



Board Packet

August 24, 2020

Bozeman School District 7

404 West Main
Bozeman, Montana 59715

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.

As we have done since March, the Board meeting will be held exclusively using Zoom. The Zoom format will provide for clearer two-way communication and maximize the number of people who can participate. There will not be an “on site in person” meeting.
[Zoom Meeting Link](#)

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	2021
Greg Neil -- Vice Chair	2023
Kevin Black	2023
Douglas Fischer	2021
Gary Lusin	2021
Tanya Reinhardt	2022
Wendy Tage	2021
Andrew Willett	2022

EXECUTIVE CABINET

POSITION

Bob Connors	Superintendent
Marilyn King	Deputy Superintendent Instruction
Steve Johnson	Deputy Superintendent Operations
Casey Bertram	Deputy Superintendent Curriculum & Technology
Pat Strauss	Director of Human Resources

Public comment can be submitted electronically to trustees@bsd7.org

BOARD OF TRUSTEE STANDING COMMITTEE ASSIGNMENTS

Board of Trustee Standing Committees

Long-Range Strategic Planning (LRSP)

Trustees

Kevin Black
Greg Neil

Long-Range Facilities Planning (LRFP)

Trustees

Douglas Fischer
Gary Lusin
Wendy Tage

District Safety

Trustees

Andrew Willett
Tanya Reinhardt

BOARD OF TRUSTEE AD-HOC OR AS NEEDED COMMITTEES

Budget

Trustees

Douglas Fischer
Greg Neil
Andrew Willett
Sandy Wilson, Alternate

Teacher (BEA) Negotiations

Trustees

Gary Lusin
Greg Neil
Wendy Tage
Tanya Reinhardt, Alternate

BHS Construction Liaison

Trustees

Greg Neil
Wendy Tage
Sandy Wilson

Legislative Issues (Local Option Tax)

Trustees

Douglas Fischer
Tanya Reinhart, Alternate

TRUSTEE REPRESENTATION ON COMMITTEES/COUNCILS ASSOCIATED WITH BSD7

Bozeman Schools Foundation (BSF)

Trustees

Sandy Wilson

Wellness Advisory Liaison (WAC)

Trustees

Gary Lusin

Indian Ed for All (IEFA)

Trustees

Douglas Fischer

MTSBA Municipal Director and Delegates

Trustees

Gary Lusin, Municipal Director

Greg Neil, Delegate

Tanya Reinhardt, Delegate

Wendy Tague, Delegate

Sandy Wilson, Delegate

Douglas Fischer, Alternate

SCHOOL LIAISONS

Bozeman High School

Sandy Wilson

Bridger Charter Program

Sandy Wilson

Chief Joseph Middle School

Tanya Reinhardt

Sacajawea Middle School

Kevin Black

Emily Dickinson Elementary School

Kevin Black

Hawthorne Elementary School

Wendy Tague

Hyalite Elementary School

Douglas Fischer

Irving Elementary School

Douglas Fischer

Longfellow Elementary School

Andy Willett

Meadowlark Elementary School

Wendy Tague

Morning Star Elementary School

Gary Lusin

Whittier Elementary School

Greg Neil



Bozeman Public Schools Upcoming Events

August 24	Monday	Special Board Meeting	5:45 PM
August 26-28		K-12 PIR Day	
Sept. 1-Sept. 4		K-12 PIR Day	
September 7	Monday	NO SCHOOL - Labor Day	
September 8	Tuesday	First Day of School - 1-12	
September 14	Monday	Regular Board Meeting	5:45 PM
September 28	Monday	NO SCHOOL - K-12 PIR Day	
September 28	Monday	Special Board Meeting	
October 12	Monday	Regular Board Meeting	5:45 PM
October 15-16	Thursday/Friday	NO SCHOOL - K-12 PIR Days	
October 26-27	Monday/Tuesday	K-5 Parent Teacher Conferences	
October 26	Monday	Special Board Meeting	5:45 PM
November 9	Monday	Regular Board Meeting	5:45 PM
November 23	Monday	Special Board Meeting	5:45 PM
November 25-27		NO SCHOOL - Thanksgiving Break	
December 14	Monday	Regular Board Meeting	5:45 PM
December 21-Jan1		NO SCHOOL - Winter Break	
January 11	Monday	Regular Board Meeting	5:45 PM
January 18	Monday	NO SCHOOL - K-12 PIR/Martin Luther King Jr. Day	
January 25-26	Monday/Tuesday	9-12 PIR Day	
January 25	Monday	Special Board Meeting	5:45 PM
February 8	Monday	Regular Board Meeting	5:45 PM
February 15	Monday	President's Day Holiday - NO SCHOOL	
February 22	Monday	Special Board Meeting	5:45 PM
March 8	Monday	Regular Board Meeting	5:45 PM
March 15-19	Monday/Friday	Spring Break	
March 29	Monday	Special Board Meeting	5:45 PM



BOZEMAN SCHOOL DISTRICT NO. 7
WILLSON BOARD ROOM #122
MONDAY -- August 24, 2020 -- 5:45 PM

Regular Board Meeting

No discussion at this meeting for this item

5:45 1. Call to Order -- Roll Call -- Pledge of Allegiance

2. BSD7 Experience

2.1 Student Representatives Report

2.2 Board Education

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

3. 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.

4. Action Items -- Consent

4.1 Policy 2nd Reading

[4.1.1](#) Consider Approval of New Policy #3510, School-Sponsored Student Activities

[4.1.2](#) Consider Approval of New Policy #3550, Student Clubs and Organizations

[4.1.3](#) Consider Approval of Revised Policy #3233, Student Use of Buildings: Equal Access; and delete Policy #3223, Freedom of Assembly

[4.1.4](#) Consider Approval of Revised Policy #4331, Use of School Property for Posting Notices

4.2 Minutes

4.3 High School District

4.4 Both Districts

[4.4.1](#) Consider Approval of Revised 2020-2021 PIR Schedule

4.5 Elementary District

5. Board Discussion

5.1 Policy 1st Reading

[5.1.1](#) Discuss suggested revisions to Policy #3150, Part-Time Attendance

[5.1.2](#) Discuss suggested revisions to Policies - #1000 Series

[5.2](#) Long Range Strategic Plan (LRSP) -- 2020-2021 Goals

6. Action Items -- Singular

6.1 Both Districts

6.2 High School District

6.3 Elementary District

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

The Board meeting will be held exclusively using Zoom. The Zoom format will provide for clearer two-way communication and maximize the number of people who can participate. There will not be an “on site in person” meeting. [Zoom Meeting Link](#)

Public comment may be submitted electronically to trustees@bsd7.org

PLEASE TURN OFF CELL PHONES



Meeting Date:	August 24, 2020
Category:	Action Item - Consent - Policy 2nd Reading
Agenda Item #:	4.1.1
Originated By:	Marilyn King, Deputy Superintendent
Others Involved:	Erica Schnee, GHS Principal; Dan Mills, BHS Principal; Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of new Policy #3510, School-Sponsored Student Activities?

Facts:

1. First reading of the new policy took place on August 17, 2020.
2. This is a proposed new policy, developed by the Montana Montana School Boards Association.

Discussion:

1. The policy differentiates among student organizations, social events, and extracurricular activities.

Recommendation:

The Superintendent recommends that the Board of Trustees approve this new policy.

Other Alternatives:

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

School-Sponsored Student Activities

1. Student Organizations:
 - A. All curricular student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
 - B. Bylaws and rules of curricular student organizations must not be contrary to Board policy or to administrative rules and regulations.
 - C. Procedures in curricular student 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

In establishing an interscholastic program, the Board directs the administration to:

- A. Open all sports to all students enrolled in the District, with an equal opportunity for participation.
- B. Recommend sports activities based on interest inventories completed by the students.

Cross Reference: 3233 Student use of Buildings-Equal Access
 3550 Student Clubs
 2332 Religion and Religious Activities
3222 – Distribution and Posting Materials
3233- Student Use of Buildings - Equal Access
4331 – Use of School Property for Posting Notices

Legal Reference: § 20-5-203, MCA Secret Organization Prohibited

Policy History:

Adopted on:

Reviewed on:

Revised on:



Meeting Date:	August 24, 2020
Category:	Action Item - Consent - Policy 2nd Reading
Agenda Item #:	4.1.2
Originated By:	Marilyn King, Deputy Superintendent
Others Involved:	Erica Schnee, GHS Principal; Dan Mills, BHS Principal; Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of new Policy #3550, Student Clubs and Organizations?

Facts:

1. First reading of the new policy took place on August 17, 2020.
2. The District does not currently have a policy that addresses student clubs and organizations.
3. The policy was developed by the Montana School Boards Association in collaboration with District Administrators.

Discussion:

1. The policy distinguishes between approved curricular student clubs and non-curricular groups:
 - a. 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 any logo attributable to the District, and raise and deposit funds with the District.
 - b. 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.
 - c. Both types of student groups require approval from administration.

Recommendation:

The Superintendent recommends that the Board of Trustees accept this proposed new policy.

Other Alternatives:

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

STUDENTS

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 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 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 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 407, 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:

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 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.

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 - Denial of equal access prohibited
 Section 20-5-203, MCA – Secret Organization Prohibited

Policy History:

Adopted on:

Reviewed on:

Revised on:

BOZEMAN PUBLIC SCHOOLS STUDENT CLUB APPLICATION – POLICY 3550F

___ This application is for a new club ___ This application is to renew an existing club

This application is to request approval of a student club at Bozeman Public Schools. The application must be fully completed for the application to be considered. Incomplete or incorrectly prepared applications will not be considered. All applications will be considered in accordance with District Policy 3550 and District guidelines. Copies of the policy and guidelines can be obtained at: _____. Recognized clubs that violate District Policy, Montana law or federal law are subject to suspension or termination.

Step 1. General Club Information and Bylaws, Charter, or Statement of Purpose

Proposed Club Name: _____

Proposed Club Supervisor Name: _____

Faculty supervisors do not sponsor or participate in non-curricular clubs; however, an adult supervisor must be present.

Step 2. Club's bylaws, charter, or statement of purpose.

Please attach any documents outlining the rules and procedures under which the club will operate. These documents may include but are not limited to bylaws, membership expectations, or a national charter. If the documents are not yet available, drafts may be attached, or a detailed statement of purpose can be provided until documents are available.

Step 3. Basis for Curriculum Related Status. (For consideration as a curricular club. Groups that do not satisfy this step may be permitted to operate as a non-curricular student group.)

To be recognized as a curricular club, the club must be based upon an aspect of the school's curriculum or the functions of the club must enhance a course offered at the school. Please attach a description of why the proposed club should be designated as a curricular club providing specific facts supporting such status.

Step 4. Time, frequency, location, and notice of anticipated club meetings and functions

Please attach a statement of the proposed use of school facilities, including at the specific areas or facilities of the school for which use is requested and the proposed nature of the use of those facilities. Attach or describe any examples of materials which the club plans to use to tell students about the club's existence or to invite students to join.

Step 5. Submission and Acknowledgement

By signing this application form the students and advisor acknowledge that the club's members and operations will adhere to applicable Board policies and administrative procedures governing curricular clubs.

Requesting Student

Date

Proposed Supervisor

Date

FOR SCHOOL DISTRICT USE ONLY

Application Received By: _____Date: _____

Recognized as Curricular Club By: _____Date: _____

Operating as Noncurricular Student Group By: _____Date: _____

Not Recognized By: _____Date: _____

NOTES:

The administration will retain all records related to this application. The administration will report to the requesting students, advisor, and Board of Trustees when new curricular student clubs have been recognized.



Meeting Date:	August 24, 2020
Category:	Action Item - Consent - Policy 2nd Reading
Agenda Item #:	4.1.3
Originated By:	Marilyn King, Deputy Superintendent
Others Involved:	Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:
Consider Approval of Revised Policy #3233, Student Use of Buildings: Equal Access; and delete Policy #3223, Freedom of Assembly

Facts:

1. First reading of the revised policy took place on August 17, 2020.
2. The most recent revisions of District Policy #3233 occurred in 2008.
3. The policy revisions were developed by the Montana School Boards Association in collaboration with District Administrators.
4. Information in District Policy #3223, Freedom of Assembly is addressed in District Policy #3233, and the Montana School Boards Association recommends deleting District Policy #3223, Freedom of Assembly.

Discussion:

1. The policy provides guidelines under which non-curricular groups of students not previously recognized as curricular student organization under Policy 3510 or 3550 may gather on school premises, and directs students wishing to form curricular groups or organizations recognized by the school administration to do so in accordance with policy 3510 or 3550.

Recommendation:
The Superintendent recommends that the Board of Trustees accept the revisions to District Policy #3233 and delete District Policy #3223.

Other Alternatives:

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

STUDENTS

3233

Student Use of Buildings: Equal Access

Non-curricular groups of students not previously recognized as curricular student organization under Policy 3510 or 3550 may gather on school premises under the following guidelines. ~~Non-curriculum-related High School and Middle School student organizations may conduct meetings on school premises~~ without restriction on the basis of the religious, political, philosophical, or other content of the meeting. Students wishing to form curricular groups or organizations recognized by the school administration may do so in accordance with policy 3510 or 3550.

The following guidelines must be met:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school district, or its agents or employees.
3. The meeting must occur during non-instructional time on regular school days.
4. Employees or agents of the school district are present only in a capacity outside of their official duties.
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Cross Reference: 3510 School Sponsored Activities
 3222 – Distribution and Posting Materials
 4331 – Use of School Property for Posting Notices
 3550 – Student Clubs

Legal Reference: 20 U.S.C. 4071 Equal Access Act
 Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

Policy History:

Adopted on: 11/24/1986

Reviewed on:

Revised on: 10/13/2008

Freedom of Assembly

~~Individual students and student organizations may meet in school rooms or auditoriums, or at outdoor locations on school grounds, to discuss, pass resolutions and take other lawful action regarding any matter which directly or indirectly concerns or affects them, whether or not it relates to school. Such activities shall not be permitted to interfere with the normal operation of the school and must be conducted when the building is open to the public.~~

~~Legal Reference: Article II, Section 6 and 15, 1972 Montana Constitution~~

Policy History:

Adopted on: 11/24/1986

Reviewed on:

Revised on:



Meeting Date:	August 24, 2020
Category:	Action Item - Consent - Policy 2nd Reading
Agenda Item #:	4.1.4
Originated By:	Marilyn King, Deputy Superintendent
Others Involved:	Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Revised Policy #4331, Use of School Property for Posting Notices

Facts:

1. First reading of the revised policy took place on August 17, 2020.
2. This policy was developed by the Montana School Boards Association in collaboration with District Administrators.

Discussion:

1. This policy specifically addresses how non-school-related organizations that are not student curricular clubs or student non-curricular groups may request permission of the building principal to display posters in the area reserved for community posters or to have flyers distributed to students.
2. The policy also presents a list of issues that would cause non-approval.

Recommendation:

The Superintendent recommends that the Board of Trustees accept new District Policy #4331.

Other Alternatives:

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

COMMUNITY RELATIONS

4331

Use of School Property for Posting Notices

Non-school-related organizations or individuals that are not student curricular clubs or student non-curricular groups may request permission of the building principal to display posters in the area reserved for community posters or to have flyers distributed to students. The building principal shall only authorize distribution or posting of information that is determined to have direct benefit or relationship to students enrolled in the school and meets the standards of this policy.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would:

- A. Disrupt the educational process;
- B. Violate the rights of others;
- C. Invade the privacy of others;
- D. Infringe on a copyright;
- E. Violate District policy, procedure, or administrative directive;
- F. Be obscene, vulgar, or indecent; or
- G. Promote violence, discriminatory conduct, the use of drugs, alcohol, tobacco, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration. Under no circumstances shall individuals not employed by the District be given access to the building for the purposes of posting notices or distributing information.

All student materials must be reviewed and approved by the Superintendent or designee in accordance with Policy 3222.

Cross References: Policy 3222 – Distribution and Posting of Student Materials

Policy History:

Adopted on:

Reviewed on:

Revised on:



Meeting Date:	August 24, 2020
Category:	Action Item - Consent - Both Districts
Agenda Item #:	4.4.1
Originated By:	Casey Bertram, Deputy Superintendent Curriculum and Technology
Others Involved:	Marilyn King, Deputy Superintendent Instruction Tami Phillipi, BEA PK-12 Principals

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Revised 2020-2021 PIR Schedule

Facts & Discussion:

1. The Board of Trustees approved a calendar change for the 2020-2021 student calendar.
2. School will begin for all 1st-12th grade students on Tuesday, September 8th. PK/K classrooms may use a staggered start that will be communicated by the principal.
3. The change in calendar provides an additional five days of staff PIR to prepare for the 2020-2021 school year.
4. The additional PIR days were needed to prepare staff to use the new Canvas LMS system, support staff in strategies and pedagogy for remote/blended learning, as well as preparing staff for the Covid-related safety protocols that are needed for in-person instruction.
5. District administration and curriculum and technology TOSA team worked collaboratively to build a revised PIR schedule for 2020-2021.
6. District administration received feedback on the proposed PIR schedule from building principals and BEA leadership.

Fiscal Impact:

N/A - Staff contracts/calendars were not modified in this process. Only the student start date was adjusted.

Recommendation:

It is recommended the Board approve the revised 2020-2021 PIR Schedule

Other Alternatives:

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

DRAFT
2020-2021 PIR DAY MATRIX
Bozeman Public Schools

DATE	
8-19-20 8-20-20 Wednesday Thursday	New Teacher Orientation
8-24-20 Monday	FLEX DAY OFFERINGS FOR PK-12 TEACHERS
8-25-20 Tuesday	2nd year teachers extra 188th contract day

DRAFT

DATE	Grades PK-5 **	Grades 6-8	Grades 9-12 (2-1-4 hour model)
8-26-20 Wednesday	PIR AM: Staff Meeting PK-5 Return To School Playbook Grade Level PLC/Collaboration PM: Teacher time	PIR AM: Staff Meeting 6-8 Return To School Playbook Dept/Team Meetings PM: Teacher Time	PIR AM: Staff Meeting 9-12 Return To School Playbook Building transition focused work Building departments focused work PM: Teacher Time
8-27-20 Thursday	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Canvas Focused Collaboration Team Time (1:00-2:30) Teacher Time (2:30-4:00)	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Canvas Focused Collaboration Team Time (1:00-2:30) Teacher Time (2:30-4:00)	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Canvas Focused Collaboration Team Time (1:00-2:30) Teacher Time (2:30-4:00)
8-28-20 Friday	PIR AM: District Assembly District Goals / LRSP / Collaboration-PLC (All Staff) 8:30 via Zoom Paul Andersen - Blended/Remote Learning (All Staff) 10:30-12:00 via Zoom PM: Teacher Time TOSA "Office Hours"	PIR AM: District Assembly District Goals / LRSP / Collaboration-PLC (All Staff) 8:30 via Zoom Paul Andersen - Blended/Remote Learning (All Staff) 10:30-12:00 via Zoom PM: Teacher Time TOSA "Office Hours"	PIR AM: District Assembly District Goals / LRSP / Collaboration-PLC (All Staff) 8:30 via Zoom Paul Andersen - Blended/Remote Learning (All Staff) 10:30-12:00 via Zoom PM: Teacher Time

	2:00-4:00 (Optional Support) PK-5	2:00-4:00 (Optional Support) 6-8	TOSA "Office Hours" 2:00-4:00 (Optional Support) 9-12
8-31-2020 Monday	PIR AM: Remote/Blended Learning 2.0 Delivered in Canvas 8:00-11:00 (All Staff) Covid Safety 101 Delivered in Canvas 11:00-12:00 (All Staff) PM: Teacher Time TOSA "Office Hours" 2:00-4:00 (Optional Support) PK-5	PIR AM: Remote/Blended Learning 2.0 Delivered in Canvas 8:00-11:00 (All Staff) Covid Safety 101 Delivered in Canvas 11:00-12:00 (All Staff) PM: Teacher Time TOSA "Office Hours" 2:00-4:00 (Optional Support) 6-8	PIR AM: Remote/Blended Learning 2.0 Delivered in Canvas 8:00-11:00 (All Staff) Covid Safety 101 Delivered in Canvas 11:00-12:00 (All Staff) PM: Teacher Time TOSA "Office Hours" 2:00-4:00 (Optional Support) 9-12
9-1-2020 Tuesday	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Canvas Focused Collaboration Team Time (1:00-2:30) Teacher Time (2:30-4:00) **Dr. Nell Office Hours for Grades PK-2** 1:00 - 3:30 (Optional Support) Join with this Google Meet link TOSA "Office Hours" (sign up form) 2:00-4:00 (Optional Support) PK-5	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Canvas Focused Collaboration Team Time (1:00-2:30) Teacher Time (2:30-4:00) TOSA "Office Hours" 2:00-4:00 (Optional Support) 6-8	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Canvas Focused Collaboration Team Time (1:00-2:30) Teacher Time (2:30-4:00) TOSA "Office Hours" 2:00-4:00 (Optional Support) 9-12
9-2-2020 Wednesday	AM: District meetings 8:00-10:30 (library, HE, music, SPED, etc.) Digital Privacy Course Delivered in Canvas (11:00-12:00) (All Staff) PM: Teacher Time **Dr. Nell Office Hours for Grades 3-5** 1:00 - 3:30 (Optional Support) Join with this Google Meet link	AM: District meetings 8:00-10:30 (library, HE, music, SPED, etc.) Digital Privacy Course Delivered in Canvas(11:00-12:00) (All Staff) PM: Teacher Time	AM: District meetings 8:00-10:30 (library, HE, music, SPED, etc.) Digital Privacy Course Delivered in Canvas(11:00-12:00) (All Staff) PM: Teacher Time
9-3-2020	PIR	PIR	PIR

Thursday	AM: Staff Meeting Grade Level PLC/Collaboration PM: Teacher time	AM: Staff Meeting Dept/Team Meetings PM: Teacher Time	AM: Staff Meeting Building transition focused work Building departments focused work PM: Teacher Time
9-4-2020 Friday	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Teacher Time TOSA "Office Hours" (sign up form) 2:00-4:00 (Optional Support) PK-5	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Teacher Time TOSA "Office Hours" 2:00-4:00 (Optional Support) 6-8	PIR AM: Canvas LMS (4 Hours) 8:00-12:00 PM: Teacher Time TOSA "Office Hours" 2:00-4:00 (Optional Support) 9-12
9-28-20 Monday	PIR <i>Top Ten Tool 5- Vocabulary</i>	PIR Standards-Based Instruction & Assessment--Alignment and Competency-Based Exploration; TBRI--Strategies for Classroom Teacher; Literacy PM: Teacher Time	PIR 2 hrs: differentiation strategies for all learners social-emotional supports for students 1 hr: department focused work 4 hrs: Teacher Time
10-15-20 Thursday	MFPE conference	MFPE conference	MFPE conference
10-16-20 Friday	MFPE conference	MFPE conference	MFPE conference
10-26-20 Monday	P/T Conferences	Regular school day	Regular school day
10-27-20 Tuesday	P/T Conferences	Regular school day	Regular school day
1-18-21 Monday	PIR <i>Top Ten Tool 7 - Fluency</i>	PIR AM: Standards-Based Instruction & Assessment--Alignment and Competency-Based Exploration; TBRI--Strategies for Classroom Teacher; Remote Learning PM: Teacher Time	PIR 2 hrs: differentiation strategies for all learners social-emotional supports for students 1 hr: department focused work 4 hrs: Teacher Time
1-25-21 Monday	Regular school day	Regular school day	PIR 2 hrs: differentiation strategies for all learners social-emotional supports for students

			1 hr: department focused work 4 hrs: Teacher Time
1-26-21 Tuesday	Regular school day	Regular school day	PIR Semester Finals grading & Teacher Time
4-8-21 Thursday	P/T Conferences	PIR Spring Conferences	Regular school day
4-9-21 Friday	P/T Conferences	No School (non contract day for teachers in exchange for evening student-led conferences)	PIR 2 hrs: differentiation strategies for all learners social-emotional supports for students 1 hr: department focused work 4 hrs: Teacher Time
5-28-21 Friday	PIR Top Ten Tool - 8 Writing	PIR AM: Standards Based Instruction & Assessment: Review of Goals/Assessment Data TBRI: Review of Goals, Next Steps Remote Learning PM: Teacher Time	Regular school day
	** 12 hrs of personalized learning suggestion: Top Ten Tool 6 - Reading Comprehension (for grades 3-5 only) Top Ten Tool 9- Listening Comprehension (for grades K-2 only) (Complete by end of December) <u>OR</u> teachers can choose to be paid for the 5 hours of work at curriculum rate (\$15/hour) Submit this Timesheet TTT can be used for additional 12 hours of PD as teachers dive deeper into "optional" readings/resources, etc.		



Meeting Date:	August 24, 2020
Category:	Discussion - Policy 1st Reading
Agenda Item #:	5.1.1
Originated By:	Marilyn King, Deputy Superintendent Instruction
Others Involved:	MTSBA; Casey Bertram, Deputy Superintendent Curriculum and Technology; Trustee Fischer

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Discuss suggested revisions to Policy #3150, Part-time Attendance.

Discussion:

1. The policy revisions were developed by the Montana School Boards Association in collaboration with District Administrators.
2. The policy revisions as written are more succinct and reflect current practice.
3. This policy will appear on the September 14, 2020 consent agenda for final consideration and approval.

STUDENTS

3150

Part-Time Attendance

- ~~1. Non-handicapped students eligible to enroll in grades K-5 will not be accepted for part-time enrollment in the District schools with the exception of students who desire half-time kindergarten. The Superintendent or designee has the ability to grant exceptions when extreme circumstances may warrant review and alteration of a child's instructional program.~~
- ~~2. In special circumstances, regular BSD7 students may, upon recommendation of the high school principal and with approval of the Superintendent of schools or designee, modify their academic schedules to attend school less than full-time.~~
- ~~3. Non-handicapped students residing within the Bozeman School District currently fulfilling their education requirements outside the Bozeman schools and eligible to enroll in grades 6-12 may enroll as part-time students. Part-time students must enroll in year-long courses prior to the opening of school and semester courses at least one week prior to the start of the semester.~~

~~The criteria for acceptance of non-handicapped part-time students grades 6-12 include:~~

- ~~A. Acceptance of a student shall not create an excess student enrollment in the requested class.~~
- ~~B. Acceptance of a student shall not create need for an additional staff member.~~
- ~~C. Acceptance of the part-time student shall not cause the creation of a new section of the requested class.~~
- ~~D. Regular full-time students shall have first priority on any available space.~~
- ~~E. When a number of part-time students have requested admission into the same class, they will be accepted on a first come basis as long as feasible within the criteria.~~
- ~~F. In the event the class enrollment position of a part-time student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the next semester after the need is identified.~~
- ~~G. Part-time students may not be on campus except for 5 minutes before and after class.~~

~~Handicapped students residing in the District who are attending private or home schools will be accepted in accordance with state and federal statutes and regulations.~~

~~The Superintendent or designee shall develop procedures subject to Board approval for students to modify their academic schedules to attend school less than full-time per #2 above.~~

The District will not accept students eligible to enroll in grades K-8 on a part-time basis unless they are disabled. The District will review requests for part-time enrollment of grades 9-12 students on a case-by-case basis, with a building principal making a final decision. The District will consider only those students who are not enrolled in any other school, including a home school.

Criteria for accepting students in grades 9-12 for part-time enrollment are the following:

1. Accepting a student will not create excess student enrollment in a requested class;
2. Accepting a student will not create need for an additional staff member;
3. Accepting a student will not cause a new section of a course to be created.

The District will accept on a first-come, first-served basis students wishing to enroll in the same course. Whenever the enrollment position of a part-time student is needed for a regular, full-time student during the year, a full-time student has priority for the position beginning with the next semester.

Legal Reference: § 20-9-311(a), MCA Calculation of average number belonging (ANB) –
3-year averaging

Policy History:

Adopted on: 11/24/1986

Reviewed on:

Revised on: 08/26/1991, 10/09/1995, 10/14/1996, 01/11/1999, 02/08/1999, 01/10/2000, 04/28/2008, 07/13/2009,
04/24/2019



Meeting Date:	August 24, 2020
Category:	Discussion - Policy 1st Reading
Agenda Item #:	5.1.2
Originated By:	Bob Connors, Superintendent
Others Involved:	MTSBA; Trustee Wilson

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Discuss suggested revisions to Policies - #1000 Series.

Discussion:

1. The policy revisions were developed by the Montana School Boards Association in collaboration with District Administrators.
2. The policy revisions as written are more succinct and reflect current practice.
3. This policy will appear on the September 14, 2020 consent agenda for final consideration and approval.

Bozeman Public Schools Board of Trustees
Policy Review and Revision
Summary of Policy Series 1000 – The Board of Trustees

R = Required REC = Recommended OP = Optional

EXISTING POLICY	PROPOSED POLICY	STATUS		NOTES	REVISIONS
1000, 1101	1000	<u>R</u>	Legal Status, Operation and Organization	1101 is combined into 1000	
1100, 1105	1105	<u>R</u>	Membership	1100 is combined into 1105	
1110	1110	<u>REC</u>	Taking Office	Added cross reference	
1111	1111	<u>REC</u>	Election		
1111P	1111P	<u>OP</u>	Candidate Orientation		
1112	1112	<u>REC</u>	Resignation		
1113	1113	<u>REC</u>	Vacancies	Added legal reference	
1113P	1113P	<u>REC</u>	Vacancies		
1120	1120	<u>REC</u>	Annual Organization Meeting	Legal change	
1130	1130	<u>REC</u>	Committees		
	1135	<u>REC</u>	School Board Advocacy		
	1135P	<u>REC</u>	School Board Advocacy Procedure		
1210	1210	<u>REC</u>	Qualifications, Terms, and Duties of Board Officers		
1230	1230	<u>REC</u>	Clerk		
1240	1240	<u>R</u>	Duties of Individual Trustees		
1251			Legal Services and Hearings		
1310, 1312	1310	<u>R</u>	District Policy and Procedures	1312 is combined into 1310 Review for accuracy with practice with particular note or italicized language.	
1332	1332	<u>OP</u>	Authorization of Signatures	Review for accuracy	
1400	1400	<u>R</u>	Board Meetings		
	1401	<u>REC</u>	Records Available to Public		
	1402	<u>REC</u>	School Board Use of Electronic Mail		
1420	1420	<u>R</u>	School Board Meeting Procedure		
1420P			Agenda		
	1420F	<u>OP</u>	Notice Regarding Public Comment		
1425	1425	<u>REC</u>	Abstentions From Voting		
1440			Conduct of Meeting- Procedure		
1441	1441	<u>R</u>	Audience Participation		
1460			Absences of Board Members		
1509			Board Vision Statement		
1510			Roles of the Board of Trustees		
1511	1511	<u>REC</u>	Code of Ethics for School Board Members		
1512	1512	<u>OP</u>	Conflict of Interest	Update	
1512F	1512F		Relationships Defined and Chart		
1513	1513	<u>R</u>	Management Rights	Added legal reference	
1522	1520	<u>OP</u>	Board/Staff Communications	Renumbered	

1520	1521	<u>R</u>	Board-Superintendent Relationship		
1521			Board-Administration Team Operating Principles		
1531	1531	<u>REC</u>	Trustee Expenses	Review for accuracy	
	1531F	<u>OP</u>	Trustee Mileage Reimbursement Form		
1532	1532	<u>REC</u>	Trustee Insurance		
1540			Trustee Health Insurance		
1610	1610	<u>R</u>	Annual Goals and Objectives		
1612			Long Range Strategic Plan	See Strategic Governance Policy Series	
1620	1620	<u>OP</u>	Evaluation of Board		
1621	1621	<u>OP</u>	In-Service Conference for Trustees		
1630	1630	<u>OP</u>	Utilization of Montana School Boards Association		
	1635	<u>REC</u>	Internships		
1640	1640	<u>OP</u>	Board Participation in Activities		
	1700	<u>R</u>	Uniform Complaint Procedure		
1710			Appels of decisions under school board policy	1700 covers appeals. Delete	

THE BOARD OF TRUSTEES

Legal Status, Operation and Organization

The legal name of the Elementary District is Bozeman School District No. 7, Gallatin County, State of Montana. The legal name of the High School District is Bozeman School District No. 7 High School, Gallatin County, State of Montana. The District is classified as a class 1 district and is operated according to the laws and administrative rules pertaining to a class 1 district.

The Board of Trustees of School District No. 7 is the governmental entity established by the state of Montana and constitutionally charged of the supervision and control of all aspects of the District’s operations.

To achieve its primary goal of providing each child with a basic system of free quality education as required by Montana Law, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties, and responsibilities are derived from the Montana Constitution and state statutes and administrative rules.

Policies of the District define and frame the manner via which the District conducts its official business. The policies of the District are modified/updated from time to time to reflect the operation of the District.

All handbooks approved by the Board are regarded as and given the same significance as District policy.

<u>Legal Reference:</u>	<u>§ 20-3-323, MCA</u>	<u>District policy and record of acts</u>
	<u>§ 20-3-324, MCA</u>	<u>Powers and duties</u>
	<u>§ 20-6-101, MCA</u>	<u>Definition of elementary and high school districts</u>
	<u>§ 20-6-201, MCA</u>	<u>Elementary district classification</u>
	<u>§ 20-6-301, MCA</u>	<u>High school district classification</u>
	<u>§ 20-9-309, MCA</u>	<u>Basic system of free quality public elementary and secondary schools defined – identifying educationally relevant factors – establishment of funding formula and budgetary structure – legislative review</u>
<u>Article X, Section 8, MT Constitution</u>		

School District Description

~~The term “school district” or “district,” as used in these school board policies shall identify and will be used synonymously with the combination of Bozeman School Elementary District No. 7 and Bozeman High School District No. 7, Gallatin County, State of Montana.~~

~~Bozeman Elementary School District No. 7, Gallatin County, State of Montana, was organized before Montana statehood in 1866, and was recognized as a legally established school district under Section 1750, Political Codes of 1895. It is legally known as District No. 7, Gallatin County and under the jurisdiction of a single Board of Trustees.~~

~~In 1950, Bozeman Elementary School District No. 7, Gallatin County, State of Montana, was classified as a first class district.~~

~~Bozeman High School District No. 7, Gallatin County, State of Montana, was organized on July 1, 1957, by the abolishment of Gallatin County High School under the provisions of Chapter 148, Laws of 1931. Gallatin County High School was organized as a high school district on December 31, 1934, under the provisions of Section 75-4602, R.C.M., 1947. In view of the organization of Gallatin County High School as a high school district, Bozeman High School District No. 7 was organized as a high school under the provisions of Section 75-4602, R.C.M., 1947, by virtue of the county high school~~

~~abolishment. At the time of the abolishment, the Bozeman High School District encompassed 25 common school districts:~~

7 Bozeman*	31 Story Mill	43 LaMotte*
10 Little Bear	32 Leverich	47 Malmberg*
11 Rea	35 Gateway*	48 Lower Bridger
14 Rochambeau	37 Fowler	50 Pine Butte
19 Nelson	38 Sedan*	53 Chestnut
22 Cottonwood*	39 Upper Bridger	59 Elk Grove
23 Middlecreek	40 Harper	69 Ancency
27 Monforton*	41 Anderson*	72 Ophir
		77 Valley Center

~~*The Bozeman High School District includes these eight elementary districts. The other districts have been consolidated with other district's since 1957.~~

~~Bozeman High School District No. 7, Gallatin County, State of Montana, is under the jurisdiction of a single Board of Trustees.~~

~~Legal References: 20-6-101 M.C.A. Definition(s)
20-6-201 M.C.A. Elementary Classification
20-6-303 M.C.A. Establishment of High School District
20-6-312 M.C.A. County High School Unification~~

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on: 09/13/2010

Membership and Terms of Office

The District is governed by a Board of Trustees consisting of eight (8) members. The powers and duties of the Board include the Broad authority to guide the Long Range Strategic Plan, adopt and enforce all policies necessary for the management and governance of the public schools. Except as otherwise provided by law, trustees shall hold office for terms of three (3) years, or until their successors are elected and qualified. Terms of trustees shall be staggered as provided by law.

All eight (8) Trustees shall participate on an equal basis with other members in all business transactions pertaining to the High School District. Only those seven (7) Trustees elected from the elementary district may participate in business transactions pertaining to the elementary schools maintained by the District. ~~Official action by Board members must occur at a duly called and legally conducted meeting. “Meeting” is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.~~

~~Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.~~

Legal References:	§ 2-3-202, MCA	Meeting defined
	§ 20-3-301, MCA	Election and term of office
	§ 20-3-302, MCA	Legislative intent to elect less than majority of trustees
	§ 20-3-305, MCA	Candidate qualification and nomination
	§ 20-3-306, MCA	Conduct of election
	§ 20-3-307, MCA	Qualification and oath
	§ 20-3-341, MCA	Number of trustee positions in elementary districts – transition
	§ 20-3-344, MCA	Nomination of candidates by petition in first-class elementary district
	§ 20-3-351, MCA	Number of trustee positions in high school districts
	§ 20-3-352, MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee
	§ 20-3-361, MCA	Joint board of trustees organization and voting membership

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on: 08/15/2011, 03/26/2012

Taking Office

A newly elected trustee shall take office as soon as election results have been certified and the newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability. A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability. The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent’s designee, or any office provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county superintendent not more than twenty-five (25) days after the receipt of the certificate of election or the appointment.

<u>Cross Reference:</u>	<u>1113</u>	<u>Vacancies</u>
Legal References:	§ 1-6-101, MCA	Officers who may administer oaths
	§ 2-16-116, MCA	Power to administer oaths
	§ 20-1-202, MCA	Oath of office
	§ 20-3-307, MCA	Qualification and oath

Policy History:
Adopted on: 08/15/2011
Reviewed on:
Revised on:

THE BOARD OF TRUSTEES

1113

Vacancies

A trustee position becomes vacant before the expiration of a term, when any of the following occurs:

1. Death of the trustee;
2. The effective date stipulated in the written resignation of the trustee filed with the Clerk;
3. Trustee moves out of the nominating district, establishing residence elsewhere;
4. Trustee is no longer a registered elector of the district under the provisions of 20-20-301, MCA;
5. Trustee is absent from the district for sixty (60) consecutive days;
6. Trustee fails to attend three (3) consecutive meetings of the Trustees without a good excuse;
7. Trustee has been removed under the provisions of 20-3-310, MCA; or
8. Trustee ceases to have the capacity to hold office under any other provision of the law.
9. A trustee position also shall be vacant when an elected candidate fails to qualify.

When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate to fill the position.

Should the board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the county superintendent shall appoint, in writing, a competent person to fill such vacancy. An appointee shall qualify by completing and filing an oath of office with the county superintendent within fifteen (15) days after receiving notice of the appointment and shall serve until the next regularly scheduled school election and a successor has qualified.

Cross Reference:	1240	Duties of Individual Trustees
	1112	Resignations

Legal References:	<u>2-16-501(3), MCA</u>	<u>Vacancies Created</u>
	20-3-308, MCA	Vacancy of trustee position
	20-3-309, MCA	Filling vacated trustee position – appointee qualification and term of office

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on: 06/24/1991, 09/09/2019

THE BOARD OF TRUSTEES

1120

Annual Organization Meeting

After the issuance of election certificates to the newly-elected trustees in May and no later than ~~fifteen (15)~~ twenty five (25) days after the election, the board shall elect from among its members a chair and a vice chair to serve one (1) year terms. If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the chair and the vice chair, the board shall appoint a chair *pro tempore* who shall perform the functions of the chair during the latter's absence. The clerk shall act as board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meetings and canvassing the election results:

1. Welcome and introduction of newly elected board members by the chair.
2. Swearing in of newly elected trustees.
3. Call for nominations for chair to serve during the ensuing year.
4. Election of a chair.
5. Call for nominations for Vice-Chair to serve during the ensuing year.
6. Election of a vice chair.
7. Assumption of office by the new chair and vice-chair.
8. Appointment of clerk.

Legal References:	§ 20-3-321	MCA	Organization and Officers
	§ 20-3-322(a)	MCA	Meetings and Quorum
	<u>Title 1, Chapter 5, Part 6, MCA</u>		<u>Notarial Acts</u>

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on: 06/24/1991, 09/27/1999, 08/15/2011

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, 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, to be used to increase student success.

In doing so, 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;
 - b. Attend the Day of Advocacy during each legislative session;
 - c. Attend other state and regional association meetings as approved by the Board; and
 - d. Advise MTSBA of the Board's views regarding MTSBA's legislative positions and activities.
2. At least once each month, the Board meeting agenda will include an opportunity for the BLC to report on educational issues pending on the state and federal levels.
3. Work with the BLC, MTSBA, the National School Boards Association (NSBA), and other concerned groups and organizations on matters of mutual interest.

Policy History:

Adopted on:

Reviewed on:

Revised on:

THE BOARD OF TRUSTEES

1310

District Policy and Procedures

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 (2nd) 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 (1st) 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.*

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: 20-3-323, M.C.A.	District Policy and Record of Acts
10.55.701, A.R.M.	Board of Trustees
20-4-402, M.C.A.	Duties of District Superintendent

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on: 06/24/1991, 10/13/2008, 03/26/2012, 01/12/2015, 09/26/2019

THE BOARD OF TRUSTEES

1332

Authorization of Signatures

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District. The Chairperson and Clerk are authorized to use a facsimile signature plate or stamp.

Warrants:

The Chairperson and Clerk are authorized to sign all District warrants by facsimile signature on behalf of the Board.

Claim Forms:

Staff employed by the District in the following designated positions are authorized to certify voucher or invoice claims against or for the District:

- Superintendent
- Deputy Superintendent Operations
- Director of Business Services (Up to \$20,000)
- Accounting Supervisor (Up to \$2,000) District Bookkeeper (Up to \$2,000)

Checking and Petty Cash Accounts:

The school principal is designated as the custodian of each school building extracurricular fund account. School Athletic Directors, Assistant Principals and Bookkeepers may be authorized signers. The Director of Business Services shall be the authorized rep for opening, closing and changing the checking accounts and an authorized signer on all such accounts. All checks written on extracurricular fund accounts require two signatures. The Director of Business Services is designated as the custodian of all K-5 extracurricular fund accounts and all District petty cash accounts.

Contracts for Goods and Services and Leases:

The Superintendent or their designee is authorized to sign, on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under the amount specified in 20-9-204 (3), MCA, without prior approval of the Board.

Personnel Contracts:

The Board Chair and District Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board, by facsimile signature.

Negotiated Agreements:

Negotiated agreements shall be signed for the District by the Board Chair and the District Clerk.

Policy History:

Adopted on: 09/12/2011

Reviewed on:

Revised on: 11/11/2013

Conflict of Interest

A trustee may not:

1. Engage in a substantial financial transaction for the trustee's private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.
2. Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation; A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts the professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. Be employed in any capacity in the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
6. Perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm or undertaking.
7. ~~Perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the officer or employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.~~
8. Appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
 - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
 - b. This prohibition does not apply to the renewal of an employment contract of a person related to a Board member, who was initially hired before the Board member assumed the trustee position.
 - c. This prohibition does not apply if trustees comply with the following requirements: 1) All trustees, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to the person to be employed abstains from voting; and 3) the trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

Federal Awards

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

District officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the item is unsolicited or of nominal value. Officers, employees, or agents who violate this policy are subject to disciplinary action.

The District must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

Legal Reference:

Section 20-9-204, MCA – Conflicts of Interest

Section 20-1-201, MCA – School Officials not to Act as Agents

Section 2-3-302, MCA - Nepotism

Section 2-2-103, MCA – Public Trust

Section 2-2-104, MCA – Rules of Conduct

Section 2-2-105, MCA – Ethical Requirements

Section 2-2-121, MCA – Rules of Conduct

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on: 08/15/2016, 06/11/2018, 09/09/2019

THE BOARD OF TRUSTEES

1513

Management Rights

The Board of Trustees reserves the right to directly or indirectly through the superintendent, as appropriate, operate and manage their affairs in such areas as, but not limited to:

1. direct employees;
2. hire, promote, transfer, assign, and retain employees;
3. relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
4. maintain the efficiency of district operations;
5. determine the methods, means, job classifications, and personnel by which district operations are to be conducted;
6. take whatever actions may be necessary to carry out the missions of the district in situations of emergency;
7. establish the methods and processes by which work is performed.
8. The Board reserves all other rights statutory and inherent as provided by state law; the Board also reserves the right to delegate authority to the superintendent for the ongoing direction of all district programs.

Cross Reference: 6110 Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties
 § 39-31-303, MCA Management rights of public employers
 Bonner School District No. 14 v. Bonner Education Association,
 MEA-MFT, NEA, AFT, AFL-CIO, (2008), 2008 MT 9

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on:

THE BOARD OF TRUSTEES

1520 (currently 1522)

Board/Staff Communications

~~The Board of Trustees endeavors to keep stakeholders adequately informed and involved in the decision making process, and at the same time, maintain order and structure to promote efficient and effective communications. To those ends, the following procedures are established:~~

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications

Staff Communications to the Board:

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This shall not deny any staff member's right to appeal administrative decisions to the Board, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

Board Communications to Staff:

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools:

In accordance with Montana statutes, each Trustee shall visit each school of the District not less than once each school fiscal year to examine its conditions and needs. Trustees may share the responsibility for visiting each school in the District. Individual Board members interested in visiting schools should out of courtesy make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Social Interaction:

Staff and Board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations and general District problems can be anticipated. Discussions of personalities or staff grievances are not appropriate.

Legal Reference: 20-3-324(22) M.C.A. Powers and Duties

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on: 06/24/1991, 09/26/2016

THE BOARD OF TRUSTEES

1531

Trustee Expenses

Expenses for Board Members — In-district

The School Board Trustee shall not receive remuneration for his/her service as a trustee. Trustees living more than three miles from the meeting place shall be entitled to mileage at the rate stipulated in 2-18-503 M.C.A. 1983 for each mile for travel from their homes to the meeting place for each meeting of the Board. Such travel reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the reimbursed trustee.

A trustee is entitled to collect mileage at a rate equal to the mileage allotment allowed by the United States internal revenue service for the current year for the first 1,000 miles and 3 cents less per mile for all additional miles traveled within a given calendar month.

A trustee must file a reimbursement for mileage form, prior to July 1 of each year, requesting reimbursement for the fiscal year. The form may be obtained from the District Clerk/Business Manager.

Expenses for Board Members at Out-of-District Meetings

Trustees elected by the citizens to serve on the Board which provides governance to the school district, a multi-million dollar public enterprise, serve without financial compensation. To intelligently deal with enumerable issues and to budget and monitor millions of dollars in expenditures annually, training and communications are essential. Trustees normally attend workshops, training institutes, and conferences at both the state and national level. It is appropriate that trustee expenditures at these out-of-district meetings be paid by the school district.

It is the intent of the district to pay all legitimate costs for trustees to attend out-of-district meetings. The purpose of this policy is to provide for expenditure guidelines and define what is considered a legitimate expense of attendance at out-of-district meetings. The district will pay the cost for:

- ~~1. Transportation to and from the meeting site in the amount of the cheapest available air fare if the meeting is more than 100 miles from Bozeman, and at the per mile rate approved for the district for meetings 100 miles or less from Bozeman.~~ (Moved to 1531F) Transportation as approved by the Board;
2. On-site transportation: For necessary transportation by bus, taxi or rental car during the course of the meeting.
3. Hotel or motel cost for trustee room accommodations at the meeting or convention's headquarter facility or other as necessary. If at a convention, the headquarters hotel cannot accommodate all the participants and a Bozeman trustee must stay at an alternative facility, the cost of the alternative facility will be paid.
4. Food costs as necessary. Since food costs vary significantly from one location to another, a specific dollar allowance for meals per day is not possible to establish. Trustees are requested to be modest in their meal expenditures.
5. Telephone services: Necessary telephone communications with business or family resulting from the trustee being away from Bozeman.
6. Incidental expenditures for tips and other necessary costs attributable to the trustee's attendance at the meeting.
7. Registration and materials which are a part of the meeting agenda and/or requirements.

The district will not reimburse or pay for such items as:

1. Liquor
2. Expenses of a spouse or other family members
3. Separate entertainment
4. Any other unnecessary expenditures

In any instance where a trustee would choose to accept a flat fee reimbursement for expenditures as opposed to the itemized approach outlined above, the amount of the flat fee will be the sum of the following:

1. Quoted airline ticket price
2. Quoted single room lodging price at the convention headquarter hotel
3. \$25.00 per day for food
4. A modest estimate of all other expenses

The trustees may either request a flat fee advance prior to attending the meeting or may use the itemized approach outlined above. In the latter case, the trustee may receive a partial advance prior to the meeting and then submit a Claim for Travel Expenses for the remainder of the costs upon return from the meeting.

Legal References:	2-18-503	M.C.A.	Mileage Allowance
	20-1-211	M.C.A.	Expenses of Officers Attending Conventions
	20-3-311	M.C.A.	Trustee Travel Reimbursement

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on:

Long Range Strategic Plan

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.

20-Year Planning Horizon: Envisioned Future

Big Audacious Goal

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.

A Vivid Description of the Desired Future Students

First and foremost, Bozeman Public Schools are about children.

Personalized education is embedded in everything that Bozeman Public Schools do.

Students are accepting, understanding of others, flexible and resilient, exposed to, and interested in, interacting with the global community.

Students have the opportunity to participate in a wide variety of quality extra-curricular activities that enhance their ability to succeed in school and as part of a world community.

Every student graduates and has met or exceeded the high academic standards of the Bozeman Public School District such that all students are equipped to succeed in post-secondary education.

Teachers

Teachers in the District are energized, well paid and inspire students to reach their maximum potential.

Teachers participate in a progressive professional development program to assure competency of staff.

Student achievement and results driven instruction are at the core of all professional discussions.

Teachers will enable learners to acquire information, make meaning from their school work and transfer learning to challenging and unique situations.

District

The District maintains a clearly articulated educational system that defines achievement on the attainment of goals. Bozeman Public Schools is equally effective at preparing students for post-secondary education and career readiness.

The District employs an effective management structure demonstrating behaviors that consistently produce effective staff leadership.

Resources and delivery systems (e.g., the school schedule/calendar, facilities, technology, pedagogy, materials, curriculum, etc.) are regularly assessed, aligned and optimally correlated to ensure achievement of the strategic plan of the District and to maximize the learning opportunities of children enrolled in Bozeman Public Schools.

The Board and Staff Leadership Team work collaboratively with the community to create a common vision with flexibility and ability to respond to a changing environment. The Board and Leadership Team are open, flexible, able/capable, consistent, and responsive.

Community

Together, Bozeman Public Schools, students and the community regularly collaborate as partners to achieve the shared goals of the District and community.

The District provides widely-accessible, educationally responsive and community-centered facilities that regularly serve as locations where the community gathers and collaborates in the interests of children.

Bozeman Public Schools are widely recognized as being both community-centered and integrated into the world community. The schools of the District provide a link between the Bozeman community and the rest of the world.

Bozeman Public Schools are recognized locally and nationally as a significant contributor to Bozeman's outstanding quality of life.

Policy History:

Adopted on: 04/14/2008

Reviewed on:

Revised on: 09/22/2008

Internships

Internship means an agreement between a fully licensed Class 1, 2, or 3 educators, the school district, and a Montana accredited educator preparation program. Internships are permitted in endorsement areas approved by the Board of Public Education.

The Board recognizes the need to provide training opportunities for prospective teachers and administrators. Internships for those in the process of acquiring teaching endorsements and/or administrative credentials shall be considered and approved on an individual basis. The Superintendent or designee involved will review the internship proposal with the candidate and the university representative, much in the same manner as student teachers are assigned.

As part of an internship agreement, the parties must agree to the following:

- (a) the intern will complete the requirements for the appropriate endorsement within three years;
- (b) the school district will provide local supervision and support of the intern; and
- (c) the accredited educator preparation program will approve the coursework and provide support and periodic supervision.

A superintendent intern shall be supervised throughout the year by a licensed and endorsed superintendent contracted by the district, including participation in, and review of, and written concurrence in all performance evaluations of licensed staff completed by the intern.

An emergency authorization of employment granted by the Superintendent of Public Instruction pursuant to §20-4-111, MCA is not a license; therefore is not eligible for an internship.

Legal Reference:	§ 20-4-111, MCA	Emergency authorization of employment
	ARM 10.55.602	Definitions
	ARM 10.55.607	Internships
	ARM 10.55.702	Licensure and duties of District
		Administrator – District Superintendent
	ARM 10.57.412	Class 1 and 2 Endorsements
	ARM 10.57.413	Class 3 Administrative License

Policy History:

Adopted on:
Reviewed on:
Revised on:

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate employee or building administrator with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will

complete an investigation and file a report and recommendation with the Superintendent. If the complainant reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

If the complainant appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
Title II of the Americans with Disabilities Act of 1990
§ 504 of the Rehabilitation Act of 1973

Policy History:

Adopted on:

Reviewed on:

Revised on:

THE BOARD OF TRUSTEES

1710

Appeals of Decisions under School Board Policy

~~While the responsibility to implement and administer district policy has been vested with the superintendent and the employees to whom he may delegate, the final responsibility for the operational interpretation of the policies rests with the Board. This policy provides for the orderly appeal of an administrative application of a policy.~~

~~The provisions of this policy are general in nature and when specific provisions are made for an appeal, the appellant shall use such specific provisions as described in policy #4312.~~

~~If an appeal is received by the Board, it shall be referred to the superintendent for investigation. Depending upon the subject of the appeal, the superintendent, in his/her discretion, may assign the investigation of the appeal to other school district personnel. Such assigned personnel shall be responsible to the superintendent. The investigation of the appeal may include a personal conference with the appellant.~~

~~If the need for a hearing of the appeal no longer exists at the conclusion of the superintendent's investigation, the findings and results of the investigation shall be reported to the Board of Trustees.~~

~~If the superintendent cannot resolve the appeal, he/she shall schedule a hearing by the Board at a regular or special Board meeting. All interested parties shall be notified of the scheduled appeal hearing.~~

~~Nothing in this policy countermands the contractual provisions for resolution of grievances with any employee groups or individuals in such employee groups.~~

Policy History:

Adopted on: 09/22/1986

Reviewed on:

Revised on:



Meeting Date:	August 24, 2020
Category:	Discussion Item
Agenda Item #:	5.2
Originated By:	Casey Bertram, Deputy Superintendent Curriculum and Technology; Marilyn King, Deputy Superintendent Instruction
Others Involved:	Karin Neff, Data and Assessment Coordinator

MOTION	SECOND	AYES	NAYS	ABSTAIN

Discussion:

Discuss Long-Range Strategic Plan (LRSP) - 2020-2021 Goals

[LRSP Slide Presentation](#)

[Literacy Infographic](#)



*******DRAFT*******

Bozeman School District Long-Range Strategic Plan: 2020-2021 Implementation Framework

Introduction

Bozeman Public Schools' Long Range Strategic Plan process is intended to define our goals as well as our plan for accomplishing those goals. The following document is intended to describe the "work plan" for implementing the LRSP for the 2020-2021 school year.

This implementation framework is divided into three areas:

Section A: District Goals (20 year and 5 year)

Section B: School-Wide Instructional Focus (Three Critical Areas)

Section C: Reporting on the LRSP: Board Luncheons, School Reports, District Reports

Section A: District Goals

District Goals (20 year and 5-10 year)

Big Audacious Goal:

Long term, 20-year planning horizon

[Double Click to Return to Agenda](#)

The Bozeman Public School District is student-centered and known as a vibrant, flexible, purposeful, and progressive educational system that values diversity, models community engagement, provides numerous opportunities to generate individual student growth, and engage students to succeed and positively contribute in a global community.

Focus Goals:

Short term, 5-10 year planning horizon

Early Literacy Goal: By 2022, 85% of all children entering Kindergarten will have requisite literacy skills as measured by STAR early literacy. (A score of 530 on the STAR assessment is a good predictor of success by 3rd grade.)

Grade Level Reading Goal: By 2025, 90% of all BSD7 3rd Grade Students will demonstrate grade-level reading skills by achieving a proficient score on the STAR reading assessment at the end of the school year.

****NEW** PLC Goal:** By spring of 2025 all BSD7 schools PK-12 will have fully implemented PLC's in place that will support the closing of the achievement gap, thus qualifying BSD7 as a Solution Tree Model PLC District.

College and Career Readiness (CCR) Framework

The District Goals are closely aligned to the CCR Framework.

In August 2015, the District hosted a revisioning process for the Long Range Strategic Plan.

Through collaboration with various stakeholder groups, the CCR Framework was drafted at this revisioning session and shared with the community for feedback. The primary purpose of the CCR Framework is to create an understanding regarding the skills, knowledge, and supports needed for students to succeed in our District and in life after graduation. A secondary purpose of the CCR Framework is to bring focus to our LRSP and provide examples of how our District Goals are incorporated into the daily work of the District.

The CCR Framework can be found in the two links below:

[BSD7 CCR Framework - Long Version](#)

[BSD7 CCR Framework - Short Version](#)

Section B: School-Wide Instructional Focus 2020-2021

Three Critical Areas: ELA/Literacy, Mathematics, Social-Emotional Learning (SEL)

School teams will develop a school-wide instructional focus action plan using the planner below:

ELA/Literacy Measurable Goals (based upon benchmark data, targeted at students within the achievement gap, includes proficiency and growth metrics)	
MTSS (Tiers I,II,II) Action Plan	Teacher Collaboration Action Plan
Professional Learning Action Plan	Technology Integration Action Plan

Mid-Year Progress Toward Goal:	
End of Year Progress Toward Goal:	
Math Measurable Goals: (based upon benchmark data, targeted at students within the achievement gap, includes proficiency and growth metrics)	
MTSS (Tiers I,II,II) Action Plan	Teacher Collaboration Action Plan
Professional Learning Action Plan	Technology Integration Action Plan
Mid-Year Progress Toward Goal:	
End of Year Progress Toward Goal:	
Social-Emotional Learning (SEL)Measurable Goal based on DESSA: (based upon benchmark data compared to norm sample - target areas for growth)	
MTSS (Tiers I,II,II) Action Plan	Teacher Collaboration Action Plan
Professional Learning Action Plan	Technology Integration Action Plan
Mid-Year Progress Toward Goal:	
End of Year Progress Toward Goal:	

Other BSD7 Goal Areas for 2020-2021:

- PK-12 Equity
- 6-12 Career and Technical Education (CTE)

Section C: Reporting on the LRSP

Board Luncheons and School Visits:

Starting in October and continuing through February 2021, the Board will be invited to each school for a short presentation and opportunity to visit classrooms. We will ask Principals to focus their presentation and classroom visits around one of the three critical areas: ELA/Literacy, Mathematics, Social-Emotional Learning (SEL)

Luncheon Schedule: TBD

Presentations: The presentation from the school Principal or Director may include the following information:

- School goals and progress
- Information about how the District Initiative (from section B) is being implemented and progress on that initiative.
- Successes and challenges

School Reports: School data reports will be generated in conjunction with the school presentation for each Board luncheon.

District Reports: Board education sessions will be held at the start of each Board meeting highlighting the district work being done on the three critical areas. TBD



Meeting Date:	August 24, 2020
Category:	Reports
Agenda Item #:	7.1
Originated By:	Bob Connors, Superintendent
Others Involved:	Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:
The Superintendent and 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:	August 24, 2020
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.