplementary information will be prepared and distributed to each trustee at least twenty-four (24) ~~forty-eight (48)~~ hours in advance of a Board meeting and will be available to any interested citizen on the district web page ~~twenty-four (24)~~ ***forty-eight (48)*** hours before a regular Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any member of the Board may pull an item from the consent agenda and request it be acted on as a single item. Any pulled item will be acted on at the end of the agenda unless the consensus of the Board is to place it elsewhere on the agenda. Remaining consent items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the official record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;

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- Purpose of recessing to closed session; and
- Time of adjournment.

If the minutes are recorded and designated as the official record, a log or timestamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available within five (5) working days following approval by the Board at a cost not to exceed fifteen (15) cents per page. Upon request, a copy to the press shall be furnished at no cost.

### Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

### Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact, and the public may observe or hear the comments made. The Superintendent or designee will take measures to verify the identity of any remotely located participants.

### Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands. The general order of business will be as outlined in the attached procedure.

### Rescind a Motion

A motion to rescind (cancel previous action) must have a second, must allow for debate, can be amended, and must have a 2/3 vote of the Board if previous notice to rescind a motion has not been given in the published agenda or a majority vote of the Board if previous notice to rescind a motion has been given in the published agenda.

The motion to rescind can be applied to votes on all main motions, with the following *exceptions*: votes cannot be rescinded after something has been done as a result of that vote which the assembly cannot undo; or, where a resignation has been acted upon, or one has been elected to, or expelled from, membership or office, and was present or has been officially notified.

Cross Reference:      [1441](#)    [Audience Participation](#)

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#### Legal References:

§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
§ 2-3-202, MCA	Meeting defined
§ 2-3-212, MCA	Minutes of meetings – public inspection
§ 20-1-212, MCA	Destruction of records by school officer
§ 20-3-322, MCA	Meetings and quorum
§ 20-3-323, MCA	District policy and record of acts
Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005	

#### Policy History:

Adopted on: 9/22/1986

Revised on: 11/09/1987, 1/10/1994, 8/09/1999, 2/13/2006, 5/08/2006, 9/12/2011, **1/10/2022**

## THE BOARD OF TRUSTEES

Policy 1440

### Conduct of Meeting – Procedures

The conduct of the Board meeting shall be by customary parliamentary procedure. The use of proxy votes shall not be permitted. Voting rights are reserved to those Trustees present (physically or via a telephone).

The order of business at all Board meetings, after the call to order of the meeting, shall be the order of the pre-meeting material presentation in the Board meeting agenda. The Board of Trustees will consider for action only those items included on the agenda except for emergency items that cannot be prepared and included on the ordinary meeting agenda. Emergency or late items may be considered by the Board for action only after the majority approval of the Trustees present at the meeting.

~~The order of business may be suspended or amended for any meeting by a majority vote.~~ **With consent of a majority of members present, the order of business at any meeting may be changed.**

Voting shall be by acclamation or show of hands.

The introduction, consideration, and passage of motions by the Board of Trustees shall be on the basis of the following procedure:

- A. Generally,
  1. The originator will introduce the item.
  2. Trustees will ask clarifying questions. (What they need to know before making a decision)
  3. The public will be given opportunity to comment.
  4. The Board will discuss and take necessary action.
- B. The Trustee making a motion will be given the first opportunity to speak to the motion and all Trustees will be given the opportunity to speak to a motion prior to a trustee speaking to a motion the second time.
- C. During Board discussion the Chair should attempt to alternate recognition of Trustees with differing points of view if the Chair is aware of those views.
- D. All motions, except to reconsider, may be made by any member of the Board of Trustees.
- E. All motions will be seconded before they are considered.
- F. Motions to amend or enact policies shall require a two-thirds (2/3) majority vote of the membership of the Board of Trustees.
- G. All other motions and the election of officers to the Board shall require a majority vote of the School Board in attendance in order to be approved.
- H. All motions, except motions to reconsider, are subject to amendment, commitment, ~~or~~ referral or postponement, (all of which are debatable), or to tabling or withdrawal (which are not debatable).
- I. Any discussion on a motion may be interrupted by a question regarding a point of order.
- J. Motions to reconsider may be made by any member of the Board except any voting member against the question proposed for reconsideration.
- K. All motions to adjourn or recess shall be made to adjourn or to recess to a specific time and place.  
The additional High School Trustees shall act, officially, on high school matters only. The additional High School Trustees are invited to participate in the deliberation of matters concerning the Elementary School District.

Cross Reference: 1310

District Policy and Procedures

### Policy History:

Adopted on: 9/22/1986

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Revised on: 6/24/1991, 6/14/1999, 2/13/2006, 1/10/2022

**Bozeman Public Schools**

## INSTRUCTION

### Policy 2050

#### Student Instruction

The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school and offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

#### Offsite Instruction

The Board of Trustees authorizes offsite instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year. Offsite delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Offsite instruction is available to students:

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1. meeting the residency requirements for that district as provided in 1-1-215;
2. living in the district and eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or
3. attending school in the district under a mandatory attendance agreement as provided in 20-5-321;
4. attending school in the nearest district offering offsite instruction that agrees to enroll the student when the student's district of residence does not provide offsite instruction in an equivalent course in which the student is enrolled. A course is not equivalent if the course does not provide the same level of advantage on successful completion, including but not limited to dual credit, advanced placement, and career certification. Attendance under this provision is subject to approval of the Trustees.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting at when circumstances require.

#### Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using District assessments or other measures approved by the Board of Trustees.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

<u>Cross Reference:</u>	<u>2100</u>	<u>School Calendar</u>
	<u>2140</u>	<u>Guidance and Counseling</u>
	<u>2168</u>	<u>Distance Learning Courses</u>
	<u>2410</u>	<u>High School Graduation Requirements</u>
	<u>2420</u>	<u>Grading and Progress Reports</u>

<u>Legal Reference:</u>	<u>Article X, Section 1, Montana Constitution</u>
	<u>Section 20-1-101, MCA</u>
	<u>Section 20-1-301, MCA</u>
	<u>Section 20-9-311, MCA</u>
	<u>Section 20-7-118, MCA</u>
	<u>Section 20-7-1601, MCA</u>
	<u>ARM 10.55.906</u>
	<u>Definitions</u>
	<u>School Fiscal Year</u>
	<u>Calculation of Average Number Belonging</u>
	<u>Offsite Provision of Educational Services</u>
	<u>Transformational Learning –Legislative Intent</u>
	<u>High School Credit</u>

#### Policy History:

Adopted on: 1/10/2022

Terminated on:

**INSTRUCTION**

## Policy 2100

School Year Calendar and DaySchool Calendar

In order to permit staff, students and parents to make plans for their own work and vacation schedules, the Board shall adopt a school calendar for the forthcoming school year by June 1. Following this action, staff, students, parents and patrons will be advised of the school calendar.

Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the trustees of a school district shall set the number of hours in a school term, the length of the school day, and the number of school days in a school week. When proposing to adopt changes to a previously adopted school term, school week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective bargaining unit representing the employees affected by the changes; (b) solicit input from the employees affected by the changes but not represented by a collective bargaining agreement; (c) and from the people who live within the boundaries of the school district.

Commemorative Holidays

Teachers and students will devote a portion of the day on each commemorative holiday designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may from time to time designate a regular school day as a commemorative holiday.

Saturday School

**In emergencies, including during reasonable efforts of the trustees to make up aggregate hours of instruction lost during a declaration of emergency by the trustees under Section 20-9-806, MCA, pupil instruction may be conducted on a Saturday when it is approved by the trustees.**

Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose of providing additional pupil instruction beyond the minimum aggregate hours of instruction required in Section 20-1-301, MCA, provided that: ~~(a) Saturday school is not a pupil instruction day and does not count toward the minimum aggregate hours of pupil instruction; and (b) student attendance is voluntary.~~

School Fiscal Year

At least the minimum number of aggregate hours must be conducted during each school fiscal year. The minimum aggregate hours required by grade are:

- a. A minimum of 360 aggregate hours for a kindergarten program;
- b. 720 hours for grades 1 through 3;
- c. 1,080 hours for grades 4 through 12; and
- d. 1,050 hours may be sufficient for graduating seniors.

The minimum aggregate hours, described above, are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

1. In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:
2. Pre-school staff orientation for the purpose of organization of the school year;
3. Staff professional development programs (minimum of three (3) days);

4. Parent/teacher conferences; and
5. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).

The Board of Trustees has established an advisory committee to develop, recommend, and evaluate the school district's yearly professional development plan. Each year the Board of Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

#### **Extended School Year**

**In accordance with Section 20-1-301, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the Board of Trustees may establish a school calendar with an earlier start date and a later end date to ensure students receive the minimum number aggregate instructional hours. The purpose of an extended school year will be to maximize flexibility in the delivery of instruction and learning for each student in the School District. When setting an extended school year, the School District will collaborate with students, parents, employees and other community stakeholders. When proposing to adopt changes to a previously adopted school term the Board of Trustees will follow the procedures outlined in this policy.**

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School term, day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	§ 20-9-311, MCA	Calculation of Annual Number Belonging (ANB)
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101, 103	Pupil-Instruction-Related Days
	ARM 10.55.714	Professional Development
	ARM 10.55.906	High School Credit

#### **Policy History:**

Adopted on: 11/24/1986  
Revised on: 3/24/2014, 4/08/2019, 12/14/2020, **1/10/2022**

INSTRUCTION

Policy 2140

Guidance and Counseling

The District recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations, District policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should:

1. Provide staff with meaningful information which can be utilized to improve educational services offered to individual students.
2. Provide students with planned opportunities to develop future career and educational plans.
3. Refer students with special needs to appropriate specialists and agencies.
4. Aid students in identifying options and making choices about their educational program.
5. Assist teachers and administrators in meeting academic, social, and emotional needs of students, consistent with the goals of student success policy #3610.
6. Provide for a follow-up of students who further their education and/or move into the workforce ~~world of work.~~
7. Solicit feedback from students, staff, and parents, for purposes of program improvement.
8. Assist students in developing a sense of belonging and self-respect.
9. Have information available about nicotine addiction services and referrals to tobacco cessation programs to students and staff.
10. Serve as a reference for alternative discipline or restorative justice programs.

All staff will encourage students to explore and develop their individual interests in all areas including but not limited to career and technical programs, academic curricula, post-secondary opportunities, community or military service, and employment options without regard race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status.

~~All staff will encourage students to explore and develop their individual interests in career and vocational-technical programs and employment opportunities, without regard to gender, race, marital status, national origin, or handicapping conditions, including reasonable efforts in encouraging students to consider and explore “nontraditional” occupations.~~

Legal Reference	§ 49-3-203, MCA	Educational, counseling, and training programs
	10.55.710, ARM	Assignment of School Counseling Staff
	10.55.802, ARM	Opportunity and Educational Equity

Policy History:

Adopted on: 11/24/1986

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Revised on: 12/12/2005, 3/22/2010, **1/10/2022**



## INSTRUCTION

### Policy 2167

#### Enrichment Course Offerings--University Level/Dual Enrollment

In order to expand the opportunities for students with special talents and abilities, student enrollment in special university courses may be allowed at student expense. The student must be at least a sophomore and have an overall weighted GPA of 3.00, or be accepted by the university, or be given special permission to enroll by the course instructor.

Credit may be applied when there is a dual credit agreement between the District and the university. Credit will be awarded pursuant to the guidelines in Policy #2410 and Procedure #2410P.

The District will permit a student to enroll in an approved correspondence course from a school approved by the National University Extension Association or the Distance Education Accrediting Commission, in order that such student may include a greater variety of learning experiences within the student's educational program.

1. Credit for correspondence courses may be granted, provided the following requirements are met:
2. Prior permission has been granted by the principal;
3. The program fits the education plan submitted by the regularly enrolled student;
4. Credit is granted for the following approved schools:
  - a. Schools approved by the National University Extension Association or through one of the schools approved by the Distance Education Accrediting Commission;
  - b. Community colleges, vocational-technical institutes, four-(4)-year colleges and universities and state-approved private schools in the state of Montana; and
  - c. Other schools or institutions which are approved by the District after evaluation for a particular course offering.

The District shall not be obligated to pay for a student's correspondence courses *unless otherwise specified in Policy 2170.*

~~The District will accept up to two (2) credits of correspondence coursework. No correspondence courses are allowed that serve to supplant required coursework at Bozeman High School in grades 9-12. Correspondence coursework cannot be used to allow a student to graduate early from high school.~~

Cross Reference:     [2410-2410P](#)     [High School Graduation Requirements](#)  
                              [2170](#)                 [Digital Academy Classes](#)

Legal Reference:     § 20-7-116, MCA     Supervised correspondence study  
                              ARM 10.55.906     High School Credit

#### Policy History:

Adopted on:            11/24/1986

Revised on:            1/14/2002, 5/10/2010, 8/18/2014, 12/14/2020, **1/10/2022**

## INSTRUCTION

### Policy 2168

#### Distance, Online, and Technology-Delivered Learning

For purposes of this policy, “distance learning” is defined as: instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content, instruction, and communication between student and teacher (e.g., correspondence courses, online learning, videoconferencing, streaming video).

The District may receive and/or provide distance, online, and technology-delivered learning programs, provided the following requirements are met:

1. The distance, online, and technology-delivered learning programs and/or courses shall meet the learner expectations adopted by the District and be aligned with state content and performance standards;
2. The District shall provide a report to the Superintendent of Public Instruction, documenting how it is meeting the needs of students under the accreditation standards, who are taking a majority of courses during each grading period via distance, online, and/ or technology-delivered programs;
3. The District will provide qualified instructors and/or facilitators as described in ARM 10.55.907(3)(a)(b)(c);
4. The District will ensure that the distance, online, and technology-delivered learning facilitators receive in-service training on technology-delivered instruction as described in ARM 10.55.907(3)(d); and
5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a-e).

The District will permit a student to enroll in an approved distance learning course, in order that such student may include a greater variety of learning experiences within the student’s educational program.

Fulfillment of academic program requirements for students in grades K-8 using distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course is part of a District program of study appropriate to the student's needs that cannot be met in the traditional school setting or schedule;
4. Approval for distance delivered coursework is granted for schools and institutions approved by the District after evaluation for a particular course offering and the course must meet end of course District proficiency standards as evaluated by a content-area team.

Individual student circumstances may be evaluated by a team established by the building principal.

The District will not be obligated to pay for a student’s distance learning courses **unless otherwise specified in Policy 2170.**

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20 9 311(4)(d), MCA.

Credit for distance learning courses used to meet graduation requirements may be granted. Credit will be awarded pursuant to the guidelines in Policy #2410 and #2410P. ~~The District will not be obligated to pay for a student's distance learning courses.~~

Cross Reference:     [2410-2410P](#)   [High School Graduation Requirements](#)  
                          [2100](#)           [School Calendar and Year](#)  
                          [2170](#)           [Digital Academy Classes](#)

Legal Reference:     § 20-9-311(4)(d),MCA   Calculation of Average Number Belonging  
                          ARM 10.55.705       Administrative Personnel; Assignment of School  
  Administrators/Principals  
                          ARM 10.55.906       High School Credit  
                          ARM 10.55.907       Distance, Online, and Technology Delivered Learning

Policy History:  
Adopted on:           12/10/2007  
Revised on:           5/10/2010, 8/18/2014, 4/08/2019, 12/14/2020, [1/10/2022](#)

Digital Academy Classes

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs.

*MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.*

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that meet the District standards: *that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.*

Further, the online learning solutions providers ensure that:

- A. Online course providers are accredited by a nationally recognized accreditation program or agency *or are approved and endorsed by the Montana Office of Public Instruction.*
- B. Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well as a suitable number of online courses in which a student may enroll.
- C. The curriculum requirements of the state and school district are met.
- D. All online courses taken by the students will be approved by the administration in advance of enrollment.
- E. All teacher-led online courses include licensed, highly qualified teachers.

~~The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.~~

Cross Reference:	2100	School Calendar and Day
	<u>2170P</u>	<u>Digital Academy Procedures</u>
	<u>3520</u>	<u>Student Fees, Fines, and Charges</u>

Legal Reference:	§20-7-1201, MCA	Montana digital academy – purposes - governance
	§20-7-1202, MCA	Funding – rulemaking authority
	<u>§20-9-213, MCA</u>	<u>Fees</u>

Policy History:

Adopted on:	8/09/2010
Revised on:	<u>1/10/2022</u>

## INSTRUCTION

### Policy 2221

#### School Closure

The Superintendent may order closure of schools in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students, and staff.

*The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities. An emergency declaration issued by the Board of Trustees authorizes the School District to take extraordinary measures to protect students and staff while delivering education services in a manner authorized by law. The method and location of instruction and related educational services shall be implemented in a manner that serves the needs of students, their families, and staff and preserves the School District's full entitlement of funding.*

The trustees may order the emergency closure of schools for one (1) school day each year, without the need to reschedule the lost pupil instruction time when the closure is the result of an emergency. *The 1-school-day closure under this subsection is not subject to the reduction in BASE aid pursuant to Section 20-9-805, MCA.*

*In the event of a declared emergency, the School District shall avail itself of all flexibilities allowed by law, rule, or regulation and shall be otherwise governed by the school finance laws and rules of the state of Montana. The School District shall comply with auditing requirements and reserves the authority to assert its rights to manage school district funds or seek state and federal funds in a manner consistent with the full flexibility available under all applicable laws.*

*If a declaration of emergency is declared by the Board of Trustees, it may later adopt a resolution that a reasonable effort has been made to reschedule the pupil-instruction time lost because of the unforeseen emergency. If the trustees adopt the resolution, the pupil-instruction time lost during the closure need not be rescheduled to meet the minimum requirement for aggregate hours that a school district must conduct during the school year in order to be entitled to full BASE aid. At least 75% of the pupil-instruction time lost due to the unforeseen emergency must have been made up before the trustees can declare that a reasonable effort has been made.*

*For the purposes of this and related policies, "reasonable effort" means the rescheduling or extension of the school district's instructional calendar to make up at least 75% of the hours of pupil instruction lost due to an unforeseen emergency through any combination of the following as outlined in accordance with Policies 2050 and 2100:*

- (a) extending the school year beyond the last scheduled day;*
- (b) the use of scheduled vacation days in the district's adopted school calendar*
- (c) the conduct of pupil instruction on Saturdays;*
- (d) extending instructional hours during the school day.*

Cross Reference:	<u>2100</u>	<u>School Calendar and Day</u>
	<u>2050</u>	<u>Student Instruction</u>
	8110	Bus Routes and Schedules

Legal Reference:	§§ 20-9-801 - 802, MCA	Emergency School Closure
	§§ 20-9-806, MCA	School closure by declaration of emergency
	§§ <u>20-9-805.</u>	<u>Rate of reduction in annual apportionment entitlement.</u>

#### Policy History:

Adopted on:	11/24/1986
Revised on:	12/14/2020, <u>1/10/2022</u>

## INSTRUCTION

### Policy 2240

#### Summer School

**The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school or at another offsite location. Remediation credit courses shall be offered for grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the Board of Trustees.**

~~The District summer program of instructional offerings will be for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation. Remediation credit courses will be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the principal. The summer maintenance and enrichment program must be self-supporting.~~

#### Policy History:

Adopted on: 11/24/1986

Revised on: 3/09/2009, 12/14/2020, **1/10/2022**

## INSTRUCTION

Policy 2600

### Work-Experience **Based Learning** Program

The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

**Work-based learning must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The students' classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in work-based learning must be converted and is equivalent to the time requirement for credit to be earned.**

Students may submit a proposal for a tailored **Work Based Learning** program that divides their time between instruction in school and specific learning at a job. Each proposed program will be planned by **Work Based Learning** coordinators and the employer (or employer groups) and shall be in accordance with state and federal laws and regulations governing employment of students under age 18. The **Work Based Learning** coordinators will communicate with employers on a monthly basis and will visit work sites to determine if the placement is appropriate for student employment.

The particular program designed for each student shall be set forth in a written protocol approved by the student, his or her parents or guardians, the work-experience coordinator and the employer. This shall stipulate the terms of employment and the provision for academic credit.

The Work-Experience **Based Learning** coordinator shall make such arrangements as necessary with employers for evaluating the student's on-the-job performance and for keeping records of job attendance.

The employer or supervisor shall complete District volunteer agreement form and satisfy a name-based and fingerprint criminal background check in accordance with District Policies 5120 and 5122. The employee and District shall also complete workers compensation insurance and general liability insurance requirements in accordance with the attached procedure in a manner consistent with the ~~w~~**Work-experience Based Learning** opportunity provided to students.

Cross Reference:      **5120**                      **Hiring Procedures**  
                                 **5122**                      **Fingerprints and Criminal Background Investigations**

Legal reference:      Title 41, Chapter 2, MCA  
                                 Fair Labor Standards Act 29 U.S.C. 212 and 213, et seq.

**Chapter 247**    **2021 General Legislative Session**

**Section 29-71-118(7), MCA Employee, worker, volunteer, volunteer firefighter, and volunteer emergency care provider defined --election of coverage.**

Policy History:

Adopted on:            8/26/2019

Revised on:           **1/10/2022**



## STUDENTS

### Policy 3110

#### Entrance, Placement, and Transfer

#### Entrance, Date, and Age

The trustees will enroll and admit a child to a school in the district when the child is 5 years of age or older on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees. Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. **The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision of this Policy.**

#### Enrolling Students Under the age of 5 Before September 10 for Exceptional Circumstances

The administration shall review the criteria set forth in this policy and make the determination whether an individual student or class of students meets the criteria for exceptional circumstances. The administration shall then notify the parent(s)/legal guardian(s) of the administration's recommendation to the Board regarding the enrollment of the student(s) under the exceptional circumstances meriting waiving of the age requirements. The administration shall present the information to the Board for approval. In presenting the information to the Board, the administration shall remove all identifying information in order to protect the privacy rights of the student under state and federal law. The Board shall make the final decision on the enrollment of students under the District's exceptional circumstances policy.

The administration shall include children enrolled pursuant to this policy in the District's calculation of average number belonging (ANB) as reported to OPI to the extent allowed by law.

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in 20-5-101(3) and "special permission" within the meaning of that term as used in 20-7-117 MCA, that merit waiving the age provisions of 20-7-117 MCA for qualifying children under 5 years of age **and over 19 years of age:**

~~1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA~~

1. A child at least 3 years of age with a disability qualifying the child for services under the federal Individuals with Disabilities Education Act.
2. A child who is 4 years of age or older on or before September 10 of the school year in which enrollment is to occur who:
  - a) Meets the income eligibility of 200% or less of the Federal Poverty Guidelines; or
  - b) Is Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act; or
  - c) Is homeless as defined in 42 U.S. Code § 11302, or,
  - d) Has moved into the district and has met the age requirements of another state and were enrolled in either a kindergarten or first grade in that state.



- e) Does not meet the requirements of a. through d. but is recommended for enrollment by administration in order to effectively use District resources. These students will be placed on a first come first served basis.

**3. A pupil with a disability who is over 19 years of age and has not yet reached 21 years of age by September 10 of the school year, and who is receiving special education services pursuant to 20-7-411(4)(a) if:**

- a) The student has not graduated;  
b) The student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and  
c) The student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after the age of 16.

Students 19 years old or over before September 10

**In addition,** Under certain extenuating circumstances, the superintendent may grant the privilege of school attendance to persons whose 19th birthday falls before September 10 of the academic year under consideration. This privilege may be extended to all regular education and Special education students when:

1. A student has not completed graduation requirements, but could do so within one additional year of school attendance beyond four years in a regular education setting or an equivalent in a non- graded classroom.
2. The student is a resident of the District as defined in 1-1-215-M.C.A.
3. The educational needs of the student can be met within the District's existing educational program.
4. The student will be less than 20 years of age during the entire semester of attendance.

**Unless otherwise allowed by law, these students may not be counted for ANB purposes.**

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141.
2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The Superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

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## Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in student data management system as soon as enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

Transfer: District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8): A student transferring into the District will be admitted and placed subject to observation by appropriate teachers and a building principal during a probation period of six (6) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade and level placement.

Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity.

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.16.3122, ARM	Local Educational Agency Responsibility
		For Students with Disabilities
	10.55.601, et seq., ARM	Accreditation Standards: Procedures

Chapter 20 – 2021 General Legislative Session

HB 246 – 2021 General Legislative Session

HB 233 - 2021 General Legislative Session

Policy History:

Adopted on: 1/12/1987

Revised on: 9/28/2015, 7/14/2017, **1/10/2022**

## STUDENTS

### Policy 3121

#### Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, *any student who participates in pupil instruction as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20, including but not limited to* an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under § 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- Receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; ~~or~~
- *A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;*
- *A student gaining credit for participating in a work-based learning program pursuant to [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;*
- *A student participating in an "innovative educational program" as defined in Section 15-30-3102, MCA;*
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under § 20-9-707, MCA.

- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under § 20-9-707, MCA.

#### Offsite Provision of Education Services

~~In accordance with Section 20-7-118, MCA, for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must:~~

- ~~(a) meet the residency requirements for that district as provided in 1-1-215;~~
- ~~(b) live in the district and eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or~~
- ~~(c) attend school in the district under a mandatory attendance agreement as provided in 20-5-321.~~
- *A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:*
  - *the student has not graduated;*
  - *the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and*
  - *the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.*

*In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA;*

#### *Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or Part Time Enrolled Student*

*The District shall include for ANB purposes a child who during the prior school year:*

- a. resided in the District;*
- b. was not enrolled in the District or was not enrolled full time; and*
- c. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.*

*Each completed extracurricular activity that, inclusive of practices and post-season tournaments, lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A child may not be counted as more than one full-time enrollment for ANB purposes.*

*For purposes of calculating ANB under this section, "extracurricular activity" means:*

- a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;*
- b. an approved career and technical student organization, pursuant to Section 20-7-306, MCA; or*
- c. a school theater production.*

#### Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned school.

***Cross References:***      ***3510***                      ***School Sponsored Activities***  
                                 ***2600***                      ***Work Based Learning***  
                                 2420P                      ***Grading and Reporting Guidelines***

Legal Reference:      § 1-1-215, MCA              Residence – rules for determining  
                                 § 20-9-311, MCA              Calculation of average number belonging (ANB) -- three-year averaging.  
                                 § 20-9-706, MCA              Running start program – authorizing class credits at postsecondary  
                                                                      institution – eligibility – payment for credits  
                                 § 20-9-707, MCA              Agreement with Montana youth challenge program or accredited Montana  
                                                                      job corps program  
                                 29 U.S.C. 794              Nondiscrimination under Federal grants and programs  
                                 34 CFR 300.1, et seq.      Assistance to states for the education of children with disabilities

***Chapter 297***                      ***2021 General Legislative Session***  
***Chapter 269***                      ***2021 General Legislative Session***  
***Chapter 247***                      ***2021 General Legislative Session***  
***Chapter 406***                      ***2021 General Legislative Session***

**Policy History:**

Adopted on:              10/12/2020

Revised on:              **1/10/2022**



## STUDENTS

### Policy 3231

#### Searches and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A “pat down” of the exterior of the student’s clothing;
2. A search of the student’s clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools ~~such as breath-test instruments, saliva test strips, etc~~ ***identified in school district policy or the student handbook or deemed necessary by the Superintendent or designee.***

The “pat down” or “search” of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

#### School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

#### Students

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student’s vehicle will be searched, and the student expressly consents to such a search.



Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

### Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Legal Reference:       *Safford Unified School Dist. No. 1 v. Redding*, 557 U.S. 364, 129 S.Ct. 2633 (2009)  
                              *Terry v. Ohio*, 392 U.S. 1, 20 (1968)  
                              *B.C. v. Plumas*, (9th Cir. 1999) 192 F.3d 1260

### Policy History:

Adopted on:           11/24/1986  
Revised on:           8/09/1999, 9/25/2006, 2/23/2009, 3/28/2011, 7/15/2019, **1/10/2022**

## Bozeman Public Schools

### STUDENTS

#### Policy 3235

##### Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, that video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

**The Superintendent will develop procedures to identify employees who will have access to the system for monitoring, maintenance, and necessary retention. Responsibilities governing access to the system will be outlined in the employee's respective job description.**

Video recordings ~~will~~ **may** be totally without sound.

Cross Reference:      [3600](#)   [Student Records](#)

##### Policy History:

Adopted on:            3/05/2001

Revised on:           5/13/2013, 10/12/2020, **1/10/2022**

**STUDENTS**

Policy 3311

**FIREARMS AND WEAPONS**Firearms

It is the policy of the Bozeman Public Schools District to comply with the federal Gun Free Schools Act of 1994 and Section 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district.

The District does not allow students to possess firearms on District property or at any setting that is under the control and supervision of the District. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. *The Policy does not govern conduct in a student's home, a locked vehicle, a parking lot off of school property, or a commercial business when the student is participating in an online, remote, or distance-learning setting.* In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

*Before holding a hearing to determine if a student has violated this Policy, the Board shall, in a clear and timely manner, notify the student if the student is an adult or notify the parent or guardian of a student if the student is a minor that the student may waive the student's privacy interest by requesting that the hearing be held in public and invite other individuals to attend the hearing.*

*Before expelling a student under this Policy, the Board shall hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly, as defined in Section 1-1-204, MCA, brought a firearm to school or possessed a firearm at school.*

*When a student subject to a hearing is found to have not violated this Policy, the student's school record must be expunged of the incident.*

*The provisions of this Policy do not require the Board to expel a student who has brought a firearm to school or possesses a firearm at school if the firearm is secured in a locked container approved by the school district or in a locked motor*

*vehicle the entire time the firearm is at school, except while the firearm is in use for a school-sanctioned instructional activity.*

Possession of Weapons other than Firearms

The District does not allow students to possess other weapons on District property or at any setting that is under the control and supervision of the District. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

Definitions, Exceptions and Referral to Law Enforcement

The District may refer to law enforcement for immediate prosecution any student who possesses, carries, or stores a weapon in a school building as specified in Section 45-8-361, MCA. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. For the purposes of this section of the policy, “school property” means within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds. “Building” specifically means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This section does not apply to sworn law enforcement officers or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.

The Board of Trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Cross Reference:        3310                Student Discipline  
                                 4332                Conduct of School Property

Legal Reference:	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	20 U.S.C. § 7151, et seq.	Gun Free Schools Act of 1994
	18 U.S.C. § 921	Definitions
	NCLB, Section 4141	Gun Free Requirements

Policy History:

Adopted on: 11/14/1994

Revised on: 9/14/1998, 6/11/2007, 2/23/2009, 3/28/2011, 9/09/2013, 4/26/2016, 10/12/2020, 6/14/2021,  
**1/10/2022**

## STUDENTS

### Policy 3510

#### School-Sponsored Student Activities

##### 1. Student Organizations:

- a. All curricular student **clubs or** organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- b. Bylaws and rules of curricular student **clubs or** organizations must not be contrary to Board policy or to administrative rules and regulations.
- c. Procedures in curricular student **clubs or** organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
- d. Student led and initiated non-curricular student groups may meet at school in accordance with District Policy without the sponsorship of the School District.

##### 2. Social Events

- a. Social events must have prior approval of the administration.
- b. Social events must be held in school facilities unless approved by the Board.
- c. Social events must be chaperoned at all times.
- d. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal.

##### 3. Extracurricular Activities

- a. **Academic and behavior eligibility rules are established by MHSA rules and District policy.**
- b. **Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.**
- c. In establishing an interscholastic program, the Board directs the administration to:
  - i. Open all sports to all students enrolled in the District, with an equal opportunity for participation.
  - ii. **Open all sports to residents of the school district and who is at least 5 years of age and not more than 19 on or before September 10 of the year in which participation in extracurricular activities is sought by such child in accordance with the provisions of this policy.**
  - iii. Recommend sports activities based on interest inventories completed by the students.

##### 4. **Participation in District Extracurricular Activities by Unenrolled Children**

- a. **Any child identified in Section 3.c.ii of this policy who is attending a nonpublic or home school meeting the requirements of section 20-5-109:**
  - i. **Is eligible to seek to participate in any extracurricular activity of the District that is offered to pupils of the district who are of the same age.**
  - ii. **Is subject to the same standards for participation as those required of full-time pupils enrolled in the school and the same rules of any interscholastic organization of which the school of participation is a member as specified in Section 3.a. and 3.b. of this policy and any related student or activity handbook provisions.**
  - iii. **Will be assessed for purposes of placement, team formation and cuts using the same criteria as used for full-time pupils enrolled in the District.**
- b. **In cases where there is more than one school serving the same age group within District boundaries, a child under Section 4 of this policy shall be subject to the same school zone rules applicable to full-time pupils of the District. Participation for one school for one sport and another school for another sport is prohibited.**
- c. **The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under Section 4.a.ii of this policy shall be attested by the head administrator of the nonpublic school. No further verification shall be required.**

*d. The academic eligibility for extracurricular participation for a student attending a home school as specified under Section 4.a.ii shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.*

*5. Designation of Athletic Teams*

*Unless otherwise prohibited by Policy 3210 or federal law, District sponsored athletic teams or sports designated for females, women, or girls may not be open to students who are biologically of the male sex. District sponsored athletic teams or events may be designated as one of the following based on biological sex in accordance with applicable MHSA rules, this Policy, federal law, Policy 3210, or the provisions of Section 6 of Chapter 405 (2021):*

- a. males, men, or boys;*
- b. females, women, or girls; or*
- c. coed or mixed.*

*This section of this Policy is void 21 days after the date the United States Secretary of Education files a written report with the proper committees of the United States House of Representatives and the United States Senate as required by 34 CFR 100.8(c) due to the enforcement of Chapter 405 (2021).*

Cross Reference:	<u>3150</u>	<u>Part Time Attendance</u>
	<u>3121-3121P</u>	<u>Enrollment and Attendance</u>
	3233	Student use of Buildings-Equal Access
	3550	Student Clubs
	2332	Religion and Religious Activities
	3222	Distribution and Posting Materials
	<del>Policy 3233-</del>	<del>Student Use of Buildings – Equal Access</del>
	4331	Use of School Property for Posting Notices

Legal Reference:	<u>Chapter 297</u>	<u>2021 General Legislative Session</u>
	<u>Chapter 269</u>	<u>2021 General Legislative Session</u>
	<u>Chapter 405</u>	<u>2021 General Legislative Session</u>
	<u>34 CFR 100.8(c)</u>	<u>Procedure for Effecting Compliance</u>
	<u>Bostock v. Clayton County Georgia, 140 S.Ct. 1731 (2020)</u>	
	<del>§ 20-5-203, MCA—</del>	<del>Secret Organization Prohibited</del>

Policy History:

Adopted on: 8/24/2020

Revised on: 1/10/2022

## STUDENTS

### Policy 3550

#### Student Clubs and Organizations

The Board recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The administration retains the right *Superintendent or designee is delegated the authority* to approve or deny club applications.

In order for the administration to recognize a student club, the students must submit an application to the principal containing the following:

1. The organization's name and purpose.
2. The portion of the curriculum that forms the basis of the club or the course offered at the school enhanced by the club's functions. This step is required for consideration as a curricular club. Applications that do not satisfy this step may be permitted to *meet at the school* operate as a non-curricular student group.
3. The staff employee designated to serve as the Club's advisor.
4. The rules and procedures under which it operates.
5. A statement that the membership will adhere to applicable Board policies and administrative procedures.

Recognized curricular student clubs and non-curricular student groups may have limited access as designated by the principal to the following:

1. Messages distributed through official communications of the district (e.g. intercom announcements, district newsletters, group emails, etc.); and
2. Mention on the school's website and other appropriate district publications.

#### Recognized Curricular Student Clubs

The Board of Trustees authorizes the administration to recognize curricular student clubs in a manner consistent with this policy and administrative procedure. Curricular Student clubs are those approved student clubs that directly relate to the body of courses offered by the school. Curricular student clubs that are recognized by the District are permitted to use District facilities, use the District's name, a District school's name, or a District school's team name or mascot, or any logo attributable to the District, and raise and deposit funds with the District.

Upon recognition of a new curricular student club, the administration will notify the District clerk so the group may have any funds raised for its operations so designated in accordance with the District's financial practices.

Recognized curricular student clubs will appear on the school's website and other appropriate district publications. Advisors of new curricular student groups may be eligible for a stipend in accordance with applicable collective bargaining agreement provisions and available district resources.

#### Noncurricular Student Groups

Student-led and initiated groups of similar interests that do not meet the requirements to be an approved or recognized curricular student club as outlined in this policy shall be designated as noncurricular student groups. Noncurricular student groups include any student group that does not directly relate to the body of courses offered by the ~~school~~ District but *has a regular meeting schedule and established operational structure.* ~~may operate at the school. Noncurricular student groups have a regular meeting schedule and established operational structure.~~ District employees that are present at meetings in a supervisory capacity are not eligible for a stipend. Student meetings must be supervised by an adult. Employees or agents of the school district that are present at student group meetings must only serve in a supervisory capacity.

The ~~school~~ District approves a limited open forum, within the meaning of that term as defined in 20 U.S. Code section 4071, for noncurricular student groups to meet on school premises during non-instructional time. Noncurricular student



groups wishing to conduct a meeting within this limited forum are subject to the following fair opportunity criteria, which shall be uniformly administered consistent with 20 U.S. Code section 407**I**:

- 1. All such meetings must be voluntary and student-initiated;
- 2. There shall be no sponsorship of the meeting by the school district or its agents or employees;
- 3. Employees or agents of the school district that are present at religious meetings must be only in a non-participatory capacity;
- 4. All meetings, ~~operations, and conduct~~ must not materially and substantially interfere with the orderly conduct of educational activities within the school district; and
- 5. Nonschool persons may not direct, conduct, control, or regularly attend activities of the noncurricular student groups.

~~For the purposes of a noncurricular student group, a meeting is defined as a gathering of a group of students for the purposes of discussing group beliefs or engaging in group operations. A noncurricular student group~~ **An** event that does not meet this definition will be required to comply with the Community Use of District Facilities Policy and Procedure.

Noncurricular student groups may post notice of gatherings in accordance with Policy 3222. Noncurricular student groups may be authorized by the principal to have the name of the school to appear as part of the group name. A noncurricular student group may not use a logo attributable to the school or School District, the School District's name, or the school's team name or mascot. The permission to post notice of gatherings or use the school name does not constitute sponsorship of the group by the School District.

**Noncurricular student groups may post notice of gatherings in accordance with Policy 3222. Noncurricular student groups may be authorized by the Superintendent or designee to have the name of the school to appear as part of their group's name. A logo attributable to the school or District, the District's name, or the school's team name or mascot may not be used by a noncurricular group. The permission to post notice of gatherings or use the school name does not constitute sponsorship of the group by the District.**

Informal Gatherings

Students are permitted to informally gather at the school in accordance with Policy 3233. Informal gatherings of students are not permitted to use the District's name, a District school's name, or a District school's team name or mascot, or any logo attributable to the District, and raise and deposit funds with the District. Informal student gatherings may not post notices or other materials in accordance with Policy 3222 but may request to post items in accordance with Policy 4331.

Financial Operations

All funds raised by recognized curricular student clubs are subject to applicable School District policies regarding financial management. All funds raised by recognized curricular student clubs that are donated to the School District become public funds when placed in a School District account. All public funds must be monitored in accordance with state law. Deposits must be reviewed to ensure compliance with equity rules, amateur rules and appropriateness under district policy.

Funds spent by the School District will be done in accordance with District purchase order policy and spending limits regardless of the source of the donation. All expenditures should be preapproved to ensure equity and auditing standards are met.

The administration is authorized to develop procedures to implement this policy.

Cross Reference:	2332	Religion and Religious Activities
	3210	Equal Education and Nondiscrimination
	3222	Distribution and Posting Materials
	3233	Student Use of Buildings - Equal Access
	4331	Use of School Property for Posting Notices

Legal Reference:	20 U.S. Code § 4071 Section 20-5-203, MCA	Denial of equal access prohibited Secret Organization Prohibited
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Policy History:

Adopted on: 8/24/2020

Revised on: **1/10/2022**

COMMUNITY RELATIONS

Policy 4211

District and School Name, Logo, Imagery and Colors

Use of the District's name, a District school's name, or a District school's team name or mascot or any logo or imagery attributable to the District by any group, individual, business, entity, or organization may occur only after securing the Superintendent or designee's written approval. Unauthorized use of the District school's team name, mascot, logo, or imagery is strictly prohibited. The District reserves the right to seek all available legal remedies for unauthorized use of the District school's name, logo, mascot, or imagery.

Policy History:

Adopted on: 1/10/2022

Revised on:

## HUMAN RESOURCES

### Policy 5140

#### Employee Contracts

#### Classified Employment and Assignment

Employees designated as “classified” employees include all non-teaching positions or duties in the District.

Each newly hired classified employee will either be hired: (1) as a probationary employee, or (2) immediately be placed on a written contract for a specific term with a beginning and ending date, within the meaning of Section 39-2-912(2), MCA. Employees initially hired on a written contract for a specific term will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

For those employees hired as probationary employees, such employees will be required to complete a probationary period of six months. The Board authorizes the Superintendent to extend the probationary period in a manner permitted by law. Any extension of the probationary period by the Superintendent, together with the original probationary period, may not exceed a total of 18 months. Leaves of absence by an employee for a period of more than 5 consecutive working days other than holidays or vacations during the probationary period will not be counted as part of the probationary period.

During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Prior to the conclusion of the original or extended probationary period, the Superintendent will determine whether to retain the employee or make a recommendation to the Board for termination of probationary employment. If the employee is retained, the employee will be designated as one of the following types of employees depending on the factors noted.

Designation 1: If, before the probationary period concludes, the employee is placed on a written employment contract, the employment contract shall be a written contract of employment for a specific term with a beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The employee will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

If the employee is issued subsequent contracts for a specific term following the initial contract, a probationary period will not apply. The employee will be subject to terms of the contract including the beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The employee will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

Designation 2: If, after the probationary period concludes, the employee is not placed on a written employment contract for a specific term, the employee’s service to the District will be subject to the provisions in Title 39, Chapter 2, Part 9, MCA.

Designation 3: If, after the probationary period concludes, the employee is subject to the provisions of a collective bargaining agreement, the employee’s service to the District will be subject to the terms of the collective bargaining agreement within the meaning of Section 39-2-912, MCA.

*Subject to any applicable collective bargaining agreement, the District reserves the right to: (1) change employment conditions affecting an employee's duties, assignment, supervisor, or grade and/or (2) determine the salary and benefits for classified employees.*

~~Each classified employee will be employed under a written contract of employment for a specific term with a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six months or as defined in the Negotiated Agreement or in individual contracts.~~

~~The objective of a probationary period is to afford time to assess the employee's abilities to perform the required job duties; to assess the employee's conduct on the job; and to determine if the employee should be retained beyond the probationary period. During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.~~

~~The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade. Each permanent classified employee shall receive a letter of initial notification of employment signed by the Director of Human Resources and thereafter shall receive a Change of Status Form for any changes in employment conditions affecting the employee's hours, assignment, supervisor, hourly rate or grade.~~

~~Each employee, permanent or otherwise, shall be informed by the Human Resources office as to who their supervisor is. The right of assignment, reassignment or transfer shall remain that of the district.~~

~~The Board will determine salary and wages for classified personnel.~~

#### Certified Employee Contracts

The Board of Trustees shall contract with each certificated staff member. Such contract shall be in conformity with state and federal statutes, the policies and negotiated agreements of the district. The contract shall be binding on the district and on the staff member and may not be abridged or abrogated during its term by either party except by mutual consent or as may be provided elsewhere in Board policy, in negotiated agreements, or state or federal statutes.

Except for the Superintendent, the contracts for certificated staff shall be written for a period not to exceed one year and shall be executed in duplicate by the Chairman of the Trustees and the Clerk of the District, and by the teacher or specialist.

Legal Reference:	§ 39-2-904, M.C.A.	Elements of wrongful discharge – presumptive probationary period
	§ 39-2-912, M.C.A.	Exemptions
	§20-4-201 M.C.A.	Employment of Teachers and Specialists by Contract
	§20-4-205(2) M.C.A.	Notification of Tenure Teacher Reelection
	§20-4-206(2) M.C.A.	Notification of Nontenure Teacher Reelection
	§10.55.203(5) A.R.M.	Board of Trustees

#### Policy History:

Adopted on: 12/8/1986

Revised on: 1/25/1993, 1/25/2021, 1/10/2022

## Bozeman Public Schools

### HUMAN RESOURCES

#### Policy 5223

##### Personal Conduct

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. School District employees will abide by all district policies, state and federal laws in the course of their employment. Where applicable, employees will abide by and honor the professional educator code of conduct.

School District employees will abide by all district policies, state and federal laws in the course of their employment. Where applicable, employees will abide by and honor the professional educator code of conduct.

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.

In accordance with state law, an employee shall not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain. **Curriculum or materials created within the course of the employee's duties for the District using District resources are considered to be the property of the District.**

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication and confidential information should only be communicated on a need to know basis.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

##### Firearms and Weapons

Employees of the District shall not injure or threaten to injure another person; damage another's property or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.

For the purposes of this policy, the term "firearm" means (A) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm

muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

For purposes of this policy, “non-firearm weapon” means any object, device, or instrument designed as a weapon or through its use is capable of intimidating threatening or producing bodily harm or which may be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

District administrators are authorized to appropriate action, as circumstances warrant, to enforce this section of the policy including but not limited to requesting the assistance of law enforcement in accordance with Montana law.

For the purposes of this policy, “school property” means within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds. “Building” specifically means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

This section does not apply to a law enforcement officer acting in the officer’s official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.

The Board of Trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Cross Reference:	<a href="#">3311</a>	<a href="#">Firearms and Weapons</a>
	<a href="#">4332</a>	<a href="#">Conduct on School Property</a>
	<a href="#">5232</a>	<a href="#">Abused and Neglected Children</a>
	<a href="#">5121</a>	<a href="#">Applicability of Personnel Policies</a>

Legal Reference:	§ 20-1-201, MCA	School officers not to act as agents Title 2, Chapter 2, Part 1 Standards of Conduct
	§ 39-2-102, MCA	What belongs to employer
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	§ 45-5-501, MCA	Definitions
	§ 45-5-502, MCA	Sexual Assault
	ARM 10.55.701(2)(d)	Board of Trustees

Policy History:

Adopted on: 12/8/1986  
Revised on: 2/11/1991, 3/03/2003, 9/09/2013, 1/25/2021, 6/14/2021, **1/10/2022**

## Bozeman Public Schools

### HUMAN RESOURCES

#### Policy 5314

##### Substitutes

The Superintendent or designee will regularly approve a list of acceptable substitutes that meet the guidelines as prescribed in this policy. Appearance on the substitute list does not guarantee employment.

The Board authorizes the use of substitute teachers that appear on the list to replace teachers who are temporarily absent. The principal or Human Resource Department shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for their own substitute. A substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive teaching days.

If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the District shall place a licensed teacher under contract or seek an emergency authorization of employment in accordance with Administrative Rules of Montana 10.57.107.

The Director of Human Resources annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given to substitute teachers.

Substitutes for classified positions will be paid by the hour. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

All substitute teachers will be required to undergo fingerprint and background checks in accordance with all applicable laws and policies. **All substitutes are subject to District Policies during their term of service to the District. All substitutes shall abide by student and staff confidentiality standards during their term of service to the District.**

Legal Reference:        10.55.716, ARM                      Substitute teachers

##### Policy History:

Adopted on:            12/08/1986

Revised on:            4/28/2003, 1/25/2021, **1/10/2022**



**HUMAN RESOURCES**

## Policy 5325

Breastfeeding in the School and Workplace

Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District shall support women who want to continue breastfeeding after returning from maternity leave.

The District shall provide reasonable unpaid break time each day to an employee or who needs to express milk for ~~the employee's a child, if breaks are currently allowed. If breaks are not currently allowed, the District shall consider each case and make accommodations as possible.~~ The District is not required to provide break time if to do so would unduly disrupt the District's operations. Supervisors are encouraged to consider flexible schedules when accommodating employees' needs. **Building administrators are authorized to work with teachers to provide students necessary time to express milk for a child.**

The District shall make reasonable efforts to provide a room or other location, ~~in close proximity to the work area,~~ other than a toilet stall, where an employee or **student** can express ~~employee's breast milk and access to a place to store expressed breast milk safely.~~ The available space shall include the provision for lighting and electricity for the pump apparatus. If possible, supervisors and **building administrators** shall ensure **that those employees or students in need of such** ~~employees are aware of these workplace accommodations are aware of them~~ prior to maternity leave.

Legal Reference:	§ 39-2-215, MCA	Public employer policy on support of women and breastfeeding – unlawful discrimination
	§ 39-2-216, MCA	Private Place for nursing mothers
	§ 39-2-217, MCA	Break time for nursing mothers
	<b><u>37.111.811, ARM</u></b>	<b><u>Physical Requirements</u></b>

Policy History:

Adopted on: 4/09/2012

Revised on: 1/25/2021, **1/10/2022**



Meeting Date:	January 10, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.2.1
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	Lori Ross, Executive Assistant

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of Board Meeting Minutes

**Facts & Discussion:**

1. Minutes of the [December 7, 2021 Board Luncheon](#).
2. Minutes of the [December 13, 2021 Regular Board Meeting](#).
3. Minutes of the [December 8, 2021 - SIRI Meeting](#) (Student Inclusion and Resiliency Initiative) and the [December 14, 2021 - DOCC](#) (District Ongoing Collaborative Committee).
4. Upon approval, the minutes represent the official actions of the Board of Trustees of School District No. 7.

**Fiscal Impact:**

N/A

**Superintendent's Recommendation:**

It is recommended the Board of Trustees approve as presented, the minutes of the Regular Board Meeting on [12-13-2021](#), Board Luncheon on [12-07-2021](#), the SIRI Committee Meeting on [12-08-2021](#) and the DOCC Meeting on [12-14-2021](#).

**Other Alternatives:**

1. Do not approve the recommendation and request administration to propose changes.



<b>Meeting Date:</b>	January 10, 2022
<b>Category:</b>	Action Item - Consent - High School District
<b>Agenda Item #:</b>	3.3.1
<b>Originated By:</b>	Steve Johnson, Owner's Construction Representative
<b>Others Involved:</b>	Matt Stark, Director of Facilities; Nathan Helfrich, CT Architects Engineers and Roger Davis, Langlas and Associates

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of [High School Bond Project Update](#)

**Facts & Discussion:**

The attached report has been developed by the Owner's Construction Representative, along with project architects and contractors to reflect the most recent status of the projects.

**Fiscal Impact:**

\$125,000,000 Bond Proceeds

**Superintendent's Recommendation:**

It is recommended the Board of Trustees approve the [High School Bond Project Update](#).

**Other Alternatives:**

1. Do not approve the recommendation and request administration to propose changes.

**Discussion:****Project: BHS Renovation**

The Board of Trustees selected CT Architects Engineers for design services along with Langlas and Associates to perform GC/CM services for the renovation efforts at BHS. Construction bids were approved at the January 27, 2020 board meeting with a not to exceed Guaranteed Maximum Price of \$29,555,890. The construction schedule was accelerated and construction was able to begin in May 2020.

**Guaranteed Maximum Price**

Original Guaranteed Maximum Price	\$29,555,890
Change Order #1	802,756
Change Order #2	<u>507,992</u>
Adjusted Guaranteed Maximum Price	\$30,866,638

Overall the project is approximately 95% Complete.



Meeting Date:	January 10, 2022
Category:	Action Item - Consent - High School District
Agenda Item #:	3.3.2
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	Lacy Clark, Budget and Risk Management Coordinator

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**  
Consider Approval of Resolution to Approve and Adopt High School General Fund Budget Amendment.

**Facts & Discussion:**

1. Districts with increasing enrollment may amend their budgets and obtain higher spending authority in the current fiscal year.
2. The Bozeman High School District's October 2021 enrollment count qualifies the District for additional spending authority and state funding.
3. The process for an enrollment-related budget amendment involves three basic steps:
  - a. First, Districts must proclaim the need for the budget amendment and petition OPI for its approval.
  - b. The District must provide public notice of its intent via a newspaper advertisement.
  - c. Finally, the Board must formally resolve to amend its budget, which is the function of this action item.
4. On December 13, 2021, the Board proclaimed the need for the budget amendment and petitioned the Office of Public Instruction for its approval. OPI approval has been received and the required newspaper advertisement was made.

**Fiscal Impact:**  
\$972,003 Increase, High School General Fund

**Recommendation:**

It is recommended the Board of Trustees approve and adopt the High School General Fund Budget Amendment. The meeting minutes should reflect approval of the following Resolution:

BUDGET AMENDMENT RESOLUTION  
BOZEMAN HIGH SCHOOL DISTRICT  
GALLATIN COUNTY, MONTANA

At a regular meeting of the Board of Trustees of High School District No. 7, Gallatin County, Montana, held electronically on January 10, 2022 at 5:45pm, the following resolution was introduced:

WHEREAS, the trustees of High School District No. 7, Gallatin County, Montana, have made a determination that as a result of an unanticipated enrollment increase, the district's General Fund budget does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the High School General Fund budget in the amount of \$972,003 is necessary under the provisions of Section 20-9-161(1), MCA for the purpose of operating and maintaining the District, and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be General Fund reserves, and

WHEREAS, the District's final available 2021-22 General Fund budget after this budget amendment will be \$20,881,389,

THEREFORE BE IT RESOLVED that the Board of Trustees of High School District No. 7, Gallatin County, Montana, hereby approves an increase to the High School General Fund budget for the fiscal year 2021-22 in the amount of \$972,003 for the purpose identified above, and

BE IT FURTHER RESOLVED that the District's final available 2021-22 General Fund budget after this budget amendment will be \$20,881,389.00.

**Other Alternatives:**

1. Do not approve the recommendation and request administration propose changes.



**Meeting Date:** January 12, 2022

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**Category:** Action Item - Consent - Both Districts

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**Agenda Item #:** 3.4.1

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**Originated By:** Pat Strauss, Director of Human Resources

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**Others Involved:**

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MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of Personnel Actions

**Facts:**

As per [MCA 20-3-324 -- Powers and Duties of Trustees --](#) the trustees of each district shall employ or dismiss personnel considered necessary to carry out the various services of the district.

**Fiscal Impact:**

Noted on report

**Superintendent's Recommendation:**

The Board of Trustees is requested to employ, dismiss, or accept the resignations of those noted on the Personnel Action Report.

**Other Alternatives:**

1. Do not approve the recommendation and request that the administration propose changes.

**Bozeman Public Schools  
Human Resources**

January 10, 2022

**REQUIRES BOARD ACTION**

**Confirmation of Employment (Classified)**

<b>Name</b>	<b>Position</b>	<b>Level/Step</b>	<b>Effective</b>	<b>Hourly Rate</b>
Brown, Sydney	SPED PARA, .875 FTE, BHS, 9.25 mos.	D01	1/10/2022	\$15.97
Caracciolo, Mikaela	Before/After School PARA, .3738 FTE, LONG, 9.25 mos.	B01	1/3/2022	\$15.00
Drew, Chelsey	Overflow PARA, .75 FTE, LONG, 9.25 mos.	Non Unit	1/3/2022	\$12.70
Duckworth, Kai	Discretionary PARA, .0937 FTE, SPED PARA, .7813 FTE, HAWT, 9.25 mos.	B/D01	11/30/2021	\$15.00/\$15.97
Erickson, McKenna	Custodian, .50 FTE, SUPT SVCS, 12 mos.	G02	12/14/2021	\$17.39
Fauth, Taylor	Before/After School PARA, .125 FTE, Discretionary PARA, .425 FTE, Overflow PARA, .45 FTE, LONG, 9.25 mos.	B01, Non Unit	1/3/2022	\$15.00/\$12.70
Gardiner, Megan	FS Cook I, .6875 FTE, MDLK, 9.25 mos.	FC1	1/3/2022	\$15.88
Lawrence, Andrea	PIF PARA, .1875 FTE, CJMS, 9.25 mos.	B03	1/12/2022	\$15.58
Magbual, Catherine	SPED PARA, .625 FTE, SPED Discretionary PARA, .25 FTE, CJMS, 9.25 mos.	D05	12/13/2021	\$17.10
Mahaney, Michael	SPED PARA, .875 FTE, MDLK, 9.25 mos.	D03	12/7/2021	\$16.61
Miller, Ariah	Custodian, 1.0 FTE, GHS, 12 mos.	G04	12/27/2021	\$18.82
Swallow, Veronica	Non Instructional PARA, .375 FTE, CJMS, 9.25 mos.	B01	12/9/2021	\$15.00
Tsukamoto, Tanja	SPED PARA, .50 FTE, EMDI, 9.25 mos.	D01	12/8/2021	\$15.97

**Confirmation of Request for Leave of Absence (Classified)**

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective Dates</b>
Kleypas, Jordan	Transportation PARA, .1188 FTE, SPED PARA, .875 FTE, WHIT, 9.25 mos.	LOA	8/30/21 - 6/9/22, Correction to End Date
Schaff, Mae	Custodian, .50 FTE, LONG, 12 mos.	LOA	12/27/21 - 3/31/22

**Confirmation of Resignations/Terminations (Certified)**

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>	<b>Years of Service</b>
Kristensen, Meghan	Elementary Teacher, 1.0 FTE, BA, Step 1, \$23,234.28, LONG	Resignation	1/28/2022	1
Pike, Clinton	Elementary Teacher, 1.0 FTE, BA(M)+60, Step 11, \$65,239, HAWT	Resignation	12/20/2021	9
Ritter, Patricia	Elementary Teacher, 1.0 FTE, BA(M)+105, Step 18, \$81,018, LONG	Retirement	12/17/2021	16

**REPORT OF ADMINISTRATIVE ACTIONS**

**Confirmation of Resignations/Terminations (Classified)**

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>	<b>Years of Service</b>
Bradshaw, Mae	Before/After School PARA, .1875 FTE, B02, \$14.51/hr., LONG, 9.25 mos.	Resignation	11/18/2021	2.2 mos.
Huston, Kate	Discretionary PARA, .275 FTE, Transportation PARA, .125 FTE, B07, \$15.64/hr., SPED PARA, .4125 FTE, D07, \$17.43/hr., Before/After School Program Director, .10 FTE, Non Unit, \$17.45/hr., HYL, 9.25/9.5 mos.	Resignation	12/10/2021	2.1



**Bozeman Public Schools  
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**REPORT OF ADMINISTRATIVE ACTIONS (con't)**

**Confirmation of Resignations/Terminations (Classified) (con't)**

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>	<b>Years of Service</b>
Koch, Ann-Marie	Discretionary PARA, .25 FTE, B02, \$15.28/hr., IRVG, 9.25 mos.	Resignation	12/22/2021	7.5 mos.
Montour, Mallory	Before/After School PARA, .3438 FTE, B01, \$14.23/hr., IRVG, 9.25 mos.	Resignation	12/31/2021	4 mos.
Roberts, Mallory	Before/After School PARA, .1875 FTE, B01, \$14.23/hr., HYL, 9.25 mos.	Resignation	12/31/2021	3.5 mos.
Stanley, Ami	Custodian, 1.0 FTE, G06, \$18.82/hr., GHS, 12 mos.	Resignation	12/17/2021	1.3

**Changes and Revisions in Contracts (Classified)**

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective</b>	<b>Reason</b>
Berg, Jessica	Discretionary PARA, .9125 FTE, Running Start PARA, .025 FTE, B13, \$16.93/hr., HYL, 9.25 mos.	Discretionary PARA, .9125 FTE, Running Start PARA, .025 FTE, B13, \$16.93/hr., Before/After School Program Director, .0625 FTE, Non Unit, \$17.45/hr., HYL, 9.25/9.5 mos.	12/10/2021	Additional Assignment, Increase in FTE/Hrs.
Bishop, Stephanie	SPED Temp PARA, .625 FTE, D02, \$16.32/hr., WHIT, 9.25 mos.	Overflow PARA, .25 FTE, Non Unit, \$12.70/hr., SPED Temp PARA, .625 FTE, D02, \$16.32/hr., WHIT, 9.25 mos.	1/3/2022	Additional Assignment, Increase in FTE/Hrs.
Boor, Carolyn	Discretionary PARA, .50 FTE, B01, \$15.00/hr., MDLK, 9.25 mos.	Discretionary PARA, .1125 FTE, B01, \$15.00/hr., MDLK, 9.25 mos.	12/6/2021	Correction to FTE/Hrs.
Gunselman, Stephanie	SPED PARA, .6375 FTE, D04, \$16.96/hr., IRVG, 9.25 mos.	SPED PARA, .79167 FTE, D04, \$16.96/hr., IRVG, 9.25 mos.	1/3/2022	Increase in FTE/Hrs.
Kerr, Gracie	Before/After School PARA, .34375 FTE, B01, \$15.00/hr., IRVG, 9.25 mos.	Before/After School PARA, .20625 FTE, B01, \$15.00/hr., IRVG, 9.25 mos.	1/3/2022	Decrease in FTE/Hrs.
Locke, Kathryn	Before/After School PARA, .3375 FTE, Running Start PARA, .6625 FTE, B02, \$15.28/hr., HYL, 9.25 mos.	Before/After School PARA, .1875 FTE, Running Start PARA, .6625 FTE, Transportation PARA, .0125 FTE, B02, \$15.28/hr., SPED PARA, .1563 FTE, D02, \$16.32/hr., HYL, 9.25 mos.	1/3/2022	Additional Assignment, Decrease in FTE/Hrs.
Maddock, Patricia	Online Learning Coordinator/Guided Study Hall Secretary, 1.0 FTE, D10, \$17.10/hr., GHS, 9.5 mos.	Online Learning Coordinator/Guided Study Hall Secretary, 1.0 FTE, F10, \$19.32/hr., GHS, 9.5 mos.	8/26/2021	Correction to Salary Grade
Monastiere, Joanne	Transportation PARA, .125 FTE, B09, \$16.33/hr., SPED PARA, .875 FTE, D09, \$17.77/hr., HYL, 9.25 mos.	Transportation PARA, .10 FTE, B09, \$16.33/hr., SPED PARA, .70 FTE, D09, \$17.77/hr., HYL, 9.25 mos.	1/3/2022	Decrease in FTE/Hrs.
Murray, Tatiana	Roving Custodian, 1.0 FTE, G05, \$18.45/hr., FAC, 12 mos.	Roving Custodian, .50 FTE, G05, \$18.45/hr., FAC, 12 mos.	12/20/2021	Decrease in FTE/Hrs.
Muruato, Marshall	Discretionary PARA, .50 FTE, B02, \$14.51/hr., Before/After School Program Director, .50 FTE, Non Unit, \$17.45/hr., HYL, 9.25/9.5 mos.	Discretionary PARA, .50 FTE, B02, \$14.51/hr., HYL, 9.25	12/6/2021	Termination of Assignment, Decrease in FTE/Hrs.



**Bozeman Public Schools  
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**REPORT OF ADMINISTRATIVE ACTIONS (con't)**

**Changes and Revisions in Contracts (Classified) (con't)**

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective</b>	<b>Reason</b>
Nielsen, Emma	SPED Temp PARA, .50 FTE, SPED Discretionary PARA, .375 FTE, D01, \$15.97/hr., HAWT, 9.25 mos.	Before/After School PARA, .125 FTE, B01, \$15.00/hr., SPED Temp PARA, .50 FTE, SPED Discretionary PARA, .375 FTE, D01, \$15.97/hr., HAWT, 9.25 mos.	1/3/2022	Additional Assignment, Increase in FTE/Hrs.
Spear, Cortnee	Health Aide, .375 FTE, D08, \$16.61/hr., SPED PARA, .4375 FTE, SPED D08, \$17.61/hr., HAWT, 9.25 mos.	Health Aide, .375 FTE, HAWT, .0375 FTE, WILL, .0813 FTE, WHIT, D08, \$16.61/hr., HAWT, 9.25 mos.	11/8/2021	Change in Assignments, Decrease in FTE/Hrs.

**Stipends - Extracurricular**

<b>Name</b>	<b>Authorized Position</b>	<b>Stipend</b>	<b>Level</b>	<b>Effective</b>
Aamot, Mark	Basketball - Boys - 7th Gr. Coach - CJMS	\$1,370.00	6	10/25/21 - 12/17/21
Anderson, Jarod	Basketball - Boys - 7th Gr. Coach - CJMS	\$1,370.00	6	10/25/21 - 12/17/21
Bodner, Jess	Basketball - Boys - Asst. Coach - BHS	\$4,013.00	3	11/29/21 - 3/31/22
Boyle, Robert	Weight Room Supervisor - Winter - BHS	\$2,152.00	5	11/29/21 - 3/12/22
Browne, Lacy	Cheer - Winter - Head Coach - BHS (.50) (Longevity)	\$3,316.55	2	11/29/21 - 3/17/22
Claxton, Michael	Basketball - Boys - Head Coach - GHS	\$6,656.00	1	11/29/21 - 3/31/22
Cole, Mike	Basketball - Boys - 8th Gr. Coach - SMS (Longevity)	\$2,238.08	5	11/09/21 - 12/17/21
Coles, Chris	Intramurals - Winter Basketball - MOST	\$726.00	7	11/30/21 - 1/27/22
Cotterman, Sarah	Basketball - Boys - 7th Gr. Coach - SMS	\$1,370.00	6	10/25/21 - 12/17/21
Davis, Vanessa	Soccer - Asst. Coach - BHS (Longevity)	\$3,355.04	4	8/13/21 - 11/8/21
Denson, Hayden	Basketball - Boys - 8th Gr. Coach - CJMS	\$2,152.00	5	10/25/21 - 12/17/21
Drake, Ted	Basketball - Boys - 7th Gr. Coach - SMS	\$1,370.00	6	10/25/21 - 12/17/21
Duncan, Adam	Intramurals - Winter - Boys - 6th Gr Basketball - CJMS (.50) (Longevity)	\$1,215.50	5	11/01/21 - 12/15/21
Duncan, Adam	Intramurals - Winter - Girls - 6th Gr Basketball - CJMS (.50) (Longevity)	\$1,215.50	5	01/31/22 - 03/09/22
Duncan, Allison	Intramurals - Winter - Boys - 6th Gr Basketball - CJMS (.50)	\$1,076.00	5	11/01/21 - 12/15/21
Duncan, Allison	Intramurals - Winter - Girls - 6th Gr Basketball - CJMS (.50)	\$1,076.00	5	01/31/22 - 03/09/22
Freidman, Adam	Basketball - Boys - 8th Gr. Coach - SMS	\$2,152.00	5	10/25/21 - 12/17/21
Goldenstein, Jacob	Wrestling - Asst. Coach - BHS	\$4,013.00	3	11/29/21 - 2/28/22
Gutzman, Dan	Basketball - Boys - 8th Gr. Coach - CJMS	\$2,152.00	5	10/25/21 - 12/17/21
Herbst, Alyssa	Intramurals - Winter Basketball - HYL T (Longevity)	\$755.07	7	11/30/21 - 1/27/22
Hostetler, Nick	Basketball - Boys - 8th Gr. Coach - CJMS	\$2,152.00	5	10/25/21 - 12/17/21
Houser, Josephine	Volleyball - Asst. Coach - GHS	\$4,013.00	3	8/12/21 - 11/20/21
Jastram, Micah	Marching Band Asst. - GHS	\$1,370.00	6	2021-2022
Jensen, Lane	Basketball - Boys - Asst. Coach - BHS	\$4,013.00	3	11/29/21 - 3/31/22
Jensen, Lane	Football - Asst. Coach - BHS	\$4,013.00	3	8/13/21 - 11/29/21
Keim, Jacob	Basketball - Boys - 8th Gr. Coach - SMS	\$2,152.00	5	10/25/21 - 12/17/21
Leach, Michael	Basketball - Girls - Asst. Coach - GHS	\$4,013.00	3	11/29/21 - 3/31/22
LeSage, Rachelle	Intramurals - Winter Basketball - MDLK	\$726.00	7	11/30/21 - 1/27/22
Lingle, Bryce	Basketball - Boys - 8th Gr. Coach - CJMS	\$2,152.00	5	10/25/21 - 12/17/21

**Bozeman Public Schools  
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**REPORT OF ADMINISTRATIVE ACTIONS (con't)**

**Stipends - Extracurricular (con't)**

<b>Name</b>	<b>Authorized Position</b>	<b>Stipend</b>	<b>Level</b>	<b>Effective</b>
McKinney, Kori	Cheer - Winter - Asst. Coach - BHS (.50) (Longevity)	\$1,677.52	4	11/29/21 - 3/17/22
Mobley, Kati	Basketball - Girls - Head Coach - BHS	\$6,656.00	1	11/29/21 - 3/31/22
Mullins, Matt	Basketball - Boys - Asst. Coach - BHS (Longevity)	\$4,173.52	3	11/29/21 - 3/31/22
Muruato, Marshall	Intramurals - Winter Basketball - MOST	\$726.00	7	11/30/21 - 1/27/22
Ottey, Chris	Intramurals - Winter - Boys - 6th Gr Basketball - SMS (.50)	\$1,076.00	5	11/01/21 - 12/15/21
Sauvageau, Allie	Basketball - Boys - 7th Gr. Coach - SMS	\$1,370.00	6	10/25/21 - 12/17/21
Stanish, Josh	Basketball - Boys - 7th Gr. Coach - CJMS	\$1,370.00	6	10/25/21 - 12/17/21
Tracy, Jessica	Intramurals - Winter Basketball - MDLK	\$726.00	7	11/30/21 - 1/27/22
Tranel, Gabe	Basketball - Boys - 7th Gr. Coach - CJMS	\$1,370.00	6	10/25/21 - 12/17/21
Waldo, Danny	Basketball - Boys - Asst. Coach - GHS	\$4,013.00	3	11/29/21 - 3/31/22
Wearley, Logan	Cheer - Winter - Head Coach - GHS (.50)	\$2,863.00	2	11/29/21 - 3/17/22

**Stipends - Not Extracurricular**

<b>Name</b>	<b>Authorized Position</b>	<b>Stipend</b>	<b>Level</b>	<b>Effective</b>
Alexander, Jean Terese	Cooperating Teacher - WHIT	\$250.00		Fall 2021
Atwood, Ashton	SPED PARA Signing Incentive - SMS	\$250.00		11/17/2021
Bishop, Chloe	SPED PARA Signing Incentive - WHIT	\$250.00		9/7/2021
Certalic, Michael	Music Conductor for the Sound of Music - GHS/BHS	\$1,000.00		November 11-14, 2021
Dahlgren, Gareth	SPED PARA Signing Incentive - BHS	\$250.00		12/7/2021
Erickson, McKenna	Custodian Signing Incentive - SUPT SVCS	\$250.00		12/14/2021
Gladeau, Stephanie	Food Service Worker Signing Incentive - BHS	\$250.00		10/25/2021
Hicks, Sarah	Cooperating Teacher - HAWT	\$250.00		Fall 2021
Hirsch, Tara	K-5 Learning By Doing Summer Reading - HYLT	\$200.00		Summer 2021
Hoff, Lars	Cooperating Teacher - HAWT	\$250.00		Fall 2021
Jessop, Denise	Food Service Worker Signing Incentive - GHS	\$250.00		11/2/2021
Johnson, Shara-lyn	Custodian Recruitment Stipend for McKenna Erickson	\$100.00		12/14/2021
Karb, Catherine	SPED PARA Signing Incentive - IRVG	\$250.00		12/1/2021
Lingle, Morgan	SPED PARA Signing Incentive - LONG	\$250.00		11/8/2021
Magbual, Catherine	SPED PARA Signing Incentive - CJMS	\$250.00		12/13/2021
Malczyk, Jacob	Music Director for the Sound of Music - GHS/BHS	\$1,000.00		November 11-14, 2021
Martin, Janece	SPED PARA Signing Incentive - EMDI	\$250.00		9/7/2021
Maurer, Michelle	Music Teacher for the Sound of Music - GHS/BHS	\$500.00		November 11-14, 2021
McLaughlin, Drew	SPED PARA Signing Incentive - IRVG	\$250.00		11/22/2021
Meade, David	Custodian Signing Incentive - CJMS	\$250.00		9/7/2021
Meier, Christopher	Custodian Signing Incentive - MDLK	\$250.00		11/9/2021
Monroe, Travis	Cooperating Teacher - GHS	\$250.00		Fall 2021
Murray, Tatiana	Custodian Signing Incentive - FAC	\$250.00		9/13/2021



<b>Meeting Date:</b>	January 10, 2022
<b>Category:</b>	Action Item - Consent - Both Districts
<b>Agenda Item #:</b>	3.4.2
<b>Originated By:</b>	Mike Waterman, Executive Director of Business and Operations
<b>Others Involved:</b>	R.J. Tvedt, Accounting Supervisor Brenda Livingston, District Bookkeeper

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider approval of [Financial Reports](#), Warrant Approval, and [Donations](#)

**Facts & Discussion:**

This monthly update on the fiscal business of the District is designed to provide Trustees and the public with up-to-date and timely information on revenue and expenditures, fiscal operations, and the overall financial position of the Bozeman Public Schools. Included with this report is a breakdown of district invested funds. Any time there is a transfer in these funds, the activity is included as a part of this report.

The Warrant Registers are available in the Business Office and have been sent to the Trustees. December 2021 warrants are as follows: Operational warrants were \$1,022,728.07; net Payroll, taxes and deductions were \$6,332,117.90; Total warrants disbursed for December 2021 were \$7,354,845.97.

Investment of District Funds in accordance with State law as of: September 30, 2021

Gallatin County Investment Pool	\$44,577,754.37
Nonexpendable Endowment (D.A. Davidson)	1,017,339.23
Total District cash and investments	<u>\$ 45,595,093.60</u>

**Fiscal Impact:**

Refer to attached reports

**Superintendent's Recommendation:**

It is recommended the Board of Trustees approve the [Financial Reports](#), Warrants, and [Donations](#).

**Other Alternatives:**

1. Do not approve the recommendation and request administration propose changes.



<b>Meeting Date:</b>	January 10, 2022
<b>Category:</b>	Action Item - Consent - Both Districts
<b>Agenda Item #:</b>	3.4.3
<b>Originated By:</b>	Mike Waterman, Authorized Representative
<b>Others Involved:</b>	Andrew Loftus, Director of Fine Arts & Student Programs; Marilyn King, Deputy Superintendent Instruction

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of ARP Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP-HCY) Grant

**Facts & Discussion:**

1. Policy 7270 requires Board of Trustee approval on all grant applications in excess of \$25,000.
2. Recently, the Montana Office of Public Instruction released ARP Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP-HCY) grant allocations to Montana schools.
3. ARP-HCY funds are intended to support the specific and urgent needs of homeless children and youth in recognition of the extraordinary impact of the pandemic on students experiencing homelessness. Schools may use their allocations to identify students experiencing homelessness and connect them and their families with available and appropriate programs and resources.
4. The grant amount is determined by formula. Our District's allocation is \$39,132.

**Superintendent's Recommendation:**

It is recommended that the Board of Trustees approve the ARP Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP-HCY) Grant application as described above.

**Other Alternatives:**

1. Do not approve the application.





Meeting Date:	January 10, 2022
Category:	Action Item - Consent - Elementary District
Agenda Item #:	3.5.1
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	Lacy Clark, Budget and Risk Management Coordinator

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**  
Consider Approval of Resolution to Approve and Adopt Elementary General Fund Budget Amendment.

**Facts & Discussion:**

1. Districts with increasing enrollment may amend their budgets and obtain higher spending authority in the current fiscal year.
2. The Bozeman Elementary District's October 2021 enrollment count qualifies the District for additional spending authority and state funding.
3. The process for an enrollment-related budget amendment involves three basic steps:
  - a. First, Districts must proclaim the need for the budget amendment and petition OPI for its approval.
  - b. The District must provide public notice of its intent via a newspaper advertisement.
  - c. Finally, the Board must formally resolve to amend its budget, which is the function of this action item.
4. On December 13, 2021, the Board proclaimed the need for the budget amendment and petitioned the Office of Public Instruction for its approval. OPI approval has been received and the required newspaper advertisement was made.

**Fiscal Impact:**  
\$65,228 Increase, High School General Fund

**Recommendation:**  
It is recommended the Board of Trustees approve and adopt the High School General Fund Budget Amendment. The meeting minutes should reflect approval of the following Resolution:

BUDGET AMENDMENT RESOLUTION  
BOZEMAN ELEMENTARY DISTRICT  
GALLATIN COUNTY, MONTANA

At a regular meeting of the Board of Trustees of Elementary District No. 7, Gallatin County, Montana, held electronically on January 10, 2022 at 5:45pm, the following resolution was introduced:

WHEREAS, the trustees of Elementary District No. 7, Gallatin County, Montana, have made a determination that as a result of an unanticipated enrollment increase, the district's General Fund budget does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Elementary General Fund budget in the amount of \$65,228 is necessary under the provisions of Section 20-9-161(1), MCA for the purpose of operating and maintaining the District, and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be General Fund reserves, and

WHEREAS, the District's final available 2021-22 General Fund budget after this budget amendment will be \$34,737,133,

THEREFORE BE IT RESOLVED that the Board of Trustees of Elementary District No. 7, Gallatin County, Montana, hereby approves an increase to the Elementary General Fund budget for the fiscal year 2021-22 in the amount of \$65,228 for the purpose identified above, and

BE IT FURTHER RESOLVED that the District's final available 2021-22 General Fund budget after this budget amendment will be \$34,737,133.00.

**Other Alternatives:**

1. Do not approve the recommendation and request administration propose changes.



Meeting Date:	January 10, 2022
Category:	Action Item - Singular - Both Districts
Agenda Item #:	4.1.1
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	RJ Tvedt, Accounting Supervisor; Jessica Van Voast CPA, Anderson ZurMuehlen & Co., P.C.

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of Fiscal Year [2020-21 Annual Comprehensive Financial Report and Audit Report.](#)

**Facts:**

1. The District has retained Anderson ZurMuehlen & Co., P.C. to perform our audit for the 2019-20, 2020-21, and 2021-22 years.
2. This is the culmination of the 2020-21 audit, which began on July 1, 2021.
3. The audit is complete and Anderson ZurMuehlen has issued their annual Letter to Governance.

**Discussion:**

RJ Tvedt and a representative from Anderson ZurMuehlen & Co., P.C. will be at the meeting to present the reports and answer any questions.

**Recommendation:**

It is recommended the Board accept the [2020-21 Annual Comprehensive Financial Report and Audit Report.](#)

**Other Alternatives:**

1. Do not approve.



Meeting Date:	January 10, 2022
Category:	Discussion Item
Agenda Item #:	5.3
Originated By:	Casey Bertram, Interim Superintendent
Others Involved:	

**Topic:**

Interim Superintendent Evaluation - Summative Discussion

**Background:**

- The Interim Superintendent contract states the following regarding evaluation, “The District shall meet with the Superintendent, to discuss and agree upon, an evaluation procedure as outlined in District Policy.”
- Superintendent Evaluation is described in revised policy #6110, “At least annually, and in accordance with the Superintendent’s contract, the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with District mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation will include a discussion of professional strengths, as well as performance areas needing improvement.”
- A draft Interim Superintendent evaluation process and tool, inclusive of both formative and summative components, was presented by the Interim Superintendent and discussed by the Board of Trustees on June 28, 2021.
- The Board of Trustees approved [THIS](#) evaluation tool and process on July 26, 2021. Additionally, the approved evaluation tool/process was further discussed and walked through at the Trustee Retreat on July 28, 2021.
- A small working group of Trustees was established to identify the “Trustee Look Fors” related to the ten standards in the evaluation tool.
- Formative assessment conversation #1 occurred at a Board meeting on September 13, 2021.
- Formative assessment conversation #2 occurred at a Board meeting on November 8, 2021.
- The Board discussed and agreed upon the final process for completing the summative rubric and comments at the Board work session on November 12, 2021.
- The Interim Superintendent documented evidence to support the self-assessment scores in the evaluation rubric [HERE](#) to aid Trustees in completing the final summative evaluation.
- Board leadership will write summary evaluation and bring the entire packet to the full Board for approval at a future meeting.





Meeting Date:	January 10, 2022
Category:	Reports
Agenda Item #:	7.1
Originated By:	Casey Bertram, Interim Superintendent
Others Involved:	Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**  
The Executive Cabinet will provide updates of current issues in their respective areas of responsibility. Since the topics that may come up have not been properly noticed, these reports should not result in extensive discussion by the Board and public at this meeting. They may, however, lead to future agenda items that have been properly noticed.



Meeting Date:	January 10, 2022
Category:	Reports
Agenda Item #:	7.2
Originated By:	Trustees
Others Involved:	

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**  
Individual Trustees will be provided the opportunity to make requests, express concerns, give reports and request future agenda items. Since the topics that may come up have not been properly noticed, these reports should not result in extensive discussion by the Board and public at this meeting. They may, however, lead to future agenda items that have been properly noticed.



# Bozeman School District 7

404 West Main

Bozeman, Montana 59715

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## Core Purpose

“Bozeman Public Schools exist to provide an outstanding education that inspires and ensures high achievement so every student can succeed and make a difference in a rapidly changing world community.”

## Core Values

- ☐ **High Student Achievement:** We are committed to ensuring that all students achieve at high levels.
- ☐ **Committed, Quality Staff:** We employ and retain well qualified and talented staff members who demonstrate a commitment to the core purpose of the District.
- ☐ **Community and Family Engagement:** We believe that parents and the community are essential contributors in the achievement of our goals.
- ☐ **Climate:** We operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and open to change.
- ☐ **Fiscal Responsibility:** We are fiscally responsible in the management and expenditure of all District resources.
- ☐ **Decision Making:** We rely on best practices research to guide our decision-making.

## Big Audacious Goal – Envisioned Future

“The Bozeman Public School District is widely recognized as a vibrant, flexible and progressive educational system that generates student excellence and engages students to succeed and positively contribute in a global community.”

## Goals of the Bozeman Public School District

### Goal Area 1: Academic Performance:

Every student meets or exceeds the high academic standards of the Bozeman Public School District.

### Goal Area 2: Operations and Capacity Building:

District operations, facilities and human resources support an efficient and progressive educational system.

### Goal Area 3: Community Engagement and External Relations:

Bozeman Public Schools has created an environment in which parents, community, legislators and all education stakeholders are supportive, engaged, and contribute to successfully educate our students.

### Goal Area 4: Student Success/Safety/Health/Welfare:

Bozeman Public Schools has effective systems in place for students to learn and staff to work in a safe and healthy environment.



## **Welcome to the Bozeman Public Schools Board of Trustees meeting!**

### **If this is your first meeting**

If this is your first time attending a meeting, let us extend our special welcome! These meetings are designed to give everyone the opportunity to participate in seeing how the Bozeman trustees facilitate school business.

### **What is the purpose of these meetings?**

The meetings of the Bozeman Public Schools Board of Trustees are always open to the public. These meetings are held to officially conduct the business of the school district, as governed by Montana law. Trustees are responsible for key decisions, some of which include hiring of employees, reviewing negotiated agreements, approving new curriculum or changes to existing curricula, facility usage requests, and paying of monthly expenses.

### **How can I address the trustees?**

Public Participation on Non-Agenda Items is the time for comment on public matters that are not on the agenda. Members of the audience are encouraged to briefly address the trustees on an issue that is not on the agenda. The Chair of the Board will seek comments from the audience on significant items as they occur. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order.

### **Remember our Disclaimer:**

This is the time for comment on public matters that are not on the agenda. Members of the audience are encouraged to briefly address the trustees on an issue that is not on the agenda. The Chair of the Board will seek comments from the audience on significant items as they occur. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order.

**BOARD OF TRUSTEES****TERM**

Sandra Wilson -- Board Chair .....	2024
Greg Neil -- Vice Chair .....	2023
Lei-Ann Bertelsen.....	2024
Kevin Black .....	2023
Douglas Fischer .....	2024
Gary Lusin .....	2024
Tanya Reinhardt .....	2022
Lisa Weaver.....	2022

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**EXECUTIVE CABINET****POSITION**

Casey Bertram .....	Interim Superintendent
Chad Berg .....	Director of Special Education and Student Health
Marilyn King .....	Deputy Superintendent Instruction
Matt Stark .....	Director of Facilities
Pat Strauss .....	Director of Human Resources
Mike VanVuren .....	Deputy Superintendent Curriculum & Technology
Mike Waterman .....	Executive Director Business and Operations

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Public comment can be submitted electronically to [trustees@bsd7.org](mailto:trustees@bsd7.org)

[Double Click to Return to Agenda](#)

## BOARD OF TRUSTEE STANDING COMMITTEE ASSIGNMENTS

### Equity Advisory Committee

#### **Trustees**

Lei-Anna Bertelsen  
Kevin Black

### Long-Range Strategic Planning (LRSP)

#### **Trustees**

Douglas Fischer  
Sandy Wilson

### Long-Range Facilities Planning (LRFP)

#### **Trustees**

Kevin Black  
Gary Lusin  
Tanya Reinhardt

### Long-Range Collaboration Plan via the District Ongoing Collaborative Committee (DOCC)

#### **Trustees**

Gary Lusin  
Douglas Fischer - Alternate

### District Safety

#### **Trustees**

Tanya Reinhardt  
Sandy Wilson

### Student Inclusion and Resiliency Initiative (SIRI)

#### **Trustees**

Douglas Fischer  
Lisa Weaver

### Wellness Advisory Council (WAC)

#### **Trustees**

Gary Lusin

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## BOARD OF TRUSTEE AD-HOC OR AS NEEDED COMMITTEES

### Certified (BEA) Negotiations

#### **Trustees**

Lei-Anna Bertelsen  
Douglas Fischer  
Gary Lusin  
Sandy Wilson, Alternate

### Classified (CBEA) Negotiations

#### **Trustees**

Kevin Black

### Bozeman High School Construction Liaison

#### **Trustees**

Kevin Black

## BOARD OF TRUSTEE REPRESENTATION ON COMMITTEES/COUNCILS ASSOCIATED WITH BSD7

### **Bozeman Schools Foundation (BSF)**

#### **Trustees**

Greg Neil

### **MTSBA Municipal Director and Delegates**

#### **Trustees**

Gary Lusin, Director

Lei-Anna Bertelsen

Greg Neil, Delegate

Tanya Reinhardt, Delegate

Sandy Wilson, Delegate

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## SCHOOL LIAISONS

**Bozeman High School/Bridger Charter Academy**

Kevin Black

**Gallatin High School**

Sandy Wilson

**Chief Joseph Middle School**

Lei-Anna Bertelsen

**Sacajawea Middle School**

Kevin Black

**Emily Dickinson Elementary School**

Gary Lusin

**Hawthorne Elementary School**

Tanya Reinhardt

**Hyalite Elementary School**

Douglas Fischer

**Irving Elementary School**

Douglas Fischer

**Longfellow Elementary School**

Lisa Weaver

**Meadowlark Elementary School**

Sandy Wilson

**Morning Star Elementary School**

Greg Neil

**Whittier Elementary School**

Greg Neil

**Bozeman Online Charter School (BOCS)**

Gary Lusin

# Bozeman School District #7

## BOARD REOCCURRING CALENDAR



### JULY

- Approve Bus Routes
- LRSP Annual Report
- Learning Materials Review Committee
- Preliminary Budget Review
- Set Health and Dental Insurance Price Tags
- Supplemental Book Adoption-One Book-One Bozeman and Bozeman Schools Foundation

### AUGUST

- Opening School Activities
- Approve Final Budgets (on 2nd Monday)

### SEPTEMBER

- One Book-One Bozeman Participation
- LRSP Implementation Framework and Reporting
- Approval to Enroll Students with Exceptional Circumstances

### OCTOBER

- Attend Montana School Boards Association Annual Meeting
- Budget Development Calendar

### NOVEMBER

- LRSP: Annual Facilities Master Plan Review
- Preliminary Enrollment and Projection Reports

### DECEMBER

- High School New Course Proposals
- Hold Board/Employee Holiday Celebration
- Annual Facilities Master Plan Adoption/Capital Projects

### JANUARY

- CAFR and Audit Report for prior year
- Consider MHSA Resolutions
- Building Reserve Allocation/Capital Projects
- Evaluate the Superintendent

### FEBRUARY

- Call for Annual School Elections
- School District Calendar Approval

### MARCH

- National Merit Awards
- Hold Budget Review Meetings
- Finalize Ballot Language
- Notice of Permissive Levy Increase
- Professional Development Plan Approval
- Board Resolution for Screen Free Week
- Out of State Field Trips and Travel
- Preliminary Budget Discussion

### APRIL

- National School Boards' Association Annual Conference
- Hold Budget Review Meetings
- Teacher Appreciation Week
- District Technology Plan Approval
- RIF Notification

### MAY

- Approve or Non-renewal of Teachers
- Hold Trustee Election (first Tuesday following first Monday)
- Reorganize the Board and Recognize Outgoing Members
- Request County Conduct Ensuing Year Elections
- Consider MSBA Resolutions
- Administrator Compensation Policy
- Federal Grant Applications
- Appointment of Bozeman Public Schools Foundation Directors

### JUNE

- Recognize Retiring Staff
- Financial Approvals and Fund Balance Assignment and Commitments

### MONTH VARIES

- Approve Employee Contracts
- Consider Policy Changes
- LRSP Mega Issues Dialogues
- Approve Curriculum Adoptions
- Approve Instructional Material Purchases
- Approve Memorandum of Understanding for Services
- Board Luncheon LRSP Reports

### BOARD OF TRUSTEES

- Sandra Wilson, Chair
- Greg Neil, Vice Chair
- Lei-Anna Bertelsen
- Kevin Black
- Douglas Fischer
- Gary Lusin
- Tanya Reinhardt
- Lisa Weaver





## Bozeman Public Schools Upcoming Board Meetings

January 10	Monday	Regular Board Meeting	5:45 PM
*January 24	Monday	Special Board Meeting	5:45 PM
February 14	Monday	Regular Board Meeting	5:45 PM
*February 28	Monday	Special Board Meeting	5:45 PM
March 7	Monday	Regular Board Meeting	5:45 PM
*March 28	Monday	Special Board Meeting	5:45 PM
April 11	Monday	Regular Board Meeting	5:45 PM
*April 25	Monday	Special Board Meeting	5:45 PM
May 16	Monday	Regular Board Meeting	5:45 PM
*May 23	Monday	Special Board Meeting	5:45 PM
June 13	Monday	Regular Board Meeting	5:45 PM
*June 27	Monday	Special Board Meeting	5:45 PM

\*The second meeting of every month is considered a “special board meeting” and will take place at the discretion of the Board Chair and Vice Chair if the agenda warrants holding a meeting.



**Bozeman Public Schools  
Upcoming Board Luncheons  
12:00 PM - 1:30 PM**

January 18	Tuesday	Hyalite
February 8	Tuesday	Hawthorne
February 22	Tuesday	Longfellow
March 1	Tuesday	Bozeman Online Charter School
March 22	Tuesday	Whittier
March 29	Tuesday	Morning Star
April 5	Tuesday	Meadowlark
April 19	Tuesday	Irving
May 3	Tuesday	Gallatin High
May 10	Tuesday	Chief Joseph



# Bozeman Public Schools Calendar 2021-2022

## PIR Dates & Conferences – No School

August 25-27	K-12 PIR Day
September 27	K-12 PIR Day
October 21-22	Flex K-12 PIR Day
October 28-29	K-5 P/T Conferences
January 17	K-12 PIR Day
January 24-25	9-12 PIR Day
April 7-8	K-5 P/T Conferences
April 7	K-8 PIR Day
April 8	K-12 PIR Day
May 27	K-12 PIR Day
June 10	K-12 PIR Day

## Holidays & School Closures– No School

September 6	Labor Day
November 24-26	Thanksgiving
December 20-31	Winter Break
January 17	Martin Luther King Jr.
February 21	President's Day
March 14-18	Spring Break
May 30	Memorial Day

## Important Dates

August 30	School Begins 1-12
September 2	Kindergarten Begins
June 4	HS Graduation!
June 9	Last Day of School, Students released at 12:45 PM

## Grading Periods

K-5:	January 21 June 9
6-8:	Trimester 1: November 19 Trimester 2: March 4 Trimester 3: June 10
9-12:	Period 1 – October 8 Period 2 – November 19 1st Semester – January 21  Period 1 – March 4 Period 2 – April 22 2nd Semester – June 9

JULY • 2021						
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AUGUST • 2021						
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NOVEMBER • 2021						
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DECEMBER • 2021						
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MARCH • 2022						
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APRIL • 2022						
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MAY • 2022						
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JUNE • 2022						
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Revised: 08/12/2021

Please note that our individual schools might have additional important dates related to other school functions.  
Please check with your local school for these dates and events.

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