

Board Packet September 14, 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

Ш	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 operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and operate in the contract of
	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?

If you'd like to address the trustees on any matter, please raise your hand during the public comment period of the agenda. This will allow the Chairperson to recognize you and to guarantee you the opportunity to address the board. There are federal and state laws that must be followed when addressing the board to protect the privacy of individuals and to conduct business in an orderly manner. This is a time to deliver appropriate comments, however, due to Open Meeting laws, the Trustees cannot engage in any extended dialog. The concerns may be turned over to administration for further discussion.

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

<u>Long-Range Strategic Planning (LRSP)</u> <u>Trustees</u>

Kevin Black Greg Neil

<u>Long-Range Facilities Planning (LRFP)</u> <u>Trustees</u>

Douglas Fischer Gary Lusin Wendy Tage

<u>District Safety</u> <u>Trustees</u>

Andrew Willett Tanya Reinhardt

BOARD OF TRUSTEE AD-HOC OR AS NEEDED COMMITTEES

<u>Budget</u> <u>Trustees</u>

Douglas Fischer Greg Neil Andrew Willett

Sandy Wilson, Alternate

<u>Teacher (BEA) Negotiations</u> <u>Trustees</u>

Gary Lusin Greg Neil Wendy Tage

Tanya Reinhardt, Alternate

BHS Construction Liaison Trustees

Greg Neil Wendy Tage Sandy Wilson

<u>Legislative Issues (Local Option Tax)</u> <u>Trustees</u>

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

Greg Neil

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 Tage, Delegate Sandy Wilson, Delegate Douglas Fischer, Alternate

SCHOOL LIAISONS

Bozeman High School Sandy Wilson Gallatin High School Sandy Wilson Bridger Charter Program Sandy Wilson Chief Joseph Middle School Tanya Reinhardt Sacajawea Middle School Kevin Black Kevin Black **Emily Dickinson Elementary School** Hawthorne Elementary School Wendy Tage **Hyalite Elementary School** Douglas Fischer **Irving Elementary School** Douglas Fischer Longfellow Elementary School Andy Willett Meadowlark Elementary School Wendy Tage Morning Star Elementary School Gary Lusin

Whittier Elementary School



Bozeman Public Schools Upcoming Events

September 14	Monday	Regular Board Meeting	5:45 PM
September 21	Monday	Special Board Meeting	5:45 PM
September 28	Monday	NO SCHOOL - K-12 PIR Day	
September 28	Monday	Special Board Meeting	
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October 5	Monday	Special Board Meeting	5:45 PM
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. I	
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			
March 29	Monday/Friday	Spring Break	
Maich 2)	Monday/F ri day Monday	Spring Break Special Board Meeting	5:45 PM
Waren 2)	•	1 0	5:45 PM
April 8	•	1 0	5:45 PM
	Monday	Special Board Meeting	5:45 PM
April 8	Monday Thursday	Special Board Meeting K-8 PIR Day/K-5 P/T Conferences	5:45 PM 5:45 PM
April 8 April 9	Monday Thursday Friday	Special Board Meeting K-8 PIR Day/K-5 P/T Conferences K-12 PIR Day/K-5 P/T Conferences	

Regular Board Meeting

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

No discussion on these items

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.

- 2.2.1 Social & Emotional Supports BSD7
- 2.3 Recognition and Awards
 - 2.3.1 National Merit Semifinalist Recognition
 - 2.3.2 2020 Meritorious Budget Award for the 2020-21 budget

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 Revisions to Policies #6000 Series
 - 4.1.2 Consider Approval of Revisions to Policies #9000 Series
- 4.2 Minutes NONE
- 4.3 High School District
 - 4.3.1 Consider Approval of High School Bond Projects Update
- 4.4 Both Districts
 - 4.4.1 Consider Approval of Personnel Actions
 - 4.4.2 Consider Approval of Financial Reports, Warrant Approval, Donations, and Suspension of Policy 3530
 - 4.4.3 Consider Approval of Contract Restructure and Agreement with First Student
- 4.5 Elementary District NONE

5. Board Discussion

- 5.1 Policy 1st Reading
 - <u>5.1.1</u> Discuss suggested revisions to Policies #7000 Series

6. Action Items -- Singular

- 6.1 Both Districts NONE
- 6.2 High School District NONE
- 6.3 Elementary District NONE

7. Reports

7.1 Executive Cabinet Report

<u>7.2</u>	Board of Trustees
	Requests, Calendar, Concerns, Reports, Future Agenda Items, Open Meeting Topics for Next Meeting
 ADJ	OURN

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



Category: Recognition and Awards

Agenda Item #: 2.3.1

Originated By: Marilyn King, Deputy Superintendent Instruction

Others Involved: Dan Mills, Bozeman High School Principal

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

National Merit Semifinalist Recognition

Fiscal Impact:

N/A

Recommendation:

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

WHEREAS: Across the nation, 1.5 million high school juniors in about 21,000 high schools took the Preliminary

SAT;

WHEREAS: Based on the selection index number resulting from the Preliminary SAT/National Merit

Scholarship Qualifying Test (PSAT/NMSQT ®), students may qualify for the National Merit

Semifinalist competition;

WHEREAS: In early September about 16,000 students were notified that they have qualified as Semifinalists;

WHEREAS: The nationwide pool of Semifinalists, representing less than one percent of U.S. high school seniors,

includes the highest scoring entrants in each state;

WHEREAS: Bozeman High School has five National Merit Semifinalists: Nina Bennett, Carter Berg, Siena

Popiel, Maria Riek and Cody Rosolowsky;

THEREFORE: We recognize these students for their academic talents and excellent performance in a national field.



Category: Recognition and Awards

Agenda Item #: 2.3.2

Originated By: Steve Johnson, Deputy Superintendent Operations

Others Involved: Mike Waterman, Director of Business Services

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

2020 Meritorious Budget Award for the 2020-21 budget.

Fiscal Impact:

N/A

Recommendation:

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

WHEREAS: The Association of School Business Officials International (ASBO) awards a Meritorious Budget

Award (MBA) for Excellence in budget presentation; and

WHEREAS: The MBA promotes and recognizes best budget presentation practices in school districts and

Districts that apply to the MBA program recognize the importance of presenting a high-quality,

easy-to-understand budget internally and to the community, and

WHEREAS: The attainment of this award represents a significant accomplishment by the district and its

management; and

WHEREAS: Bozeman School District received the award for the 5th consecutive year for our FY 2021 budget

document; and

WHEREAS: District Director of Business Services Mike Waterman is the primary person responsible for

overseeing the completion of the budget;

THEREFORE: Be it resolved that the Board of Trustees recognize and honor Mike Waterman and the entire

Business Services staff for excellence in preparation of the Districts budget document.



Category: Action Item - Consent - Policy 2nd Reading

Agenda Item #: 4.1.1

Originated By: Steve Johnson, Deputy Superintendent Operations

Others Involved: MTSBA; Trustee Reinhardt

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Revisions to Policies - #6000 Series

Facts:

- 1. First reading of the revised policies took place on August 31, 2020.
- 2. The policy revisions were developed by the Montana School Boards Association in collaboration with District Administrators.

Discussion:

- 1. The policy revisions as written are more succinct and reflect current practice.
- 2. Per discussion at the August 31, 2020 meeting the Superintendent evaluation portion of Policy 6110 was changed to include a reference to the District's core purpose, values and Long Range Strategic Plan.

Recommendation:

It is recommended that the Board of Trustees approve the policy updates.

Other Alternatives:

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

Bozeman Public Schools District Board of Trustees Policy Review and Revision

Summary of Policy Series 6000 – Administration

R = Required REC = Recommended OP = Optional

•	ı		$\mathbf{R} = \text{Required}$ $\mathbf{REC} = \text{Recommen}$	$\mathbf{OP} = Optional$	
Existing Policy	PROPOSED POLICY	STATUS	Title	Notes	STEVE AND TANYA RECOMMENDATION
6000	6000	<u>REC</u>	Goals		No change
6001			Administrator Code of Ethics	Review for necessity. Update reference if retained.	No Change
6110	6110	<u>R</u>	Superintendent Duties and Authority	Combine model with current	Adopt with modifications
	6110P	<u>R</u>	Superintendent – Board Job Responsibilities		Add Org Chart from
6111			Policy Absence	Review for necessity	Delete
6121	6121	<u>OP</u>	District Organization	Include organization chart if available.	Delete Policy and add Org Chart to 6110P
6122	6122	REC	Delegation of Authority		No Change
6123			Administration Regulation Authority	Review for Necessity	Delete – Included in 6110
6124			Evaluation of Superintendent	Review for necessity and accuracy. Confirm consistent with employment contract.	Delete – Included in 6110
6124F			Evaluation Model	Confirm consistent with current model and contract.	Update to current form – Add as 6110F
6125			Superintendent Contract and benefits	Review for necessity	Delete – included in 6110
6130			Assignment and Transfer of Administrative staff	Confirm June 15 date. Review for accuracy	Delete policy included in 6110
6140	6140	<u>R</u>	Duties and Qualifications of Administrative Staff Other Than Superintendent		No Change
6141	6141	<u>OP</u>	Employment and Association Restrictions		Agree with recommended change of Title of current policy
6142			Administrative Salaries	Review for accuracy	Delete
6143			Administrative Compensation Plan	Review for accuracy	No Change
6143P			Administrative Compensation Process		No change
6144			Administrative Certification		Delete
6150			Leadership Teams		Delete
6150P			Leadership Teams Process	Consider combining with policy,	Delete

	6210	R	Principals		Add a cross reference facility policy or procedure (8000 series) for building maintenance.
6310			Internships	Compare to 1635	Delete and adopt 1635
6410	6410	<u>R</u>	Evaluation of Administrative Staff		Adopt recommended changes
6410P			Administrator Evaluation Plan	Review for Accuracy and Necessity	No Change
6420	6420	REC	Professional Growth and Development		Add 6430 language
6430			Professional Associations	Consider combining with 6420.	Delete and Combine with 6420

Superintendent/Board Relations Superintendent - Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities; however, delegation of a power or duty does not relieve the Superintendent of responsibility for that which was delegated.

Qualifications and Appointment

The Superintendent will have the experience and skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules; or considered appropriately assigned if the Superintendent is enrolled in an internship program as defined in ARM 10.55.602 and meets the requirements of ARM 10.55.607 and ARM 10.55.702.

Administrative Work Year

The Superintendents' work year will correspond with the District's fiscal year, unless otherwise stated in an employment agreement. In addition to legal holidays, the Superintendent will have vacation periods as coordinated with the Board Leadership.

Evaluation

At least annually, and in accordance with the Superintendent's contract, the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with District's core purpose, values and Long Range Strategic Plan. A specific time shall be designated for a formal evaluation session. The evaluation will include a discussion of professional strengths, as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent will enter into a contract which conforms to this policy and state law. The contract will govern the employment relationship between the Board and the Superintendent.

Superintendent/Board Relations

The Board shall exercise those powers that are expressly required by law, those implied by law and those essential to the purposes and goals of the District. To this end, the Board shall delegate to the superintendent all powers as may be required to manage the District in a manner consistent with Board policy and state and federal law.

The superintendent shall supervise all phases of District operations. The superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed upon the superintendent by this authority. The delegation of power or duty shall not relieve the superintendent of ultimate responsibility for the action taken under such delegation.

It's the philosophy of the Board that the superintendent shall function as the chief executive officer and as professional advisor to the Board for the District.

<u>Cross Reference:</u> <u>1521 – Board Administration Operating Principles</u>

1520 - Board Superintendent Relationship

Legal Reference: § 20-4-402, MCA Duties of district superintendent or county high school principal

ARM 10.55.602 Definition of Internship

ARM 10.55.607 Internships

ARM 10.55.701 Board of Trustees

ARM 10.55.702 Licensure Duties District Superintendent

Policy History:

Adopted on: 9/22/86

Reviewed on:

Revised on: 6/11/07

Administration in Policy Absence

In the absence of a policy where action is required, the superintendent is authorized to act in accordance with best established practices not inconsistent with law. However, it is the superintendent's duty to inform the Board, at the next regularly scheduled Board meeting, if there is a need for an official policy.

Cross Reference: 1310 – District Policy

Adopted: 9/22/86

District Organization

The organization of the school District positions of employment for purposes of supervision, services, leadership, administration of school board policy, and all other operational tasks shall be on a "line and staff" basis. School District personnel occupying these positions of employment shall earry out their duties and responsibilities on the basis of the line and staff organizations.

The "line" portion of the organization is the vertical line of positions, starting from the top with the Board of Trustees and flowing down through to the teachers. This is the line of authority within the School District organization and it is the focal point of all operational functions.

The "staff" portion of the organization are those positions horizontally placed from the line organization. The primary function of the staff positions is to service and support the line organizations.

The purpose of the organization of the school district positions of employment on a line and staff organization basis are for the orderly and logical conduct of business. Under this administrative structure, the conduct of school district affairs may logically be carried out from the Board of Trustees to the teachers and students. This line of authority should be utilized to communicate actions of the School District and for the management of the School District. In addition to this, it should be used for the coordination of the organizational efforts, acts of leadership, and any other conduct of business.

Policy History:
Adopted on: 9/22/86
Reviewed on:
Revised on:

Administrative Regulation Authority

The Board has provided the basic objectives, administrative guidance, basis for performance evaluation, and the means of community leadership to the administrative and operational staff through their Board policy.

The superintendent will provide the leadership and general supervision for the implementation of the Board policy and the management of the school district affairs under these policies. Frequently, this will be accomplished through the superintendent's directives, the administrative regulations, or bulletins. Administrative regulations are the superintendent's specifications for the implementation and management of school district affairs under Board policy.

The administrative staff shall provide the immediate leadership and supervision of the implementation of Board policy and the management of school district affairs as prescribed in these policies and the administrative regulations.

Adopted: 9/22/86

Evaluation of the Superintendent

The Board shall establish evaluative criteria, an evaluation instrument (form) and shall be responsible for evaluating the performance of the superintendent as provided by statute.

The superintendent shall have the opportunity for a confidential conference with the Board members each school year, the purpose of which shall be to aid the superintendent in his/her performance. The Board, on the basis of the evaluation, may, with concurrence of the superintendent, terminate the existing contract and re-contract the superintendent's services for periods not to exceed three years.

In the event that a majority of the Board wishes to terminate the superintendent's services at the expiration of the current contract, the superintendent shall be so notified in writing by February 1 of the final year of the contract.

Process

The superintendent shall be evaluated on the basis of specific Board/Superintendent-developed performance goals and evaluation criteria.

By June 28, the Board shall have completed a formal evaluation session with the superintendent. The attached evaluation instrument shall be the basis for the evaluation session.

Individual evaluation forms shall be turned over to the Board Chair, who shall then meet with the Vice Chair to compile the results. The Board Chair and Vice Chair shall prepare a composite evaluation, which shall include an average of the ratings given by each Trustee and a full listing of the comments made by each Trustee. The composite evaluation shall be provided to all Board members for review prior to the conference with the Superintendent.

During the closed session discussion the Board and the Superintendent shall arrive at a set of performance goals for the coming year. These goals shall be printed in the final evaluation document that will be signed by each of the Trustees and placed in the Superintendent's personnel file.

Legal Reference: 20-4-401 M.C.A. Appointment and Dismissal of District

Superintendent or County

High School Principal

10.55.202(8) A.R.M. Board of Trustees

Adopted: 9/22/86 Rev. 4/12/93, 3/6/01, 12/9/02, 12-13-04

Superintendent's Contract and Benefits

The Superintendent's contract shall cover but not be limited to such topics as Term of Contract, Duties, Annual Evaluation, Compensation, Termination Procedures, Professional Certification, Benefits, and Liability Protection.

As a part of his/her duties and professional development, the Superintendent shall attend appropriate professional meetings at the local, state and national level. The Superintendent is authorized to attend professional meetings at the national level with permission from the Board Chair and Vice Chair. The expenses for these meetings shall be paid by the District for the Superintendent consistent with policy #1531 for Trustees attending out-of-district meetings.

Adopted: 9/22/86 Revised: 08/10/15

Assignment and Transfer of Administrative Staff

Administrative staff are responsible to the Board through the superintendent. The assignment of administrative staff shall be in accordance with the organizational chart of the district.

Subject to the approval of the trustees, the superintendent shall have the authority to reorganize and/or rearrange the specific responsibilities of the administrative and supervisory staff in a manner that will provide for the effective operation of the district. The superintendent shall, in considering any assignment or transfer, base a decision on such factors as the desired performance and/or expectations inherent in the position, the staff member's background and preparation, the staff member's past performance, the impact on other facets of the district's operations, and the needs of the district.

Administrative staff members shall be informed of their assignments no later than June 15 except that Nothing in this policy shall prevent the superintendent from reassigning an administrative staff member for good cause during the school year.

Cross Reference: Policy #5254 Non-Renewal

Legal Reference: 10.55.203(2) A.R.M. District Superintendent

20-4-203 M.C.A. Teacher Tenure

20-4-204 M.C.A. Termination of Tenure Teacher Services

20-4-208 MCA Transfer From Administration Position

Adopted: 9/22/86

Employment Restrictions for Administrative Personnel Employment and Association Restrictions

Time taken from the regularly assigned work schedule for such paid activities as college teaching and lecturing shall be subject to prior approval by the superintendent.

Approved leave time, the amount of time lost to the district, will be, but is not restricted to: deducted from vacation time, granted as additional personal leave, or that time prorated to a dollar amount and that amount deducted from the next regularly scheduled pay period.

Time taken from the regularly assigned work schedule for non-paid activities shall follow the format established above.

Policy History:

Adopted on: 9/22/86

Reviewed on: Revised on:

Administrative Salaries

The Board will establish a system of compensation for administrative staff. Merit pay as a means to award excellence may be incorporated into the salary system for administrators and supervisors.

Adopted: 9/22/86

Required Administrative Certification

Administrators employed by the district must have appropriate Montana certification at the time of contracting. Further, such certification must be maintained throughout the period of employment. Specifically, building level administrators, the Assistant Superintendent of Instruction, Director of Special Education, the Supervisor of Community and Adult Education, and the Supervisor of Music must hold and maintain the appropriate administrator certificate (Class 3, Endorsement 1-8). Other administrative positions such as the Director of Personnel, the Director of Business, and the Supervisor of MOSS may or may not hold an administrative certificate in instructional areas, but must have appropriate post graduate training and experience for their positions.

Adopted: 4/24/89

Superintendent's Leadership Teams

The Superintendent may have a Superintendent's Executive Council consisting of those administrative members of the School District organization the Superintendent may so delegate.

The Superintendent will prescribe the duties, responsibilities and functions of the Executive Council. The final responsibility and authority for any administrative action shall rest with the superintendent.

In addition to the Executive Council as discussed above, other leadership teams may be organized to assist the Superintendent.

Adopted: 9/22/86 Rev: 05/12/08

Internships

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

Adopted: 9/22/86

ADMINISTRATION

Evaluation of Administrative Staff

Each administrator will be evaluated annually, in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both the evaluator and the administrator involved in the evaluation will sign the written evaluation report and retain a copy for their records. A person being evaluated has the right to submit and attach a written statement to the evaluation within a reasonable time following the evaluation conference.

Cross Reference: Policy 6140 Duties and Qualifications of Administrative Staff Other Than

Superintendent

Policy 6210 Principals

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: 9/22/86

Reviewed on: Revised on:

Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the District's needs. Each year the Superintendent or designee will develop an administrative professional development program based upon the needs of the district, as well as the needs of individual administrators.

The administrators are encouraged to be a member of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Cross Reference: Policy #5340 Certified Staff Professional Development

Legal Reference: § 20-1-304, MCA Pupil-instruction-related day

10.55.205(1) A.R.M. Supervisory and Administrative Time

Policy History:

Adopted on: 9/22/86

Reviewed on:

Revised on: 1/27/03, 8/21/12

Professional Association Memberships

Administrative staff are encouraged to be members of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Adopted: 9/22/86



Category: Action Item - Consent - Policy 2nd Reading

Agenda Item #: 4.1.2

Originated By: Steve Johnson, Deputy Superintendent Operations

Others Involved: MTSBA; Todd Swinehart, Director of Facilities;

Trustee Neil

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Revisions to Policies - #9000 Series

Facts:

- 1. First reading of the revised policies took place on August 31, 2020.
- 2. The policy revisions were developed by the Montana School Boards Association in collaboration with District Administrators.

Discussion:

1. The policy revisions as written are more succinct and reflect current practice.

Recommendation:

It is recommended that the Board of Trustees approve the policy updates.

Other Alternatives:

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

Bozeman Public Schools District Board of Trustees Policy Review and Revision Summary of Policy Series 9000 – School Facilities

Existing Policy	PROPOSED POLICY	Title	Notes	TRS COMMENTS	GN COMMENTS
9000		Goals		No change needed.	Is our maintenance plan "aggressive" per policy language?
9100		Planning	Review for accuracy	No change needed. Open for discussion.	Looks good
9110		Facilities Master Plan	Review for accuracy	More and more, these topics are covered under our Long Range Facilities Master Planning Committee with the recommended time frames being much less than the ten-year period and annual updates. Shall we modify?	This policy looks good. I also agree with Todd's thought.
9120		Alterations or Changes to Buildings, Grounds and Real Property		No change needed.	Looks good
9120P		Alterations or Changes to Buildings, Grounds and Real Property Procedures	Review for accuracy. Consider blending with policy.	My preference would be to keep the policy separate from the procedure, no change recommended.	Looks good
9210		Site Acquisition		No change needed.	Looks good
9221		Bonds		No change needed.	Looks good
9230		Design and Construction		No change needed.	Looks good
9231		Architect and Engineering Services	Review highlighted portions for accuracy	The first highlighted portion was just updated in 2017 to increase the duration from 2 to 3 years in order to be more efficient. Recommend changing the \$750k ceiling to \$1.5M. Last highlighted section needs to be corrected to accurately reflect the 3 year change.	Todd's comments make sense to me

9231P	Architect and Engineering Services Procedures		No change needed.	Looks good
9232	Educational Specifications	Updates for outdated language	Concur with proposed language changes.	Proposed language changes result in a clearer wording for this policy
9232P	Educational Specifications Procedures	Review for accuracy	No change needed.	Agree w/ Todd
9233	Sustainable Building Design and Construction Standards		No change needed.	Looks good
9240	Construction Phase		No change needed.	Looks good
9241	Project Supervision		No change needed.	Looks good
9241P	Project Supervision Procedures		No change needed.	Looks good
9242	Contractor Assurances		No change needed.	Looks good
9243	Contractor Surety Bonds and Insurance		No change needed.	Looks good
9244	Maintenance of Records		No change needed.	Looks good
9245	Acceptance of Completed Project		No change needed.	Looks good
9250	Dedication of Facilities		No change needed.	Consider adding corporate sponsors as eligible for facility dedication?
9250P	Dedication of Facilities Procedures		No change needed.	Looks good
9260	Closure of Facilities		No change needed	Need broader wording than just "mechanical failure? Ie. structure becomes compromised?
9261	Sale of Real Property	Also addressed in 7251	Delete	Compromiseur
9300	Operation and Maintenance of District Facilities	Review job titles	Change Supervisor of Maintenance, Operations and Support Services to Director of Facilities.	Agree with Todd
9310	Safety Policy	Add cross reference	Cross referenced with 8301 - Delete from a redundant standpoint.	Agree with Todd
9310P	Safety Program Procedures	Review job titles	In conjunction w/9310 should this be deleted?	Agree with Todd
9320	Security	Update syntax and legal reference	Agree with recommended changes	Looks good

9320P		Security Procedures		No change needed	Looks good
9321		Care of School Property	Review for necessity	No change needed	Policy seems necessary to me
9321P		Care of School Property Procedures	Review for necessity, compliance with student due process.	See recommended changes	Looks good
9330		Building and Grounds Operations	Review job titles	Change to Director of Facilities	Agree with Todd
9340		Maintenance of District Facilities	Review job titles	Change to Director of Facilities	Agree with Todd
9350		District-Wide Asbestos Program	Review for necessity may be better served as internal document to avoid having board approval for changes.	Delete policy and maintain as administrative document	Up for discussion
9350P		District-Wide Asbestos Program Procedures	Review for necessity may be better served as internal document to avoid having board approval for changes.	Delete procedure and maintain as administrative document	Up for discussion
	9500	School Siting	8	New Policy to add	Looks good
	9500P	School Siting Procedures		New Policy to add	Looks good
	9501	School Siting Determinations, Designs, Attendance Zones and Assignments		New Policy to add	Looks good

MTSBA Note: This policy series does not appear in the MTSBA model manual because many of topics these policies and procedures may be better served as internal guidance rather than district policy. This helps to avoid having the board approve any deviation from the policies and procedures during construction projects, building maintenance, and routine operations. Polices that are retained can be placed in the 8000 and codified as "Noninstructional Operations." If the policy series is retained, the policies and procedures should be reviewed to ensure accuracy

SCHOOL FACILITIES

Facilities Master Plan

In order to efficiently manage the district's present and future facilities needs, the Board shall cause a facilities master plan to be developed. Such plan shall cover a ten <u>five</u>-year period, be reviewed <u>annually every two years</u> and include at least the following:

- 1. A cost analysis of financial ability of the district to implement its facilities program.
- 2. Existing and projected student enrollment figures.
- 3. An inventory of the district's undeveloped property and developed facilities, including an analysis of the number of students in each facility and whether the facility is over- or under-crowded.
- 4. An analysis of the appropriateness of the facilities to meet the needs of students, including their acceptability to students of both sexes and those with handicapping conditions.
- 5. Recommendations as to the sale or other disposition of district property not needed in the future.
- 6. Recommendations as to the acquisition, construction or modification of new sites of facilities and how such shall better meet the needs of students and the educational program.

Policy History:

Adopted on: 9/22/86

Reviewed on: Revised on:

SCHOOL FACILITIES

Architect and Engineering Services

To assure that all remodeling, repairs, additions or alterations to the District's property meet existing codes and laws, the District shall select one architectural firm as its primary resource for its professional architectural needs. One or more firms will also be chosen for District work requiring the following professional disciplines: electrical, mechanical, civil and structural engineering, land surveying and landscape architecture. The term of these professional consultants shall be three calendar years.

The Superintendent or the Superintendent's designee shall invite architects and/or engineers to express interest in performing such necessary consultant services for the District. Advertising shall be in the Bozeman Daily Chronicle.

Interested firms will be requested to submit a statement of qualifications and performance data. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimating and budget control.

The Superintendent is directed to establish necessary procedures to solicit and screen qualified consultants. The Superintendent shall recommend one or more firms to the Board for its consideration. The Superintendent and the successful architectural or engineering firm shall enter into an agreement specifying the hourly rates for all services provided by the consultant. In the event the Superintendent and the selected firm are unable to negotiate fair and reasonable fees and/or selected firm(s) are deemed to be providing unsatisfactory service, the Trustees may select another firm provided reasonable public notice of the selection is given.

Should any individual project exceed the capacity of the District's consultant(s) to complete, or should any project exceed an estimated completed cost of \$750,000 \$1,500,000, the above process shall be used to identify a consultant for that particular project. At the Superintendent's request, the Board may waive this limit for a given project and utilize the two three-year-term consultant(s) for such work.

Legal Reference: 20-6-631 M.C.A. When Contracts for Architectural Services Required 20-6-633 M.C.A.

Negotiation of Fees

18-2-113 M.C.A. Architects on Public Buildings to be Certified 18-2-114 M.C.A. Seal and Signature of Architect on Plans

Policy History:

Adopted on: 9/22/86

Reviewed on:

Revised on: 2/8/99, 9/28/09, 10/09/2017

SCHOOL FACILITIES

Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the district. The professional experience and judgment of staff shall be used in developing such educational specifications. The law requires that special attention be given the accessibility to the education program by students of both sexes and those with handicapping conditions. The superintendent, consultants, architects and members of the construction team shall see that ensure all construction projects comply with the all applicable laws including but not limited to gender equity and accessibility for disabled persons. requirements for accessibility to the handicapped and comparability between the sexes.

Policy History: Adopted on: 9/22/86 Reviewed on: Revised on:

SCHOOL FACILITIES

Sale of Real Property

The Board has the authority to dispose of all district property. This power shall be exercised only when the qualified electors of the district approve of such action at an election called for such approval or when the trustees adopt a resolution stating their intention to dispose of the property. When trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to authorize the sale of the real property. The conduct of the meeting and any such subsequent appeals shall be in accord with Section 20-6-204 MCA

Receipts from the sale of real property shall be placed into the debt service fund, building fund, general fund or any combination of these three funds at the discretion of the trustees.

Legal Reference: 20-6-603 MCA Trustees Authority to Acquire or Dispose of

Sites and Buildings

20-6-604 MCA Sale of Property When Resolution Passed

After Hearing -- Appeal Procedure

Policy History:

Adopted on: 9/22/86

Reviewed on: Revised on:

SCHOOL FACILITIES

Operation and Maintenance of District Facilities

Facilities are to be maintained and operated in a safe, healthful condition and to preserve the district's investment. The **Supervisor of Maintenance, Operations and Support Services Director of Facilities**, in cooperation with the principals, fire chief and county sanitarian shall periodically inspect plant and facilities. He/she shall provide for a program to maintain the district physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The Supervisor of Maintenance, Operations and Support Services Director of Facilities shall formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the district in their buildings.

Legal Reference: 10.55.503 A.R.M. School Plant and Facilities

10.55.504 A.R.M. Maintenance

Policy History:

Adopted on: 9/22/86

Reviewed on: Revised on:

SCHOOL FACILITIES

SAFETY POLICY

Bozeman Public Schools recognizes the importance of providing a safe learning and working environment for students, staff and trustees. The Board of Trustees believes that safety education and accident prevention are important to everyone concerned with schools. The Board directs the Superintendent to develop procedures to effectively implement the responsibilities directed in this policy.

Responsibilities

Principals

The principal has the primary responsibility to identify safety hazards which may occur between periodic safety inspections, to supervise the instructional staff to assure that safety education is conducted as part of the educational program, and to assure the proper supervision of students. The principal is responsible to work closely with the Director of Personnel as it relates to the training of staff.

Supervisor of Maintenance and Operations

The Supervisor of Maintenance and Operations has the responsibility for the maintenance of a safe educational environment including both facilities and grounds.

Director of Personnel

The Director of Personnel has the overall responsibility for personnel training as required by the Montana Safety Culture Act.

Assistant Superintendent of Instruction

The Assistant Superintendent of Instruction is responsible for safety education of students. He/she is responsible to assure that adequate supervision is provided, and that students are given adequate safety education.

Montana Safety Culture Act

The Board directs the formation of a District Safety Committee comprised of employee representatives as outlined in the Montana Safety Culture Act. This committee serves in an advisory capacity and is responsible for activities which may include:

- 1. assessing and communicating hazards;
- 2. communicating with employees regarding Safety Committee activities;
- 3. educating employees on safety related topics;
- 4. motivating employees to create a safety culture in the workplace;
- -5. assisting in the development of safety rules, policies and procedures;
- 6. control of hazards;
- 7. periodic evaluation of the safety program;
- 8. inspection of the workplace;
- 9. development of safety training and awareness topics; and
- 10. recommending ways to keep job specific training current.

Staff Protection

The District will participate in the prosecution of any individual(s) who may disturb any school or school meetings, insult or abuse any school employee or student during the course of the school/work day, or otherwise violate the laws of the State of Montana regarding school disturbance or individual protection for school employees or students.

Work-Related Illness or Injury

All accidents are to be reported to the principal or supervisor in charge as soon as possible.

All Workers' Compensation reports will be filed with the District Business Services Office who will send the claim to the current Workers' Compensation Management Company.

<u>Cross Reference:</u> <u>Policy 8301 – District Safety</u>

Legal Reference: Section 39-71-1501 et. seq., MCA Montana Safety Cultures Act

Section 20-1-206 ct. seq., MCA Disturbance of Schools

Policy History:

Adopted on: 9/22/86

Reviewed on:

Revised on: 10/12/98

SCHOOL FACILITIES

Security

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police, fire, and sheriff departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires it. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the superintendent immediately and to law enforcement agencies as appropriate.

Legal Reference: Section 50-61-114 MCA Fire Chief and County Sheriff Fire Inspector to Make Inspections

Policy History:

Adopted on: 9/22/86

Reviewed on: Revised on:

SCHOOL FACILITIES

Care of School Property

The following steps shall be taken upon evidence that school property has been damaged or lost, whether or not the action was willful:

- 1. Damage of any nature to school property shall be reported to the school principal.
- 2. A Damage or Loss Report shall be submitted **via Kissflow** to the Superintendent. In the event of a break-in, whether damage is noted or not, the Superintendent **Director of Business Services** shall report the occurrence to a law enforcement agency. Care shall be taken to avoid damaging prints or any other evidence that may be associated with the break-in.
- 3. An investigation to establish the individuals responsible for acts of vandalism or theft shall be initiated.
- 4. Repair or replacement costs for damage shall be estimated by the maintenance department on a work request form.
- 5. Parents shall be informed, in writing, regarding the nature of the damages, how restitution may be made, and how appeal may be initiated.
- 6. The business office Director of Business Services, upon receipt of the damage or loss report, shall bill the student's parent for the repair or replacement costs.
- 7. The district's property insurer shall be notified by the **Business Office Director of Business Services** as soon as possible.
- 8. Copies of the parent notification along with an estimate of damages shall be sent to the Superintendent.
- 9. The Superintendent will review any appeal made by the student and/or parent.
- 10. The student and/or parent shall be advised that they may appeal the decision of the Superintendent at the next regular meeting of to the Board of Trustees (see Policy #3520).

SCHOOL FACILITIES

Buildings and Grounds Operations

Facilities' Operations

The operation of the district's facilities shall be the responsibility of the Superintendent through the **Director of Facilities** Supervisor of Maintenance, Operations and Support Services. The Supervisor of Maintenance, Operations and Support Services **Director of Facilities** shall manage the operation of the facilities through the head custodians of the district's school facilities.

An adequate staff of custodial personnel will be employed by the district to operate the district's facilities. This responsibility shall include, but not necessarily be limited to the following:

- 1. Adequate and timely operation of each facility's heating system.
- 2. Proper care of the district's physical properties including walls, floors, roofs, ceilings and equipment in those facilities.
- 3. Adequate care of and timely lamp replacement in each facility's lighting system.
- 4. Proper care of each facility's grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours. At no time shall a facility be occupied by a group of individuals without at least one operational person being in the building during the time of occupancy by the using group.

Policy History:

Adopted on: 9/22/86

Reviewed on: Revised on:

SCHOOL FACILITIES

Maintenance of District Facilities

Facility Management

The maintenance of the facilities owned by the School District #7-shall be the responsibility of the **Director of Facilities** Superintendent through the Supervisor of Maintenance, Operations and Support Services.

The **Director of Facilities** Supervisor of Maintenance, Operations and Support Services shall accomplish all maintenance (other than minor maintenance that can be accomplished by the operational staff) by hiring self-employed or employed individuals from the private sector. This applies not only to the day to day maintenance of the facilities, but the predictable maintenance that can be handled through contracted services such as snow plowing, fire extinguisher replacement, pest control, etc.

The **Director of Facilities** Supervisor of Maintenance, Operations and Support Services shall maintain a list of craftsmen, mechanics and tradesmen in each of the areas required by the district whenever possible. Such lists will be updated annually after the use of general advertising techniques in local area media announcing the need for such individuals.

Policy History:

Adopted on: 9/22/86

Reviewed on: Revised on:

SCHOOL FACILITIES

District-Wide Asbestos Program

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) dated October 30, 1987 and all of its amendments, alterations and changes be complied with by all district employees, vendors and contractors. Although the AHERA act is detailed in its regulations regarding the duties of the school district, it does not define its responsibilities to any lower level. The purpose of this policy is to define those individuals responsible for various requirements of the AHERA act, set time tables for compliance of the provisions of the act, and to set general guidelines involving the district's compliance in those areas that are non-mandatory in the act.

Designated Person

The Board shall appoint a designated person as required in 40 CFR Part 763.80. This person shall be fully eognizant of the AHERA act and specifically shall

- a. Be in a position to understand the financial requirements available to the district and procurement procedures of the district.
- b. Seek adequate training to perform all duties assigned under this policy. Such training shall provide as necessary basic knowledge of:
 - 1. The health effects of asbestos.
 - 2. Detection, identification and assessment of asbestos-containing materials (ACM).
 - 3. Options for controlling asbestos-containing building materials (ACBM).
 - 4. Asbestos management programs.
 - 5. Follow all federal and state regulations concerning asbestos, including those of the Occupational Safety & Health Administration, the U.S. Department of Labor, the U.S. Department of Transportation and the U.S. Environmental Protection Agency.
- c. Supervise the preparation and implementation of an asbestos management plan.
- d. Make decisions regarding which response actions comply with the act.
- e. Know and direct what to do in the event of an ACM fiber release.
- f. Insure proper training of district custodial personnel as required by the act:
- g. Insure that the six month periodic surveillances are carried out on time and by adequate personnel.
- h. Insure that maintenance and other short term workers are properly notified of the location and effects of asbestos in areas they may be working.
- i. Insure that all employees, building occupants, or their legal guardians are informed at least once each school year about inspections, response actions and post-response activities including periodic re-inspection and surveillance activities that are planned or in progress.
- j. Aid in the design and implementation of the operation and maintenance portion of the asbestos program.
- k. Insure that surfaces whose assessment after inspection are found to be in the most hazardous category are immediately cleaned as required by the act.
- l. Insure that warning labels are in place as required by the act.
- m. Insure that the three year reinspections occur on time and in accordance with the act.
- n. Assist principals in notifying the parents, teachers and staff of inspections, response actions and reinspections.
- o. Personally inspect after any response action the area involved in the response action activity.
- p. Insure that the management plan is updated as required by the act.
- q. Maintain records of the following:
- r. All employee training.
 - 1. 2. All inspections and periodic surveillances.
 - 2. All cleaning of friable areas.

- 3. All disturbances of friable ACM by short term workers and others.
- 4. All minor and major fiber releases.
- 5. All minor and major abatements.
- 6. The transportation and burial of all asbestos.

Principals

Each principal shall insure that notice is given to each staff member during the first month of employment of each school year or the first 30 days of employment if hired midyear that a copy of their building's management plan is available in the principal's office. A permanent notice in the building faculty handbook would be considered adequate notice for teachers. Other written means should be found for other employees in the building:

Each principal shall insure that all guardians of students enrolled in his/her building receive a copy of a letter complying with 763.93(a)(10) during the first 30 days of each year's enrollment. The publishing of this letter in the form of a notice in a parent handbook will be considered adequate notice to guardians of all students, if the method of distribution of the handbook can reasonably be expected to assure that each guardian receives a copy of the handbook.

Asbestos Removal Priorities

The policy of Bozeman School District with regard to the removal of asbestos containing building materials shall be as follows:

- a. Thermal system installation (TSI) shall be removed from all spaces except grade level pipe tunnels by the year 1996. The designated person shall insure that those locations with the most hazardous assessment are removed first, and that removal occurs on a continuing basis until all asbestos TSI is removed from the functional spaces of this district.
- b. Asbestos-containing TSI materials in the district's ongrade tunnels shall be enclosed in those spaces. Short-term worker and maintenance worker exposure to these spaces shall be controlled and managed through the Operations & Maintenance portion of the management plan.
- e. Asbestos-containing surfacing material (walls, floors, ecilings, etc.) shall not be removed from district spaces unless the material is friable, damaged or there exists a potential for damage. Otherwise, asbestos-containing surfacing material shall remain in place and enclosed or encapsulated as recommended by the management plan.
- d. Miscellaneous asbestos material shall be removed, enclosed, encapsulated or controlled as determined by the various factors of assessment required by the act and as specified by the management plan.

Policy History:

Adopted on: 2/13/89

Revised on:

School Siting (NEW POLICY)

It is the policy of Bozeman Public Schools that school siting determinations will support the overall needs of students, their families, and the broader community, including the ability of students to easily walk or bicycle to school. "School siting determinations" include decisions about new school locations, about maintaining, renovating, or expanding existing schools, and about closing or consolidating existing schools.

The District acknowledges the importance of schools' locations for the entire community: their ability to serve as centers of the community, as landmarks or historic sites, as anchors for neighborhoods, and as emergency centers. Locating schools near residential neighborhoods and in central locations has important benefits for students' health, allowing students to use school grounds for play and physical activity when school is not in session, enabling students to walk or bicycle to school, and making it possible for families to be more easily involved in school activities.

In making school siting determinations, District will strive to:

- 1. Work toward meaningful coordinated planning with [local government/s].
- 2. Engage in long-term planning, based on data regarding current and projected future student enrollment, demographics, residential density of children in new and existing development, anticipated development, student transportation costs and trends, and so on. Provide a substantial role for public input into short- and long-term school facilities planning in order to ensure community buy-in and achieve better results.
- 3. Consider co-location of facilities (e.g. libraries, gymnasiums, parks, exercise fields, etc.) for use both by students and by the larger community, either by locating facilities near to each other, or through more formal intergovernmental contracts or joint use agreements spelling out how use and responsibility will be shared.
- 4. Consider renovating existing facilities before building new, especially where historic facilities are in question.
- 5. Provide schools in locations that allow students to walk or bicycle to school safely and conveniently and provide the community with easy access to school facilities.
- 6. Provide schools in locations serving a student body that represents the racial, ethnic, and socioeconomic diversity of District's students and families.
- 7. Design school attendance zones and school assignment policies to support walkability and diversity.
- 8. Consider all health impacts of proposed sites (either through a health impact assessment (HIA) or another method of methodically analyzing health impacts), including the location's supportiveness and safety for physical activity; past or present toxic contamination of site or nearby areas; nearby sources of pollution or toxic contaminants, such as highways, industrial facilities, or pesticide applications; air pollution levels and asthma; and so on.
- 9. Consider equity of school facilities to avoid providing some students with an inferior learning environment to that provided to others. Take steps to ensure that inequitable facilities do not disproportionately house students of color and low income students. Evaluate impact of school siting determinations on students and communities from an equity standpoint, including where the burden of lengthy school transportation journeys is placed. Consider facility and transportation equity for students and families with disabilities.
- 10. Support Safe Routes to School encouragement and education programs in schools as well as infrastructure projects to improve safety of school routes:
 - Work with local government to ensure that the areas surrounding schools allow students to safely travel to school through different modes of transportation.
 - To protect children from vehicle injuries, prioritize safe access for children who are bicycling or walking (including those walking after drop offs from cars or buses) over vehicle access.
 - Ensure that site design safely accommodates students arriving and departing by all modes of transportation, including walking, bicycling, public transportation, school bus, and private vehicles.

Long-Term Coordinated Planning

The District shall engage in long-term facilities planning by creating and regularly updating a School Facilities Plan, setting out an overall 5 year plan for school facilities. The School Facilities Plan shall include an assessment of enrollment capacity, an analysis of community growth and change factors, and an inventory of facilities and assessment of their condition, utilization, and adequacy. District shall also establish a capital improvement program and a facilities maintenance plan. The School Facilities Plan shall draw on the considerations and factors set forth in this policy, as well as those set out in Board Policy []: School Siting Determinations, to plan and project regarding future site renovations, closures, and new locations.

The District shall base its short and long-term facilities planning on data regarding current student enrollment and projected long-term future student enrollment, demographics, residential density, and other relevant factors. The District shall [annually] obtain and assess such data.

Student enrollment projections shall be based on:

- Estimates based on the population of children aged zero to five
- Current student enrollment and registration figures
- Local government growth projections, as well as proposed or adopted changes in planning or zoning
- Current and planned residential development project
- Other relevant factors that may affect the number of children within District boundaries and attending District schools.

The District shall [annually] compile maps that show the residential density of current and future students, with particular attention to the density of students within half a mile, one mile, and two miles of existing and proposed school sites. The District shall also compile maps that overlay or show the distribution of students by racial, ethnic, and socioeconomic group.

The District shall regularly coordinate with the planning departments of the City of Bozeman and Gallatin County through regular meetings and assigned staff liaisons. The District shall provide Planning Departments with District's projections regarding changes in student population numbers and District's long-term and short-term plans for facilities. The District, as needed, shall seek to obtain from Planning Departments information about anticipated residential development or other factors that may affect student population.

The District shall seek to work with Planning Departments to identify opportunities for possible joint use or co-location of city, county and school facilities. The District shall seek to coordinate District's long-term planning with the City and County planning process, with the goal of ensuring that school siting determinations contribute to the livability, sustainability, and health of the community, as well as ensuring that jurisdiction's zoning, development, and street design decisions contribute to making it safe and healthy for students to travel to school and learn and grow there.

The District shall also encourage Planning Departments to engage in comprehensive planning, master planning, zoning amendments, and development approvals that support increased residential racial, ethnic, and socioeconomic integration, particularly near schools. The District shall encourage Planning Departments to prioritize development projects that yield denser multi-income housing near schools, particularly where likely to increase residential integration.

The District shall encourage local jurisdictions to review or revise subdivision codes and regulations to ensure that residential neighborhoods provide safe pedestrian and bicycling access to schools as well as connectivity to schools and other important destinations.

Policy History:

Adopted on:

Reviewed on:

Revised on:

School Siting Determinations, Designs, Attendance Zones and Assignments (NEW POLICY)

The District recognizes that it is necessary to balance numerous complex issues in making determinations regarding the location of school educational facilities, including factors such as: the suitability of possible sites for educational needs in question; costs (for land, rehabilitation, reimbursement rates, construction, transportation, and more); ease of obtaining land; proximity of sites to students' residences; ability to coordinate with local jurisdictions to share facilities and resources; safety of sites for student health in terms of potential exposure of students to toxics and other dangerous substances; safety from natural hazards such as flooding, earthquakes, etc]; site conditions and topography.

In making school siting determinations (which, as noted above, include selecting new sites, renovating or rebuilding on existing sites, and closing existing schools), the District shall give high priority to locations that:

- Are walkable and bikeable and have access to public transportation: A walkable and bikeable site is one for which 50% of the current or future assigned student population lives within a 2 mile travel distance of the school. In evaluating travel distance, consider natural or artificial barriers to convenient access, such as highways, streams, railroad tracks, or the like, that may make actual distance traveled further than direct distance.
- Have safe routes: A site with safe routes has a surrounding neighborhood or area with safe and convenient facilities for walking and bicycling to school. Safe routes for walking require continuous sidewalks, frequent safe street crossings, and few or no wide streets where vehicles exceed 35 mph to cross or travel along. Safe routes for bicycling require bike paths, bike lanes, or narrow streets with low traffic volume and low speeds. The District will seek to avoid locating schools near highways, railroad tracks, or other barriers that significantly impede safe travel.
- Support racial, ethnic, and socioeconomic diversity: The District shall also prioritize sites that support student racial, ethnic, and socioeconomic diversity through proximity to one or more residential areas that cumulatively reflect the diversity of the larger community.
- Are near other community resources: The District shall prioritize sites that are within walking distance of
 community resources of value for students, such as libraries, museums, police or fire stations, athletic facilities, and
 parks, as well as locations such as senior centers that might benefit from joint use of school facilities. District shall
 also prioritize sites that are near public transportation and have existing access to adequate roads, utilities, and other
 infrastructure.
- Will not pose significant risk of exposure to environmental contaminants: The District shall avoid sites that pose a significant risk that students or staff may be exposed to environmental contaminants from nearby or on-site sources.

The District shall develop administrative procedures that set forth a system for comparing potential sites by weighing relevant factors, with an emphasis on the factors noted above.

In comparing and assessing the cost of school siting options, the District will consider the full range of costs of each choice, including the cost of land acquisition, construction, renovation, equipment and furnishings, demolition or mothballing of closed schools, student transportation for school system and for families, financing fees, infrastructure such as new sewers, roads, and utilities, and other life cycle costs. The District shall also consider effects of each option on property values. For each option, the District will assess both the total cost and the portion of the total cost that would be incurred by the District.

Insofar as possible while complying with state law, the District will not exercise a preference for new construction over renovation of existing schools. Instead, the District will consider renovating existing facilities before building new, especially where existing facilities have historic or architectural value. Prior to deciding to construct a new school or replace an existing school with a new school, the District will compare the costs and benefits of renovating versus new construction, from a financial, health, and community perspective.

Insofar as possible while complying with state law, the District shall make determinations regarding whether a site provides sufficient acreage for a given need based upon an evaluation of the context and flexible design approaches, rather than through adherence to fixed minimum acreage guidelines. The District shall consider obtaining space for recreation and sports facilities through co-location with parks or other facilities. The District shall consider creating smaller building footprints by building multistory buildings.

Insofar as possible while complying with state law, the District will not abide by a fixed minimum number of students per school, but will consider all factors flexibly in determining preferred school size.

Site Design

In constructing a school or in renovating an existing school, the District shall design and construct the site to accommodate the safety and convenience of students, including students with disabilities, in arriving and departing by different modes of transportation, including walking, bicycling, public transportation, school bus, and private vehicles. Site design shall minimize conflicts between pedestrians, bicycles, school buses, and private vehicles, and shall provide safe crossings.

The District will ensure that new and renovated sites have ample bicycle parking, and will seek to provide and upgrade bicycle parking at existing schools. To the extent possible, bicycle parking shall be (a) centrally located, for convenient access by students and to provide visual protection from attack, theft, or vandalism, and (b) protected from the elements. The District will ensure that there is a practical route for bicycles through the school campus. If free or subsidized parking for motor vehicles is provided for staff, the District shall provide generally equivalent benefits to staff who use other means of transport to travel to school.

The District shall support Safe Routes to School programs and events encouraging students to walk and bicycle to school.

The District will design entrances and exits to site to facilitate convenient access for pedestrians and bicyclists, while protecting safety of students during the school day. The District will [seek to] avoid having entrances and exits on arterials, particularly for elementary schools. The District will seek to integrate schools into the community by providing a number of access points to school grounds from the surrounding neighborhood and by encouraging use of trails, bike paths, and sidewalks to connect neighborhoods to school.

For areas outside of the District's jurisdiction, the District will work with the appropriate local jurisdiction/s (State, County City) to improve safety of walking and bicycling routes to school, as well as to separate modes, calm traffic, and ensure safe crossings in the immediate vicinity of the school. The District will also work with local jurisdiction(s) to ensure that new and existing neighborhoods provide direct access to schools and to revise subdivision codes to encourage connectivity and pedestrian and bicycle friendly design.

Attendance Zones & Assignment

In engaging in school siting determinations, the District shall evaluate existing attendance zones and assignment policies with the goal of creating schools that are walkable and bikeable and also reflect the racial, ethnic, and socioeconomic diversity of the District's community.

The District shall consider implementing the following recommendations:

- As far as possible without compromising the racial, ethnic, and economic representativeness of schools, assign students to schools by neighborhood attendance zones.
- Draw attendance zones to maximize diversity and walkability within each zone, by reference to neighborhood demographics.
- Consider limiting school choice or magnet programs. Design these programs to support and enhance diversity, and to minimize negative effects on walkability.
- Consider establishing neighborhood preferences for these and charter school programs.
- As necessary, provide busing to support racial, ethnic, and socioeconomic diversity.

Every 5 to 10 years, or as needed, the District will reevaluate attendance zones and assignment policies and will propose revisions in light of new demographics, land use patterns, school sites, attendance patterns, or other circumstances.

Policy History: Adopted on: Reviewed on: Revised on:



Meeting Date: September 14, 2020

Category: Action Item - Consent - High School District

Agenda Item #: 4.3.1

Originated By: Todd Swinehart, Director of Facilities

Others Involved: Steve Johnson, Deputy Superintendent Operations

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of High School Bond Projects Update.

Facts & Discussion:

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

Fiscal Impact:

\$125,000,000 Bond Proceeds

Recommendation:

The Superintendent is requesting the Board to approve the High School Bond Projects Update.

Other Alternatives:

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

Project: BHS Renovation

Schedule:

1. January 27, 2020 - Board Approval of the GMP for a sum of \$29,555,890

The Board of Trustees has accepted CTA Architects Engineers for design services along with Langlas and Associates to perform GC/CM services for the renovation efforts at BHS. Construction bids were approved at the January 27, 2020 board meeting with a not to exceed Guaranteed Maximum Price of \$29,555,890. The construction schedule has been accelerated and construction was able to begin in May 2020. Students and staff are able to safely occupy the building with very minimal disruptions to their daily schedules.

Overall the project is approximately 12% Complete.

Project: Gallatin High School

Schedule

- 1. Bid Package #1 was approved by the Board of Trustees on March 5, 2018 for a sum of \$14,251,316.
- 2. Bid Package #2 was approved by the Board of Trustees on April 23, 2018 for a sum of \$27,281,392.
- 3. Bid Package #3 was approved by the Board of Trustees on June 20, 2018 for a sum of \$37,178,972, which provided for a total Guaranteed Maximum Price (GMP) contract amount of \$78,711,680.

Overall the project is considered complete with students occupying the building on September 8, 2020 items being the only thing outstanding. While the original construction schedule showed for a June 2020 completion date the project unfortunately fell a bit behind due to COVID related shutdowns and material procurement issues. Sports camps were able to utilize the gyms starting on July 6, 2020, with the remaining portions of the building coming on line once occupancy certifications are granted. A ribbon cutting ceremony was held on August 17, 2020. Substantial completion, which officially starts the buildings 3-year warranty period, began on August 13, 2020, with formal certificate of occupancy being issued on August 24, 2020.

Current construction progress has been highlighted with the attached reports along with a short duration schedule.

Cushing Terrell

AUGUST PROGRESS REPORT

PROJECT: Bozeman High School Renovation

TO: Todd Swinehart (TS), Director of Facilities, Bozeman Public Schools

FROM: Nathan Helfrich, Cushing Terrell

Roger Davis, Langlas and Associates

SUBJECT: Progress Report for August 2020

Progress Update

- 1. RFIs
 - a. Emergency shower fixture options discussed shower is conflicting with a beam
 - i. Option 1 is fur the wall out to maintain the location, but could conflict with a window
 - ii. BSD7 agrees with moving it to the angled wall
 - b. Reviewed RFI 068 for the dry well
 - i. Propose to reuse the existing dry well rather than adding
 - ii. Should be a credit
 - iii. Requires slight modification to a berm
 - iv. Water is infiltrating taking water from the M wing roof drains only
- 2. Internet connectivity
 - a. TS will check with internal staff to determine if internet is on in classroom B10
 - b. Langlas requested that BSD7 provide info on whether the devices having issues connecting are wireless or wired
- 3. Waterproofing at auditorium
 - a. Kasey Welles (Cushing Terrell) sent the letter to TS today
- 4. Cushing Terrell is revising the dock lift travel height
- 5. South parking lot
 - a. Cody will perform punch list for the south parking lot on the 21st
 - b. Landscaping will likely be this September
 - c. Waiting for light poles likely arrive mid-September
 - d. Langlas will confirm when the cameras will be installed
 - e. Lights will be installed by 8/25
- 6. Welding booths
 - a. Langlas is coordinating with BSD7 likely up and running by the 8/24
- 7. Domestic hot water storage tank is on backorder until October
 - a. The tank will be operational by 10/9
 - b. Providing 200 gallons of temporary storage, will have 320 to 360 gallons total
 - c. The locker rooms will not be used this fall

cushingterrell.com

- 8. The bus stop will be put in it's permanent location next year Cody will determine a temporary location for it
- 9. The projector at Dan Mill's conference room needs to be rotated to face north project directly on the wall rather than a screen Langlas to rotate it after the ceilings are installed
- 10. Steve Johnson will double check, but doesn't think that lockers will be assigned/used this year
- 11. Cushing Terrell will look into why BSD7 is having to pay to move the overhead fiber line the easement is being clarified the new building addition requires that the fiber line be moved
 - a. Langlas is putting a sleeve in place to keep construction moving while Centurylink determines the easement arrangement
- 12. Ventilation needs to be sufficient when faculty and students return
 - a. Volleyball practice starts 8/19 so the gyms will need ventilation south gym is down from 8 units to 3 units, but Langlas believes they will be running by 8/21
 - b. The music wing needs ventilation soon
- 13. Langlas to do a cost comparison for impact resistant gyp. versus stainless steel at the F wing service corridor
- 14. (5) acoustical panels were removed from the band room to make room for lockers band teacher is wondering if they are going to be reinstalled and has locations in mind Langlas will coordinate with the band teacher to reinstall
- 15. CCDs Discussed
 - a. Scoreboard Controller There are a few additional hours, explained by needing to construct scaffolding rather than using a lift in the gym
 - b. Power for scorer tables at the front of the bleachers similar to GHS, but slightly higher due to needing to build scaffolding
 - c. BSD7 prefers to install solid liners in the cable trays Langlas is to compile pricing

16. Schedule

- a. TS to walk through the school on 8/18 to look at progress to confirm critical items will be done before school starts
- b. Students will be returning on 9/8, teachers will return on 8/24
- TS stated for Langlas to plan to have things done by 8/31 Langlas is planning to have things done on 8/24
- d. Walk through the school on 8/27 at 11:30

Construction Progress

Construction progress images (attached)

Budget Update

· The construction project remains on budget

Invoice Status

· Paid in full to date

Schedule Update

Project Substantially Complete June 2022



Fig 01: Welding Shop Dust Collector



Fig 02: Auditorium Rigging Pit Waterproofing



Fig 03: Auditorium Rigging Pit Waterproofing



Fig 04: Foundation Formwork



Fig 05: Site fill & Grading



Fig 06: Site fill & Grading



Fig 07: Crushed Foundation Material



Fig 08: Finishing Demolition of C-Wing

Architect's Field Report

The observations in this report are made to generally reflect the progress and quality of the Work on the date of this report and are not intended to be exhaustive evaluations of the quality or quantity of the Work.

PROJECT: (name and address)

Bozeman High School 205 North 11th Ave Bozeman, Montana

OWNER: (name and address)
Bozeman School District
404 W Main Street
Bozeman, MT 59715

CONTRACT INFORMATION:

Contract For: General Construction Date: 12/1/2016

ARCHITECT: (name and address)
Cushing Terrell
411 E Main Street
Bozeman, MT 59715

Architect's Project Number: BZN HIGHRENO

Field Report Number: CT-004

CONTRACTOR: (name and address) Langlas and Associates, Inc 1019 E Main Street #101 Bozeman, MT 59715

DATE OF SITE VISIT:

TIME: 11:30 AM WEATHER: Clear TEMP. RANGE:

80-85F

WORK IN PROGRESS:

08/11/2020

Excavation/backfill, Demolition, mechanical/electrical/plumbing installation, Nwign framing, footing/foundation formwork PRESENT AT SITE:

Excavation Sub-contractors, Demolition Sub-contractors, General Contractor field staff, MEP Sub-contractors

OBSERVATIONS: (Include known deviations from the Contract Documents and the Contractor's most recent construction schedule, and defects and deficiencies observed in the Work.)

Framing & electrical rough in for the new F-wing classrooms is nearly complete. I provided Jean Freeman with the required wall type for the west wall of the F-wing mechanical mezzanine. Framing in the former attendance office area of N-wing is nearly complete and gypsum board has been hung. The concrete has been patched around the new plumbing in room N-146. No additional work to the ceiling in N100A has been performed. Demolition of C-wing is complete and site crew were crushing the concrete from the floor slab and foundations from C-wing for site fill. The new H-wing boiler room mechanical units are being installed as well as mechanical and plumbing lines in H-wing, the long hall ceiling, and in F-wing. The metal shop dust collector is being installed and the modifications to the welding booths are underway. The box culvert has been installed and backfill is ongoing. Footing formwork for the new classroom wing (buildign 3B) has been installed. Additional backfill around the former J-wing is ongoing.

ACTION REQUIRED: (Include follow-up items, responsible parties, and due dates.)
Jean Freeman to provide detail sketch for F19 windows.

ATTACHMENTS:

PHOTOS

REPORT BY:

-See attached digital signatures page-

08/13/2020

DATE

SIGNATURE

Kasey Welles, Project Architect

PRINTED NAME AND TITLE

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User Notes:



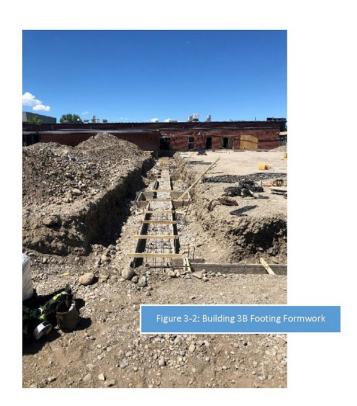












Architect's Field Report

The observations in this report are made to generally reflect the progress and quality of the Work on the date of this report and are not intended to be exhaustive evaluations of the quality or quantity of the Work.

PROJECT: (name and address) CONTRACT INFORMATION:

Bozeman High School 205 North 11th Ave Bozeman, Montana

OWNER: (name and address) Bozeman School District 404 W Main Street Bozeman, MT 59715

Architect's Project Number:

Contract For: General Construction

Date: 12/1/2016

BZN HIGHRENO Field Report Number: CT-005

ARCHITECT: (name and address) Cushing Terrell

411 E Main Street Bozeman, MT 59715 CONTRACTOR: (name and address) Langlas and Associates, Inc 1019 E Main Street #101 Bozeman, MT 59715

DATE OF SITE VISIT: TIME: WEATHER: TEMP. RANGE:

08/21/2020 10:00 AM Clear 70F

WORK IN PROGRESS: PRESENT AT SITE:

See Below: Apollo, Rocky Mountain, Wyoming Mechanical Supply

OBSERVATIONS: (Include known deviations from the Contract Documents and the Contractor's most recent construction schedule, and defects and deficiencies observed in the Work.)

Alex Russell (Cushing Terrell) made a site visit to observe mechanical construction progress for the Metal Shop Dust Collector. The following items were observed:

Work in Progress:

- 1. Dust collector and exhaust ductwork installation has been completed.
- 2. WMS was onsite to do factory start-up.
- 3. Flashing at wall penetrations not complete.

General Observations:

- 1. Collector and dustwork installation is complete and satisfactory.
- 2. Hard plastic edging needs to be installed around the holes cut in the welding booths so damage doesn't occur to fume arms.

ACTION REQUIRED: (Include follow-up items, responsible parties, and due dates.)

Install protective edging around holes in the lid of the welding booths to protect the fume arms

ATTACHMENTS:

PHOTOS

REPORT BY:

-See attached digital signatures page-08/24/2020

SIGNATURE

DATE

Alex Russell, PE

PRINTED NAME AND TITLE

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Figure 01: Metal Shop Dust Collector



Figure 02: Exterior Ductwork



Figure 03: Connections at welding booths.



Figure 04: Welding booths



Figure 05: Hole cut in welding booth needs protective edging to safe guard fume arms

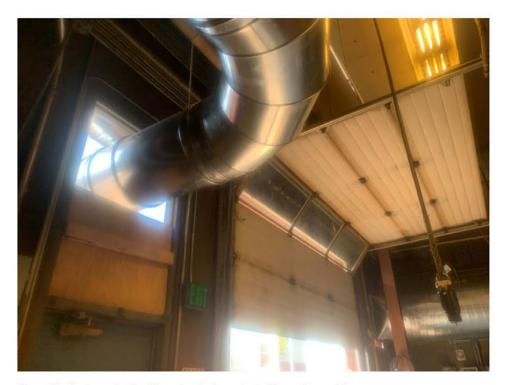


Figure 06: Duct penetration through exterior wall. Flashing not complete.



Figure 07: Perforated Supply Duct



Figure 08: Exterior duct along wall



Figure 09: Dust Collector



Figure 10: Ductwork over overhead door



Figure 11: Duct connections at remote booths

Architect's Field Report

The observations in this report are made to generally reflect the progress and quality of the Work on the date of this report and are not intended to be exhaustive evaluations of the quality or quantity of the Work.

PROJECT: (name and address)

Bozeman High School 205 North 11th Ave Bozeman, Montana

OWNER: (name and address)
Bozeman School District
404 W Main Street
Bozeman, MT 59715

CONTRACT INFORMATION:

Contract For: General Construction Date: 12/1/2016

ARCHITECT: (name and address)
Cushing Terrell

411 E Main Street Bozeman, MT 59715 Architect's Project Number: BZN HIGHRENO

Field Report Number: CT-006

CONTRACTOR: (name and address)
Langlas and Associates, Inc
1019 E Main Street #101
Bozeman, MT 59715

 DATE OF SITE VISIT:
 TIME:
 WEATHER:
 TEMP. RANGE:

 08/25/2020
 10:15 AM
 Clear
 75-80F

WORK IN PROGRESS:

Site grading, mechanical/electrical/plumbing installation, footing, foundation, and CMU of building 3B, drywall/paint in Nwing.

PRESENT AT SITE:

Civil Sub-contractors, Masonry Sub-contractors, General Contractor field staff, MEP Sub-contractors, concrete Subcontractor

OBSERVATIONS: (Include known deviations from the Contract Documents and the Contractor's most recent construction schedule, and defects and deficiencies observed in the Work.)

Work in Progress (Observed):

- 1.Plywood sheathing of walls in the new F-wing classrooms is underway.
- 2. The new H-wing boiler room mechanical units are being installed as well as mechanical and plumbing lines in H-wing, the long hall ceiling, and in F-wing. (Fig. 2-1)
- 3. CMU is being laid for the brick support at the new classroom wing. (Fig. 3-1)
- 4. Additional excavation and backfill around the former J-wing is ongoing.

Observations:

- 1. Framing & electrical rough in for the new F-wing classrooms is nearly complete. (Fig. 1-1)
- 2.Framing, gypsum board, and painting in the former attendance office area of N-wing is nearly complete. Doors and windows still need to be installed and ceiling grid is in process of installation.
- 3. The ceiling in N100A is being installed and walls have been patched and painted. (Fig. 1-2)
- 4.The metal shop dust collector is installed and the modifications to the welding booths are complete. (Fig. 2-2)
- 5. Footings and founations for the new classroom wing (building 3B) have been installed. (Fig. 3-1)
- 6. The following difficiencies were observed on site:
- a. Inadequate tree protection for existing trees. (Fig. 3-2)
- b.Cold formed metal framing was not protected from the weather.
- c. Not all joints in the foundation insulation had been sealed.

Discussions:

Kasey Welles and Josh Henigman discussed observed deficiencies on site and Kasey Welles indicated that there would be a follow up email the same day reiterating deficiencies observed.

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User Notes:

Upcoming Work (next 2 weeks):

- 1. Building 2A, 2B, and 2C structural fill
- 2. Building 2A and 2B footings.
- 3.Building 2B interior, exterior, and rigging pit foundations.
- 4.Building 3B foundation backfill.
- 5. Domestic water startup.
- 6. Building 4A door frame, insulation, storefront/windows, and drywall installation.
- 7.N-wing east entry storefront installation and punchlist.
- 8.N-wing west admin door, ceiling, and flooring installation and punchlist.

ACTION REQUIRED: (Include follow-up items, responsible parties, and due dates.)

Langlas to submit and follow all requirements specified in specification section 015639 - TEMPORARY TREE AND PLANT PROTECTION. Langlas to consult arborist regarding damage done to existing trees on site. Langlas will install spray polyurithane foam in all joints in foundation insulation. Langlas to protect cold formed metal studs from weather as required by specifications.

ATTACHMENTS: PHOTOS		
REPORT BY		

-See attached digital signatures page- 08/26/2020

SIGNATURE DATE

Kasey Welles, Project Architect

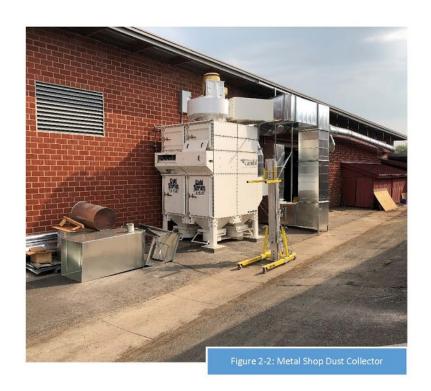
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Architect's Field Report

The observations in this report are made to generally reflect the progress and quality of the Work on the date of this report and are not intended to be exhaustive evaluations of the quality or quantity of the Work.

PROJECT: (name and address)

CONTRACT INFORMATION:

Architect's Project Number:
BZN HIGHRENO

Contract For: General Construction

Bozeman High School 205 North 11th Ave Bozeman, Montana

Date: 12/1/2016

CONTRACTOR: (name and address)
Langlas and Associates, Inc

1019 E Main Street #101

Bozeman, MT 59715

Field Report Number: CT-007

OWNER: (name and address)
Bozeman School District
404 W Main Street
Bozeman, MT 59715

ARCHITECT: (name and address)
Cushing Terrell
411 E Main Street
Bozeman, MT 59715

 DATE OF SITE VISIT:
 TIME:
 WEATHER:
 TEMP. RANGE:

 08/27/2020
 9:00 AM
 Clear
 70F

WORK IN PROGRESS:

See Below:

PRESENT AT SITE:

Apollo

OBSERVATIONS: (Include known deviations from the Contract Documents and the Contractor's most recent construction schedule, and defects and deficiencies observed in the Work.)

Alex Russell (Cushing Terrell) made a site visit to observe mechanical construction in progress. The following items were observed:

Work in Progress:

- 1. Boiler room work in H-3 is ongoing and hydronic mains are being installed.
- 2. Hydronic piping in Building 4A (F Wing) is being installed.
- 3. Demo in Building 4A (F Wing) Boiler Room is complete.
- 4. FCU-F17, F18, and F19 have been installed and are covered.

General Observations:

- 1. Hydronic pipe installation is satisfactory.
- 2. Fan Coil Units were covered in place.
- 3. Blower Coil 1 (BC-1) was not covered.

ACTION REQUIRED: (Include follow-up items, responsible parties, and due dates.)

1. Cover all HVAC equipment when stored or after install.

ATTACHMENTS: PHOTOS

REPORT BY:

-See attached digital signatures pageSIGNATURE

-See attached digital signatures pageDATE

Alex Russell, PE

PRINTED NAME AND TITLE

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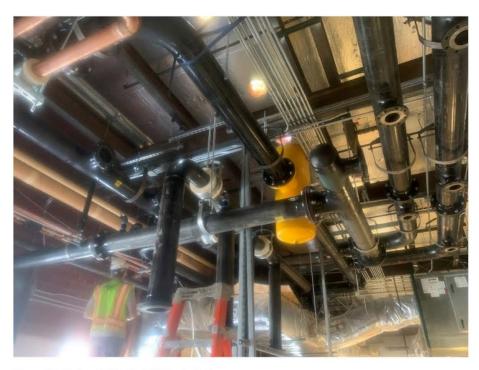


Figure 01: Hydronic Pipe installation in Boiler room

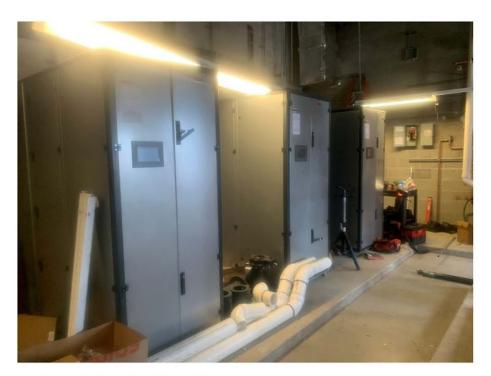


Figure 02: Heating Water Boilers 1, 2, and 3



Figure 03: ACCU-5

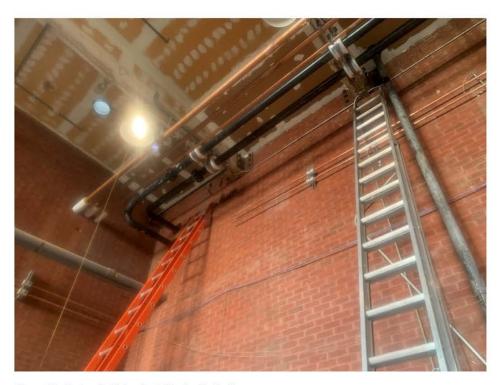


Figure 04: Hydronic Piping in old F wing Boiler Room



Figure 05: Hydronic piping connections to existing pipe



Figure 06: Hydronic Mains in F Wing (Building 4A)



Figure 07: VRF FCU-F17



Figure 08: Blower Coil BC-1 not covered



Figure 09: VRF FCU-F18 and FCU-F19



Figure 10: Hydronic mains in mechanical mezzanine

Cushing Terrell

AUGUST PROGRESS REPORT

PROJECT: Gallatin High School

TO: Todd Swinehart (TS), Director of Facilities, Bozeman Public Schools

FROM: Nathan Helfrich, Cushing Terrell

Roger Davis, Langlas and Associates

SUBJECT: Progress Report for August 2020

Progress Update

- 1. Punchlist
 - a. Cushing Terrell is back-checking regions A, B, and C regions D, E, and F are available for back-checking now, G and H are forthcoming
 - b. Landscape punch complete Cushing Terrell will issue comments
 - c. Comfort station and maintenance building are ready for punchlist review
- 2. Well update
 - a. Cushing Terrell recommends a second well for redundancy
 - i. Pros with proceeding with a second well now:
 - 1. The drill rig is on site and can be done by the time school starts
 - 2. One time cleanup cost
 - ii. Cons with proceeding with a second well now:
 - 1. We don't have an exact water injection quantity until we connect the first well
 - Need to order the well head and connect the first well to know what capacity it will take
 - iii. Pros with waiting to drill second well
 - 1. We will have hard data to go on
 - iv. Cons with waiting to drill second well
 - Additional cost for remobilizing and cleanup
 - 2. Drill rig on site when school is in session
 - b. Langlas will compile a total cost for drilling each well
- 3. CHPS is requiring retesting of operable partitions and fan coils
 - a. Cushing Terrell is coordinating with Big Sky Acoustics for a return trip
- 4. The bussing cart manufacturer is working on a solution to alleviate the tipping concern
- 5. Cushing Terrell is to issue a PR for protective covers at the auxiliary gym speakers only don't need to address the competition gym speakers
- 6. Trophy display case options discussed
 - a. Built-in trophy display budget \$44,650.00 proceed with this option

cushingterrell.com

- i. Langlas offered to participate in the cost
- ii. CT needs to determine if power is adequate
- b. Mooreco trophy display \$23,750.00
- c. Waddell trophy display \$25,000.00
- d. BSD7's preference is to get enough cases to fill the wall on day one
- e. The top band color will be changed to black for the original cases and TS will check with staff to determine where the original cases can be installed

7. FF&E

- a. Desk and shelves for attendance are on order
- b. Art lockers are in order
- c. The library stacks/ shelves should arrive on site the 29th
- d. Cushing Terrell is coordinating the replacement of one damaged classroom desk
- 8. Built-in sound practice modules
 - a. Proceed with a classroom lockset so they can be locked or unlocked from exterior and always free from the interior the hardware will be re-used at BHS if possible
- Belco refrigerators
 - a. Freezer on top, versus side by side and was a smaller size
 - b. Stay with the original refrigerators arrive in mid-October
- 10. Meadowlark Irrigation
 - a. Adjusting how many zones run at a time
 - b. The school district has been trained on programming
- 11. C of O was received
- 12. CCDs Reviewed:
 - a. None

Budget Update

The construction project remains on budget

Invoice Status

· Paid in full to date

Schedule Update

- Project Substantially Complete August 2020
- Doors open for classes September 8, 2020



Meeting Date: September 14, 2020

Category: Action Item - Consent - Both Districts

Agenda Item #: 4.4.1

Originated By: Pat Strauss, Director of Human Resources

Others Involved:

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of the monthly Personnel Actions

Facts:

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

Fiscal Impact:

Noted on report

Recommendation:

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

Other Alternatives:

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

September 14, 2020

REQUIRES BOARD ACTION

Confirmation of Employment (Certified)

Name	Position	Level/Step	Effective	Salary
Behr, Kashmira	Elementary Teacher, 1.0 FTE, MDLK	BA, Step 1	9/1/2020	\$41,510.66
Carolrae Cambianica	MS Teacher, 1.0 FTE, SMS	BA(M)+60, Step 5	8/28/2020	\$56,567.46
Chvojka, Heather	Curriculum and Technology Integration Specialist, 1.0 FTE, CURR	BA(M)+75, Step 5	8/24/2020	\$58,876.00
Conwell, Jennifer	Kindergarten Teacher 1.0 FTE, HYLT	BA, Step 2	8/24/2020	\$43,775.00
Evans, Addison "Gus"	SPED Teacher, 1.0 FTE, BHS	BA, Step 5	8/24/2020	\$47,763.00
Ketterling, Karissa	MS Teacher, 1.0 FTE, CJMS	BA(M)+45, Step 4	8/24/2020	\$54,125.00
Mills, Lauryn	Kindergarten Teacher 1.0 FTE, MOST	BA(M)+90, Step 5	8/27/2020	\$60,290.86
Swain, LeeAnn	MS Teacher, 1.0 FTE, SMS	BA(M)+45, Step 1	9/3/2020	\$48,488.64
Yates, Tucker	Health Enhancement Teacher, .20 FTE, GHS	BA, Step 1	8/31/2020	\$8,347.50

Confirmation of Employment (Classified)

Name	Position	Level/Step	Effective	Hourly Rate
Acker, Nicolaus	Self Contained PARA, .875 FTE, BHS, 9.25 mos.	D01	8/31/2020	\$13.71
Bush, Matthew	Custodian, .50 FTE, IRVG, 12 mos.	G01	8/27/2020	\$16.58
Dodge, Ben	Warehouse Clerk, 1.0 FTE, Supt Svcs, 9.5 mos.	H02	8/31/2020	\$17.14
Escue, Evan	Self Contained PARA, .875 FTE, GHS, 9.25 mos.	D01	8/31/2020	\$13.71
Gibson, Theodore	Custodian, 1.0 FTE, SMS, 12 mos.	G01	8/28/2020	\$16.58
Hewitt, Jade	Self Contained PARA, .875 FTE, BHS, 9.25 mos.	D01	8/31/2020	\$13.71
Janssen, Caroline	SPED Resource PARA, .875 FTE, SMS, 9.25 mos.	B01	8/31/2020	\$12.48
Murphy, Brian	Custodian, 1.0 FTE, GHS, 12 mos.	G03	8/24/2020	\$17.23
Oiestad, Scot	Custodian, 1.0 FTE, GHS, 12 mos.	G01	8/27/2020	\$16.58
Shea, Shannon	Self Contained PARA, 1.0 FTE, LONG, 9.25 mos.	D02	8/31/2020	\$13.98
Shurte, Madison	Self Contained PARA, .8313 FTE, IRVG, 9.25 mos.	D01	9/2/2020	\$13.71
Stubenvoll, Maren	Self Contained PARA, .875 FTE, CJMS, 9.25 mos.	D01	8/31/2020	\$13.71
Wood, Amy	Custodian, 1.0 FTE, GHS, 12 mos.	G05	8/10/2020	\$17.91
Yates, Tucker	Self Contained PARA, .80 FTE, GHS, 9.25 mos.	D01	8/31/2020	\$13.71

Confirmation of Request for Leave of Absence (Certified)

Name	Position	Reason	Effective Dates
Baxter, Jessica	Science Teacher, 1.0 FTE, GHS	FMLA	3/12/21 - 6/11/21
Carpenter-Watson, Lisa	Elementary Teacher, 1.0 FTE, LONG	LOA	9/2/20 - 1/22/21
Cote, Kathy	Elementary Teacher, 1.0 FTE, MDLK	LOA	9/2/20 - 1/22/21
Cotterman, Sarah	MS Teacher, 1.0 FTE, SMS	FMLA	8/26/20 - 1/3/21
Dean-Atkins, Torrian	Elementary Teacher, 1.0 FTE, MOST	.50 of 1.0 FTE LOA	8/26/20 - 6/11/21
Echert, Tracy	Health Enhancement Teacher, 1.0 FTE, MOST	Military LOA	10/5/20 - 4/4/21
Hoff, Lars	Elementary Teacher, 1.0 FTE, HAWT	FMLA	9/8/20 - 10/31/20

September 14, 2020

REQUIRES BOARD ACTION (con't)

Confirmation of Request for Leave of Absence (Certified) (con't)

Name	Position	Reason	Effective Dates
Lakatos, Ami	Elementary Teacher, 1.0 FTE, MOST	.50 of 1.0 FTE LOA	2020-2021
Olson, Katie	Speech Pathologist, .20 FTE, HAWT, .80 FTE, EMDI	FMLA	2/1/21 - 4/30/21
Skinner, Caitlin	English Teacher, 1.0 FTE, BHS	FMLA	1/18/21 - 4/16/21
Todd, Aryelle	Kindergarten Teacher, 1.0 FTE, EMDI	Intermittent FMLA	8/26/20 - 3/4/21
Zimmer Gnauck, Carol	Family Consumer Science Teacher, 1.0 FTE, CJMS	FMLA	9/8/20 - 12/3/20

Confirmation of Request for Leave of Absence (Classified)

Name	Position	Reason	Effective Dates
Crispin, Kyla	Before/After School PARA, .1625 FTE, HAWT, 9.25 mos.	LOA	2020-2021
DeBuff, Cherokee	Before/After School PARA, .1375 FTE, HAWT, 9.25 mos.	LOA	2020-2021
Denman, Quaid	Before/After School PARA, .146 FTE, EMDI, 9.25 mos.	LOA	2020-2021
Devine, Jereice	Cashier, .50 FTE, BHS, 9.25 mos.	LOA	2020-2021
Eilen, Elizabeth	Before/After School PARA, .2688 FTE, WHIT, 9.25 mos.	LOA	2020-2021
Fagan, Shania	Before/After School PARA, .3688 FTE, EMDI, 9.25 mos.	LOA	2020-2021
Falk-Gentholts, Jane	Before/After School Program Director, .1563 FTE, EMDI, 9.5 mos.	LOA	2020-2021
Fujimori, Karen	Before/After School Program Director, .625 FTE, LONG, 9.5 mos.	LOA	2020-2021
Gates, Natalie	Before/After School PARA, .4375 FTE, HYLT, 9.25 mos.	LOA	2020-2021
Giamanco, Elizabeth	Self Contained PARA, .75 FTE, GHS, 9.25 mos.	LOA	2020-2021
Goheen, Dylan	Before/After School PARA, .250 FTE, LONG, 9.25 mos.	LOA	2020-2021
Gritzmacher, Elizabeth	Before/After School PARA, .3125 FTE, IRVG, 9.25 mos.	LOA	2020-2021
Grote, Kaylee	Before/After School Program Director, .40 FTE, After School PARA, .40 FTE, MDLK, 9.25/9.5 mos.	LOA	2020-2021
Grote, Leanne	Before/After School Program Director, .625 FTE, MDK, 9.5 mos.	LOA	2020-2021
Hart, Hudson	Before/After School PARA, .3438 FTE, MDLK, 9.25 mos.	LOA	2020-2021
Hawbaker, Sydney	Before/After School PARA, .4375 FTE, HYLT, 9.25 mos.	LOA	2020-2021
Jackson, Lee Ann	Self Contained PARA, .50 FTE, SMS, 9.25 mos.	LOA	2020-2021
Kaleva, Sean	Before/After School PARA, .3688 FTE, EMDI, 9.25 mos.	LOA	2020-2021

September 14, 2020

REQUIRES BOARD ACTION (con't)

Confirmation of Request for Leave of Absence (Classified) (con't)

Name	Position	Reason	Effective Dates
Kennedy, Elizabeth	Before/After School Program Director, .7812 FTE, WHIT, 9.5 mos.	LOA	2020-2021
Kolste, Logan	Before/After School PARA, .3438 FTE, MOST, 9.25 mos.	LOA	2020-2021
uchsinger, Amanda	Before/After School PARA, .0625 FTE, HAWT, 9.25 mos.	LOA	2020-2021
Maddock, Halle	Before/After School PARA, .3813 FTE, LONG, 9.25 mos.	LOA	2020-2021
Marchette, Marianne	Before/After School PARA, .3125 FTE, IRVG, 9.25 mos.	LOA	2020-2021
McElvery, Emily	Before/After School PARA, .225 FTE, WHIT, 9.25 mos.	LOA	2020-2021
Miller Talia	Before/After School PARA, .225 FTE, WHIT, 9.25 mos.	LOA	2020-2021
Miller, Rommel	Before/After School PARA, .3438 FTE, MDLK, 9.25 mos.	LOA	2020-2021
Miller, Susan	Before/After School Program Director, .8125 FTE, HAWT, 9.5 mos.	LOA	2020-2021
Morrison, Margaret	Before/After School PARA, .400 FTE, IRVG, 9.25 mos.	LOA	2020-2021
Naughton, Olivia	Before/After School PARA, .3438 FTE, MDLK, 9.25 mos.	LOA	2020-2021
Neumeier, Christine	Before/After School Program Director, .625 FTE, IRVG, 9.5 mos.	LOA	2020-2021
Powers, Shelle	Elementary PARA, .5375 FTE, EMDI, 9.25 mos.	.0625 of .5375 FTE LOA	2020-2021
Pryanovich, Lukas	Before/After School PARA, .1688 FTE, HAWT, 9.25 mos.	LOA	2020-2021
Rients, Hannah	Before/After School PARA, .175 FTE, LONG, 9.25 mos.	LOA	2020-2021
Tyler, Patrick	Before/After School Program Director, .650 FTE, EMDI, 9.5 mos.	LOA	2020-2021
Varren, Mariel	Before/After School PARA, .375 FTE, HYLT, 9.25 mos.	LOA	2020-2021
Wasson, Reed	Before/After School PARA, .2313 FTE, HAWT, 9.25 mos.	LOA	2020-2021
Veber, Becky	Before/After School PARA, .2438 FTE, MOST, 9.25 mos.	LOA	2020-2021
Vorkman, Samantha	Before/After School PARA, .3688 FTE, EMDI, 9.25 mos.	LOA	2020-2021

Confirmation of Resignations/Terminations (Certified)

Name	Position	Reason	Effective	Years of Service
Gustafson, Amiee	Kindergarten Teacher, .50 FTE, BA+45, Step 8, \$608.82, HYLT	Resignation	8/31/2020	7
Hart, Holly	Elementary Teacher, 1.0 FTE, BA+45, Step 11, \$1,303.85, MDLK	Retirement	8/31/2020	6

September 14, 2020

REPORT OF ADMINISTRATIVE ACTIONS (con't)

Confirmation of Resignations/Terminations (Certified) (con't)

Keefe, Michelle	6th Grade Core Teacher, 1.0 FTE, BA(M)+90, Step 6, \$988.93, CJMS	Resignation	8/27/2020	1
O'Brien, Colin	7th Grade Core Teacher, 1.0 FTE, BA(M)+75, Step 4, \$56,432, SMS	Resignation	8/26/2020	5

Confirmation of Resignations/Terminations (Classified)

Name	Position	Reason	Effective	Years of Service
Castillo, Adriana	Satellite Hostess I, .5625 FTE, FC1, \$12.58/hr., EMDI, 9.25 mos.	Resignation	6/11/2020	7.8 mos.
Davis, Sarelle	Self Contained PARA, .875 FTE, D02, \$13.44/hr., IRVG, 9.25 mos.	Resignation	6/11/2020	1
Dodman-Mosback, Beverly	Elementary PARA, .6813 FTE, B06, \$13.95/hr. IRVG, 9.25 mos.	Resignation	9/17/2020	7
Emerson, Gary	Custodian, 1.0 FTE, G09, \$19.35/hr., BHS, 12 mos.	Retirement	8/25/2020	4.1
Erickson, Kelli	Elementary PARA, .7438 FTE, B05, \$12.96/hr. MOST, 9.25 mos.	Resignation	6/11/2020	1.55
Fujimori, Emi	Before/After School PARA, .0979 FTE, B01, \$12.00/hr., LONG, 9.25 mos.	Resignation	8/25/2020	4.85 mos.
Huckleberry, Amanda	Self Contained PARA, .875 FTE, D05, \$14.23/hr., SMS, 9.25 mos.	Resignation	8/31/2020	2.3
Lara, Rynee	Self Contained PARA, .875 FTE, D05, \$14.23/hr., CJMS, 9.25 mos.	Resignation	8/31/2020	5
Leake, Claudia	Executive Secretary, 1.0 FTE, H31, \$24.46/hr., IRVG, 10 mos.	Retirement	10/9/2020	30.2
McGowen, Crystal	FS Specialist, .750 FTE, FB8, \$13.95/hr., BHS, 9.25 mos.	Resignation	8/19/2020	6
McNeff, Jessica	FS Specialist, .50 FTE, FB1 \$12.00/hr., SMS, 9.25 mos.	Resignation	8/5/2020	4.6 mos.
Pilch, Jessica	Cashier, .3125 FTE, FB4, \$12.72, HAWT, 9.25 mos.	Resignation	9/4/2020	5.65 mos.
Pilgeram, Natasha	Before/After School PARA, .1375 FTE, B02, \$12.22/hr., HAWT, 9.25 mos.	Resignation	8/18/2020	2
Rath, Lucille	SPED Resource, .375 FTE, B01, \$12.00/hr., Self Contained PARA, .50 FTE, D01, \$13.18/hr., MDLK, 9.25 mos.	Resignation	8/20/2020	1
Reaves, Kimberly	Crosswalk PARA, .0625 FTE, B02, \$12.22/hr., Self Contained PARA, .875 FTE, D02, \$13.44/hr., LONG, 9.25 mos.	Resignation	8/6/2020	1.8
Riva, Reelynn	Elementary PARA, .20 FTE, B03, \$12.97/hr., IRVG, 9.25 mos.	Resignation	9/11/2020	4.15 mos.
Scott, Tonya	SPED Resource PARA, .875 FTE, B01, \$12.00/hr., CJMS, 9.25 mos.	Resignation	6/11/2020	3 mos.
Sgamma, Katherine	Self Contained PARA, .8125 FTE, D03, \$13.69/hr., Youth Dynamics DTC, 9.25 mos.	Resignation	8/13/2020	1.73
St. George, Rachel	Satellite Hostess II, .5625 FTE, FB1, \$12.00/hr., HAWT, 9.25 mos.	Resignation	7/20/2020	6.6 mos.

September 14, 2020

REPORT OF ADMINISTRATIVE ACTIONS con't)

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

Name	Position	Reason	Effective	Years of Service
Sullens, Alison	Elementary PARA, .675 FTE, B05, \$12.96/hr., HAWT, 9.25 mos.	Resignation	8/12/2020	4.83
Velez, Hernando	Self Contained PARA, .875 FTE, D06, \$14.52/hr., SMS, 9.25 mos.	Resignation	6/12/2020	5.73
Vollmer, Viki	Cashier, .3125 FTE, FB6, \$13.41/hr., WHIT, 9.25 mos,	Resignation	8/11/2020	1.54
Ward, Julie	Custodian, 1.0 FTE, G05, \$17.91/hr., CJMS, 12 mos.	Resignation	8/28/2020	2 mos.
Weinacker, Joan	Cashier, .50 FTE, FB12, \$14.98/hr., HYLT, 9.25 mos,	Retirement	8/13/2020	12
Wood, Amy	Custodian, 1.0 FTE, G05, \$17.91/hr., GHS, 12 mos.	Resignation	8/19/2020	8 days
Zagranis, Tammy	Roving Custodian, 1.0 FTE, G06, \$18.27/hr., FAC, 12 mos.	Resignation	8/28/2020	4.5 mos.

Changes and Revisions in Contracts (Classified)

Name	From	То	Effective	Reason
Altunova, Tawn	Before/After School Program Director, .5625 FTE, Non Unit, \$16.79/hr., HYLT, 9.5 mos.	Elementary PARA, .9375 FTE, B03, \$12.97/hr., IRVG, 9.25 mos.	8/31/2020	Internal Transfer
Dejarlais, Ryan	Elementary PARA, .20 FTE, B11, \$15.28/hr., MOST, 9.25 mos.	Computer Specialist, 1.0 FTE, H11, \$20.43/hr., WILL, 12 mos.	9/2/2020	Internal Transfer
Falk-Gentholts, Jane	-Gentholts, Jane Discretionary PARA, .4575 FTE, B08, \$13.95/hr., Before/Afterschool Program Director, .1563 FTE, Non Unit, \$16.79/hr., EMID, 9.25/9.5 mos.		8/31/2020	Decrease in FTE/Hrs.
Fronek, Rebecca	Before/After School PARA, .2813 FTE,B05, \$12.96/hr., LONG, Central Kitchen Specialist, .75 FTE, FC6, \$14.41/hr., Supt. Svcs., 9.5 mos.		8/27/2020	Decrease in FTE/Hrs., Termination of Assignment(s)
Grote, Leanne	Discretionary PARA, .375 FTE, B05, \$12.96/hr., Before/After School Program Director, .625 FTE, Non Unit, \$16.79/hr., MDLK, 9.25/9.5 mos.	Discretionary PARA, .50 FTE, B06, \$13.95/hr., MDLK, 9.25 mos.	8/31/2020	Decrease in FTE/Hrs.
Johnson, Maia	Satellite Hostess II, .25 FTE, WHIT, .50 FTE LONG, FB11, \$15.28/hr., 9.25 mos.	Satellite Hostess II, .25 FTE, WHIT, .5625 FTE LONG, FB11, \$15.28/hr., 9.25 mos.	9/8/2020	Increase in FTE/Hrs.
Kurowski, Sara	Discretionary PARA, .1563 FTE, B05, \$12.96/hr., Self Contained PARA, .7188 FTE, D05, \$14.23/hr., WHIT, 9.25 mos.	Self Contained PARA, .875 FTE, D06, \$15.10/hr., LONG, 9.25 mos.	8/31/2020	Internal Transfer
Luchsinger, Amanda	Elementary PARA, .14 FTE, B04, \$12.72/hr., Self Contained PARA, .80 FTE, D04, \$13.96/hr., HAWT, 9.25 mos.	Elementary PARA, .075 FTE, B05, \$13.48/hr., Self Contained PARA, .80 FTE, D05, \$14.80/hr., HAWT, 9.25 mos.	8/31/2020	Internal Transfer
Miller, Susan	Before/After School Program Director, .8125 FTE, Non Unit, \$16.79/hr., HAWT, 9.5 mos.	Discretionary PARA, .540 FTE, B05, \$13.48/hr., HAWT, 9.25 mos.	9/8/2020	Change in Assignment(s), Decrease in FTE/Hrs.
Patterson, Amber	Elementary PARA, .7375 FTE, B05, \$12.96/hr., HAWT, 9.25 mos.	Executive Secretary, 1.0 FTE, H06, \$18.53/hr., HAWT, 10 mos.	8/17/2020	Internal Transfer

September 14, 2020

REPORT OF ADMINISTRATIVE ACTIONS con't)

	REPORT OF AD	MINISTRATIVE ACTIONS con't)		
N		ons in Contracts (Classified) (con't)	E#ee#:	P
Name	From	To	Effective	Reason
Peterson, Cynthia	Elementary PARA, .4892 FTE, B06, \$13.41/hr., MOST, 9.25 mos.	Self Contained PARA, .875 FTE, D07, \$15.38/hr., MDLK, 9.25 mos.	8/31/2020	Internal Transfer
White, Sally	nite, Sally Coordinator - Workforce Readiness, .75 FTE, Non Unit, \$16.16/hr., BHS, 9.25 mos. (Professional) College & Career Center 1.0 FTE, Grade F, \$24.3 9.25 mos. (Classified)		8/31/2020	Change in Classification Increase in FTE/Hrs.
	Stipe	nds - Extracurricular		
Name	Authorized Position	Stipend	Level	Effective
nandler, Hunter Summer Gym Supervisor - GHS (.333) \$1,279.33 (Longevity)		3	6/1/20 - 8/9/20	
Holmquist, Wes	Weightroom Supervisor - GHS (.333) (Longevity)	\$1,330.51	3	6/1/20 - 8/9/20
	Stipend	s - Not Extracurricular		-
Name	Authorized Position	Stipend	Level	Effective
Anderson, Mike	Drivers Ed Instructor - ADED (Hrly. Rate)	\$30.00		2020-2021
Bartholomew, Patricia HiSET Test Administrator - ADED (Hrly . Ra		\$18.00		2020-2021
Bauer, Jerry	Drivers Ed Instructor - ADED (Hrly. Rate)	\$30.00		2020-2021
Bertken, Johanna	Crisis Response Team Stipend (.50 of \$1,000)	\$500.00		2020-2021
Bertken, Johanna	Travel Stipend - 6+ sites	\$810.00	4	2020-2021
Birtic, George Completion of 2nd Session of Drivers Ed Instruction (452 hrs. of student instruction) - ADED		\$1,000.00		2020-2021
Birtic, George	Drivers Ed Instructor - ADED (Hrly. Rate)	\$30.00		2020-2021
Bleskin, Jacob	Drivers Ed Instructor - ADED (Hrly, Rate)	\$30.00		2020-2021
Cashman-Guettler, Ellen	Travel Stipend - 6+ sites	\$810.00	4	2020-2021
Certalic, Michael	Additional .20 FTE at BA(M)+105, Step 18 at GHS	\$16,203.60		2020-2021
Clayton, Michael	Drivers Ed Instructor - ADED (Hrly. Rate)	\$30.00		2020-2021
Couture, Laura	Travel Stipend - 2 sites	\$325.00	1	2020-2021
Dahlke, Aimee	National Board Certification - Speech Path - SPED	\$2,000.00		2020-2021
Dreessen, Jordan	Drivers Ed Instructor - ADED (Hrly. Rate)	\$30.00		2020-2021
Evans, Kathleen	National Board Certification - Speech Path - SPED	\$2,000.00		2020-2021
Fisher, Heather	Terminal Degree - CJMS	\$2,000.00		2020-2021
Hardin, Elizabeth	National Board Certification - Teaching - CJMS	\$2,000.00		2020-2021

\$2,000.00

\$2,000.00

\$1,406.02

\$325.00

\$2,000.00

2020-2021

2020-2021

Summer 2020

2020-2021

2020-2021

1

Terminal Degree - SPED

Terminal Degree - SPED

Travel Stipend - 2 sites

SPED

MT Digital Academy (MTDA) - Sports

Officiating - Summer 2020-2 - Section 1

National Board Certification - Speech Path -

Harper, Wade

Holmquist, Wes

Johns, Kathleen

Kimble, Jill

Hilton-Taylor, Eleanora

September 14, 2020

REPORT OF ADMINISTRATIVE ACTIONS (con't)

Stipends - Not Extracurricular (con't)

Name	Authorized Position	Stipend	Level	Effective	
Klug, Hillary	National Board Certification - Teaching - CURR	\$2,000.00		2020-2021	
.aForge, Georgia	National Board Certification - Teaching - \$2,000.00 HYLT			2020-2021	
ea, Jill	National Board Certification - Psychology - SPED	\$2,000.00		2020-2021	
ee, Justen	National Board Certification - Psychology - SPED	\$2,000.00		2020-2021	
.ong, Carolyn	National Board Certification - Speech Path - SPED	\$2,000.00		2020-2021	
orenze, Leanne	National Board Certification - Teaching - SMS	\$2,000.00		2020-2021	
Martin, Amanda	National Board Certification - Speech Path - SPED	\$2,000.00		2020-2021	
McCormick, Steve	Completion of 2nd Session of Drivers Ed Instruction (452 hrs. of student instruction) - ADED	\$1,000.00		2020-2021	
Morgan, Riley	ESY Teacher - High School - SPED (Hrly. Rate)	\$23.00		6/15/20 - 8/25/20	
Nash, Stee	Terminal Degree - WHIT	\$2,000.00		2020-2021	
Olson, Kathleen	National Board Certification - Speech Path - SPED	\$2,000.00		2020-2021	
O'Shea, Christine	ea, Christine National Board Certification - Teaching - \$2,000.00 HYLT			2020-2021	
Parseghian, Julia	an, Julia National Board Certification - Speech Path - \$2,000.00 SPED			2020-2021	
Parsons, Sierra	ESY Teacher - High School - SPED (Hrly. Rate)	\$23.00		6/15/20 - 8/25/20	
Pfaff, Elizabeth	3 days to move in at GHS (Daily Rate)	\$100.00		6/13/20 - 8/21/20	
Pfaff, Theresa	National Board Certification - Speech Path - SPED	\$2,000.00		2020-2021	
Quatraro, Terry	HiSET Test Administrator - ADED (Hrly. Rate)	\$18.00		2020-2021	
Quinton, Sandra	National Board Certification - Psychology - SPED	\$2,000.00		2020-2021	
Rice, Nina	National Board Certification - Psychology - SPED	\$2,000.00		2020-2021	
Ritter, Patricia	National Board Certification - Teaching - LONG	\$2,000.00		2020-2021	
Skinner, Caitlin	MT Digital Academy (MTDA) - English III A - Summer 2020-1 - Section 1	\$3,515.08		Summer 2020	
Skinner, Caitlin	MT Digital Academy (MTDA) - English III B - Summer 2020-2 - Section 1	\$3,046.40		Summer 2020	
Soete, Mary	Travel Stipend - 2 sites	\$325.00	1	2020-2021	
Sorg-Hackler, Cheri	National Board Certification - Speech Path - SPED	\$2,000.00		2020-2021	

September 14, 2020

REPORT OF ADMINISTRATIVE ACTIONS (con't)

Stipends - Not Extracurricular (con't)

Name	Authorized Position	Stipend	Level	Effective
Sullivan, Anne	National Board Certification - Counseling - BHS	\$2,000.00		2020-2021
Wessel, Lena	Travel Stipend - 6+ sites	\$810.00	4	2020-2021
Whitmer, Doug	Drivers Ed Instructor - ADED (Hrly, Rate)	\$30.00		2020-2021
Woods, Kathryn	National Board Certification - Teaching - HAWT	\$2,000.00		2020-2021
Wyatt, Jane	National Board Certification - Teaching - BHS/GHS	\$2,000.00		2020-2021
Zimmer Gnauck, Carol	Cooperating Teacher - Spring 2020 - CJMS	\$250.00		Spring 2020



Meeting Date: September 14, 2020

Category: Action Item - Consent - Both Districts

Agenda Item #: 4.4.2

Originated By: Mike Waterman

Others Involved: Steve Johnson, Deputy Superintendent Operations

R.J. Tvedt, Accounting Supervisor

Brenda Livingston, District Bookkeeper

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider approval of Financial Reports, Warrant Registers (Included separately) and Suspension Policy 3530.

Facts & Discussion:

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

A recommendation is also made to refund fundraised amounts to 11 senior orchestra students. The students generated the funds in anticipation of a Europe trip this year, but the trip has been cancelled as a result of COVID concerns. Issuing the refunds requires a suspension of policy 3530 which says, "Ownership of the (student activity account) balance does not vest with the student and individual account balances will be closed into the general account of the organization when the student ceases to belong to the organization." Policy 1310 states the suspension is allowed by a majority vote of the trustees since written notice of this meeting and the policy suspension proposal were provided.

The Warrant Registers and Bank Reconciliations are available in the Business Office, and have been sent to the Trustees. August 2020 warrants are as follows: Operational warrants were \$1,485,008.11; net Payroll, taxes and deductions were \$1,643,251.90; Total warrants disbursed for August 2020 were \$3,128,260.01.

Investment of District Funds in accordance with State law as of:	<u>July 31, 2020</u>
Gallatin County Investment Pool	\$65,560,267.01
High School Building Bond Funds (Cetera)	4,612,460.97
Nonexpendable Endowment (D.A. Davidson)	849,265.33
High School Extracurricular Clubs (First Interstate)	418,150.94
Middle School Extracurricular Clubs (First Interstate)	<u>89,563.72</u>
Total District cash and investments	\$71,529,707.97

Fiscal Impact:

Refer to attached reports

Recommendation:

The Superintendent is requesting the Board to approve Financial Reports, Warrant Registers (Included separately), Stale Dated Warrants (Included separately) and Donations.

Other Alternatives:

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



Meeting Date: September 14, 2020

Category: Action Item - Consent

Agenda Item #: 4.4.3

Originated By: Mike Waterman - Director of Business Services

Others Involved: Steve Johnson, Deputy Superintendent Operations

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Contract Restructure and Agreement with First Student.

Facts & Discussion:

- 1. On January 8, 2018, the District and First Student entered into a contract for home-to-school transportation for District students for the period commencing July 1, 2018 through June 30, 2023.
- 2. Section 21 of the Contract states in part: "...where Schedule Readjustments impact by greater than 15% the service levels or equipment levels required of CONTRACTOR under the assumed routes, schedules, days of service, hours or miles, or vehicle requirements contained in this RFP, CONTRACTOR, and DISTRICT shall negotiate rate changes commensurately to cover increases or decreases in cost structure associated with such changes by DISTRICT."
- 3. On July 13 and August 31, 2020, the Bozeman School District Board of Trustees cancelled all routes for all days during the 2020-21 school year when the District is in a remote-learning-only status due to the COVID-19 pandemic. These cancellations bring the District past the 15% threshold and necessitate contract negotiations.
- 4. Although it remains First Student's responsibility to ensure routes are staffed and ready, the District has an interest in ensuring bus service remains available. First Student staff will also be working on the days of remote learning, performing contract-related tasks such as training and cleaning. With these issues in mind, administration has reached a tentative agreement with First Student for the District to pay the company's costs on remote-only learning days.
- 5. The proposed agreement expires October 30, 2020. If remote-only learning remains in place past that time, a subsequent agreement will be required.

Fiscal Impact:

Estimated \$174,775, State Governor's Pupil Transportation Coronavirus Relief Funds

Recommendation:

It is recommended that the Board of Trustees approve the agreement.

Other Alternatives:

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



Meeting Date: September 14, 2020

Category: Discussion - Policy 1st Reading

Agenda Item #: 5.1.1

Originated By: Mike Waterman

Others Involved: MTSBA; Trustee Lusin

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Discuss suggested revisions to Policies - #7000 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. The policy revisions will appear on the September 21, 2020 consent agenda for final consideration and approval.

Bozeman Public Schools District Board of Trustees Policy Review and Revision Summary of Policy Series 7000 – Financial Management

$\mathbf{R} = Reguired$	$\mathbf{REC} = Recommended$	$\mathbf{OP} = Optional$
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EXISTING POLICY	PROPOSED POLICY	STATUS		Kris' Notes	MIKE AND GARY'S REVISIONS & RECOMMENDATIONS
TOLICI	7000	OP	Goals		& RECOMMENDATIONS
	7008	REC	Nonresident Student Attendance Agreement (Tuition/Transportation Costs)		MW – recommend not adopting. All issues are addressed in 3115
	7110	REC	Budget and Program Planning		MW – 7110 already exists at BSD7 with MTSBA-recommended language. No changes needed
7120			Budget Prep and Adoption		No changes
7121	7121	REC	Budget Adjustments		MW – concur w MTSBA recommendations
7142			Emergency Budget Adoption	Changes to comply with law.	MW – concur w MTSBA recommendations
7143			Lapse of Budget		No changes
7150			Fraud Prevention	Review for accuracy.	MW – recommend one minor language change. See 7150mw
	7210	<u>REC</u>	Revenues		MW – MTSBA recommends
7211			Revenue Collection		combining existing policies 7210 and 7211. Concur.
	7225	<u>OP</u>	Crowdfunding	Updates to references	MW – concur w MTSBA recommendations
7225P			Crowdfunding	Review for accuracy.	No changes
	7231	REC	Federal Impact Funds		MW – BSD7 does not
	7231P	REC	Federal Impact Funds		receive Impact Aid and it is not likely we ever will. Recommend postponing adoption until such time we receive the grant.
7250			Rent or Lease of School District Property		No changes
	7251	REC	Disposal and Sale of School District Property		MW – This policy is an exact restatement of state law. Recommend deleting.
	7260	REC	Endowments, Gifts, and Investments	Changes to comply with law.	MW – Additional changes recommended. See 7260-MW
7260P			Gift Procedure	Review for accuracy. Consider blending with policy or removing from manual.	MW – recommend keeping with minor language changes. See 7260P - mw
7261			Memorials	Changes to comply with law.	MW – concur with MTSBA recommendations

7270			Grants		No changes.
7270F			Grant Form	Review for accuracy. Consider blending with policy or removing from manual.	MW – Form is not currently in use. Recommend delete.
7270P			Grant Procedure	Review for accuracy. Consider blending with policy or removing from manual.	MW- update recommended. See 7270P - mw
7280			Investment of Funds	Compare with 7520	MW – not a current practice. Recommend not implementing at this time
7310	7310	REC	Budget Implementation and Execution		MW – do not concur. Contingency line items are managed administratively in accordance with purchasing procedures.
7320	7320	<u>REC</u>	Purchasing		MW - concur
7320P			Purchasing Procedures	Review for accuracy. Consider blending with policy or removing from manual.	MW – procedure is current, no changes recommended
7321			Purchasing Cards		MW – update recommended. See 7321mw
7321P			Purchasing Cards Procedure	Consider blending with policy or removing from manual.	MW – update recommended. See 7321Pmw
7324			Vendors		No changes.
7324P			Vendor Selection Procedure	Consider blending with policy or removing from manual.	MW- Updates recommended. See 7324P – mw
7325	7325	<u>OP</u>	Accounting System Design		No changes.
7326	7326	REC	Documentation and Approval of Claims		MW – slight change recommended. See 7326-mw
7327			Year-end Unexpected Budget Balance		MW – recommend delete
7329	7329	REC	Petty Cash Funds	Review italicized. Remove parenthetical.	MW- Updates recommended. See 7329 – mw
7329P			Petty Cash Procedures	Review for accuracy.	MW- Updates recommended. See 7329P – mw
7330	7330	<u>R</u>	Payroll Authorization		No changes.
	7332	REC	Advertising in Schools/Revenue Enhancement		MW - Recommend implementing as modified in 7332P - mw

7335	7335	REC	Personal Reimbursements		MW- Updates recommended. See 7335 – mw
7336	7336	REC	Travel Allowances and Expenses		No changes.
7336P			Travel Expense Schedule	Review for accuracy.	MW – mileage rates updated. See 7336P-mw
7338			Allowability of Costs – Federal Programs	Review for accuracy.	No changes.
7340			Cash Management – Federal Programs	Review for accuracy.	No changes.
	7400	<u>OP</u>	Credit Card Use		MW- do not implement. Addressed in 7321.
	7405	<u>OP</u>	Procurement Card Use		MW- do not implement. Addressed in 7321.
7410			Fund Accounting System		No changes.
7418			Inactive Funds		No changes.
7425	7425	REC	Extra- and Co-Curricular Funds		MW – updates recommended. See 7425mw
7425P			Student Fund Procedures	Review for accuracy.	MW – updates recommended. See 7425Pmw
7426			School District Bank Accounts		No changes.
7427			Clearing Accounts		No changes.
7430	7430	REC	Financial Reporting		No changes.
7433			Audits		No changes.
7500	7500	REC	Property Records		MW – updates recommended. See 7500mw
7510	7510	REC	Capitalization Policy for Fixed Assets		MW – concur with MTSBA recommendations
7515	7515	<u>R</u>	GASB 54 – Fund Balances		No changes.
	7520	REC	Independent Investment Accounts		MW – not a current practice. Recommend not implementing at this time
	7525	OP	Lease-Purchase Agreement		MW – This policy is an exact restatement of state law. Recommend not implementing
	7530	<u>REC</u>	Procurement of Supplies or Services		
7535	7535	<u>REC</u>	Electronic Signatures	Review for accuracy.	No changes.
7550	7550	<u>OP</u>	Indirect Cost Reimbursement		MW – updates recommended. See 7550mw

7121

Budget Adjustments

When any budgeted fund line item is in excess of the amount required, the Board may transfer any of the excess appropriation to another line item(s) within the same fund.

The Board authorizes the administration to transfer line items within the same budgeted fund to adjust line item overdrafts or to meet special line item needs. Line item budget transfers to adjust line item overdrafts are at the discretion of the administrators.

Total budget expenditures for each fund as adopted in the final budget shall constitute the appropriations of the District for the ensuing fiscal year. The Board will be limited in the incurring of expenditures to the total of such appropriations.

With timely notice of a public meeting, trustees, by majority vote of those present, may declare by resolution that a budget amendment (in addition to the final budget) is necessary. Budget amendments are authorized for specified reasons by § 20-9-161, MCA. The resolution must state the facts constituting the need for the budget amendment, the funds affected by the budget amendment, the anticipated source of financing, the estimated amount of money required to finance the budget amendment, and the time and place the trustees will meet for the purpose of considering and adopting the budget amendment for the current school fiscal year.

The meeting to adopt a budget amendment will be open and will provide opportunity for any taxpayer to appear and be heard. Budget procedures will be consistent with statutory requirements. When applicable, the District will apply for state financial aid to supplement the amount to be collected from local taxes.

6.20 0.122 MCA A.1 .:

Legal Reference:	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-161, MCA	Definition of budget amendment for budgeting purposes
	§ 20-9-162, MCA	Authorization for budget amendment adoption
	§ 20-9-163, MCA	Resolution for budget amendment - petition to superintendent of public
		instruction
	§ 20-9-164, MCA	Notice of budget amendment resolution
	§ 20-9-165, MCA	Budget amendment limitation, preparation, and adoption procedures
	§ 20-9-166, MCA	State financial aid for budget amendments
	§ 20-9-208, MCA	Transfers among appropriation items of fund – transfers from fund to fund

Policy History:

Adopted on: 12/8/86

Reviewed on:

Revised on: 11/11/91

Emergency Budget Adoption

Total budget expenditures for each fund as adopted in the budget shall constitute the appropriations of the district for the ensuing fiscal year. The Board shall be limited in the incurring of expenditures to the total of such appropriations.

With timely notice of a public meeting, Trustees, by <u>unanimous majority</u> vote of those present, may declare by resolution that a budget emergency exists. Emergency budgets are authorized by Section 20-9-161 M.C.A. for specified crises.

The resolution shall state the facts of the emergency, the estimated amount of funds needed, and the time and place when the Board will meet for the purpose of considering and adopting an emergency budget.

The meeting to adopt an emergency budget shall be open and shall provide opportunity for any taxpayer to appear and be heard. Budget procedure shall be consistent with statutory requirements. When applicable, the district shall apply for state financial aid to supplement that amount to be collected from local taxes.

Legal Reference: 20-9-161 M.C.A. through 20-9-167 M.C.A.

Adopted: 12/8/86

Fraud Prevention

All employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District fiscal resources.

Definition

For the purpose of this policy, fraud and financial impropriety shall include but not be limited to:

- 1. Forgery or unauthorized alteration of any document or account belonging to the District.
- 2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- 3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
- 4. Impropriety in the handling of money or reporting of District financial transactions.
- 5. Profiteering as a result of insider knowledge of District information or activities.
- 6. Unauthorized disclosure of confidential or proprietary information to outside parties.
- 7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
- 8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy.
- 9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- 10. Failure to provide financial records required by state or local entities.
- 11. Failure to disclose conflicts of interest as required by law or District policy.
- 12. Any other dishonest act regarding the finances of the District.

The Superintendent, or designee, shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Reporting

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent, Board Chairperson, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Employees involved in an investigation shall be advised to keep information about the investigation confidential.

Retaliation

Neither tHe Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent or Board Chairperson shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have

committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.

When circumstances warrant, the Board or Superintendent may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

Adopted: 1/13/14

7210

Revenues

The District will seek and utilize all available sources of revenue for financing its educational programs, including revenues from non-tax, local, state, and federal sources. The District will properly credit all revenues received to appropriate funds and accounts as specified by federal and state statutes and accounting and reporting regulations for Montana school districts.

The school district will collect and deposit all direct receipts of revenues at least once each week. The school district will make an effort to collect all revenues due from all sources including, but not limited to, unpaid rental fees, bus fees, fines, and other fees and charges. In the event that an accounts receivable remains unpaid after 90 days, the account receivable may be turned over to a collection agency at the discretion of the Superintendent.

Legal Reference: <u>Title 20, Chapter 9, MCA</u> <u>Finance</u>

Title 10, Chapter 10, ARM Special Accounting Practices

Policy History:

Adopted on: 12/8/86

Reviewed on:

Revised on: 4/8/96

7225

Crowdfunding Proposals

For purposes of this policy:

- "Crowdfunding" means raising money from a large number of people, typically through a website.
- "District-sponsored group" means a student organization operating with an account approved in accordance with Policy 7425 Student Extracurricular Funds.

Bozeman School employees representing their class or approved District function and District-sponsored groups may raise funds or acquire materials to benefit the District via crowdfunding platforms that have been approved by the Superintendent or Designee.

All crowdfunding proposals must be approved in advance of soliciting funds. Further, any crowdfunding requiring Board authorization or matching funds—including in-kind contributions—must be presented to the Board for authorization.

Only employees and District-sponsored groups are permitted to operate under this policy. Individuals and non-District groups may not use the District's name, network, or infrastructure to conduct online fundraising.

The Superintendent will develop procedures to ensure the effective administration of this policy.

Cross Reference: 7260 Endowments, Gifts, and Investments

3223 Freedom of Assembly

3530 Student Fund Raising Activities7425 Student Extracurricular Funds

Legal Reference: §20-6-601, MCA Power to accept gifts

§20-6-604, MCA Sale of property when resolution passed after hearing – appeal

<u>procedure</u>

§2-2-102(3), MCA <u>Definitions</u>

§2-2-104, MCA Rules of conduct for public officers, legislators, and public employees

20-9-501, MCA Extracurricular Fund for Pupil Functions

Policy History:

Adopted on: 1/14/19

Reviewed on: Revised on:

7251

Disposal and Sale of School District Property

Without a Vote

The Board is authorized to dispose of a site, building, or any other real or personal property of the District, that is or is about to become abandoned, obsolete, undesirable, or unsuitable for school purposes.

To effect proper disposal, the trustees shall pass a resolution stating their decision concerning property disposal. The resolution will not become effective until fourteen (14) days after the resolution is published in a newspaper of general circulation in the District.

Should any taxpayer properly protest the resolution during the fourteen (14) days after the date of publication, the trustees shall submit testimony to the court with jurisdiction.

Once the resolution is effective, or if appealed the decision has been upheld by the court, the trustees shall sell or dispose of the real or personal property in a reasonable manner determined to be in the best interests of the District. Proceeds from the sale of fixed assets can be deposited to the general, debt service, building, or any other appropriate fund.

With a Vote

Unless the property can be disposed of without a vote, the Board has the power to dispose of all District property, only when the qualified electors of the District approve of such action at an election called for such approval or when the trustees adopt a resolution stating their intention to dispose of the property. When the trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to authorize the sale of the real property. The conduct of the meeting and any such subsequent appeals shall be in accord with § 20-6-604, MCA.

The money realized from the sale or disposal of real or personal property of the district must be credited to the debt service fund, building fund, general fund, or other appropriate fund, at the discretion of the trustees.

Legal Reference: § 20-6-603, MCA Trustees' authority to acquire or dispose of sites and buildings – when

election required

§ 20-6-604, MCA Sale of property when resolution passed after hearing – appeal procedure

Policy History:

Adopted on: 12/8/86

Reviewed on:

Revised on: 11/11/91, 1/12/04

7260

Donations, Endowments, Gifts, and Investments

Definition:

Gift: Transfer of personal property made voluntarily and without consideration.

The Superintendent or his/her designee may accept gifts, endowments, legacies, and devices given to the school district subject to conditions imposed by the donor or without obligation relative to use and/or disposal. Acceptance of gifts by anyone other than the Superintendent is subject to final approval of the Superintendent.

When the Superintendent determines that the conditions for acceptance of a gift are exceptional he/she shall place the offer on a board agenda as a singular action item. Conditions that may be exceptional include but are not limited to:

- requiring individual, corporate or business identification to be placed on the gift or elsewhere on District property (Policy #4530 allows specific examples of this);
- requiring the District to expend funds in order to use the gift;
- the gift alters the District curriculum;
- the gift is controversial or highly visible; or
- the gift is of significant value.

Neither the Board nor the Superintendent will approve any gifts that are inappropriate.

Unless otherwise specified by the donor, when a district receives a donation the trustees may deposit the donation in any budgeted or non-budgeted fund at the discretion of the trustees and may thereafter transfer any portion of the donation to any other fund at the discretion of the trustees.

If the trustees accept a donation and the donor specifies the donation for an endowment, the trustees shall deposit the donation in the endowment fund. Endowments received by the school district will be deposited to an endowment fund as an expendable or non-expendable trust. Unless the conditions of the endowment instrument require immediate disbursement, money deposited in the endowment fund shall be invested by the Board according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).

If the District deposited donated funds in an endowment fund without specific instruction by the donor, the Board may move the donated funds and any accumulated interest to any other budgeted or nonbudgeted fund of the District and may spend donated funds and any accumulated interest unless restricted by condition imposed by the donor.

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District. Once accepted, donated funds are public funds subject to state law. Donated funds may not be transferred to a private entity. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

The Board directs that all school funds be invested in accordance with District investment policy. prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Cross Reference: Policy/Procedures 3530/3530P, 4222/4222P, 4530/4530P, **7280/7520**

Legal Reference: § 20-6-601, MCA Power to accept gifts

§ 20-7-803, MCA Authority to accept gifts § 20-9-212, MCA Duties of county treasurer

§ 20-9-213(4), MCA Duties of trustees

§ 20-9-604, MCA Gifts, legacies, devises, and administration of endowment fund

§ 72-30-209, MCA Appropriation for expenditure or accumulation of endowment fund – rules

of construction

Policy History:

Adopted on: 12/8/86

Reviewed on:

Revised on: 10/25/93, 9/24/01, 1/10/05

Memorials

The School Board recognizes that the death of a student, staff or community member is deeply felt by the school community and may invoke a desire to make a memorial contribution. Current research advises against physical memorials to avoid prolonged grieving, which is unhealthy. Therefore, only monetary donations will be accepted.

Memorials for deceased students, staff or community members made to the Bozeman School District will be handled in accordance with Policy 7260. forwarded to the Bozeman Schools Foundation. Monetary contributions received will become the property of the Bozeman Schools Foundation, with funds administered at the discretion of the Foundation. Non-permanent spontaneous memorials such as flowers, cards and posters, will be respectfully removed by the end of the school day.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the Board of Trustees.

Individual cases may be reviewed by the Superintendent and the Bozeman Schools Foundation.

Adopted: 4/28/08

7320

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds the amount specified in 20-9-204 (3), MCA except the Superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students.

The Superintendent shall establish requisition, purchase order, and contracting procedures as a means of monitoring the expenditure of funds. Policies 2310 and 2311 shall be used for the selection and purchase of library materials and textbooks. Staff who obligate the District without proper prior authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever the cost of any supplies, equipment or work shall exceed the amount specified in 20-9-204 (3), MCA, formal bids shall be called for by issuing public notice as specified in statute. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the Trustees may reject any bids. The bidding requirements do not apply to: a registered professional engineer, surveyor, real estate appraiser or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Bid procedures shall be waived only as specified in statute.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(4), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Cross Reference: 2310 and 2311

Legal Reference: §§ 18-1-101, et seq., MCA Preferences and General Matters

§§ 18-1-201, et seq., MCA Bid Security

§ 18-4-307, MCA Cancellation of invitations for bids or

requests for proposals

§ 20-9-204, MCA Conflicts of interests, letting contracts, and calling for bids -

exceptions

§ 20-10-110, MCA School Bus Purchases – contracts- bids

Debcon v. City of Glasgow, 305 Mont. 391 (2001)

Double Click to Return to Agenda

Policy History:

Adopted on: : 12/8/86

Reviewed on:

Revised on: . 3/27/95, 5/13/96, 9/27/99, 5/14/01, 6/11/07, 8/15/11, 5/13/13

Purchasing Cards

The Board authorizes the use of purchasing cards to streamline and increase the efficiency of the district's purchasing process. The use of school district purchasing cards shall be authorized for specific purposes and only for expenses, which are allowable under school policy and state law. Those purposes may include charges for supplies, equipment, school business meetings and travel expenses. District policies on quotations, bids and travel allowances shall be complied with when using purchasing cards. The school district business office will be responsible for obtaining, assigning and canceling the purchasing cards.

Purchasing cards which are the property of the school district may be used by authorized trustees and employees for school district business only. All charges must be properly accounted for and documented, and approved by the administrator with responsibility for the budget appropriations being used. School district purchasing cards shall not be used for personal charges. Purchasing cards cannot be used outside the United States or for any purchases from foreign vendors. Any improper personal charges are the employee's financial obligation and are grounds for discipline up to and including termination of employment. All purchasing cards must be returned to the business office upon an employee's termination of employment or upon specific request of the Superintendent, Deputy Superintendent Operations or the Director of Business Services.

The Superintendent is authorized to establish procedures for the use of purchasing cards.

Adopted: 5/11/98, 2/10/14

7326

Documentation and Approval of Claims

All financial obligations and disbursements must be documented in compliance with the statutory provisions and audit guidelines. The documentation will specifically describe acquired goods and/or services, the budget appropriations applicable to payment, and the required approvals. All purchases, encumbrances and obligations, and disbursements must be approved by the administrator designated with the authority, responsibility and control over the budget appropriations. The responsibility for approving these documents cannot be delegated.

The school district business office will be responsible for the development of the procedures process and forms to be used in the requisition, purchase and payment of claims.

Policy History:

Adopted on: 12/08/06

Reviewed on: Revised on:

Year-End Unexpended Budget Balances

At the conclusion of each fiscal year, a review of the General Fund budget appropriations and expenditures will be made to determine the availability of surplus appropriations after all expenditure obligations have been met. Whenever it is determined that a surplus of appropriations is available, the surplus appropriations may be expended for goods or services with the approval of the Board of Trustees.

Adopted: 12/8/86

Petty Cash and Change Boxes

The use of petty cash accounts shall be authorized for minor purchases only. The petty cash accounts are for purchases of minimal amounts under the amount of \$20.00. Individual personal reimbursements and larger purchases which exceed \$20.00 should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account and change box will be limited to amounts set by the Superintendent pursuant to procedure #7329P.

Each administrator of a school or department with a petty cash account or change box will appoint and designate a fund custodian to carry out the bookkeeping and security of the accounts. All school district petty cash accounts will be handled on an imprest basis whereby t—(The actual amount of cash on hand plus the petty cash receipts should must equal the original petty cash amount.) Monies which are not specifically petty cash monies shall not be commingled with the petty cash account. At the conclusion of each school year, all petty cash accounts and change boxes must be closed out and the petty cash vouchers and cash on hand returned to the business office for processing.

The school district business office shall be responsible for establishing the procedures involving the use and management of petty cash accounts and change boxes.

Policy History:

Adopted on: 12/8/86

Reviewed on:

Revised on: 9/23/96

Advertising in Schools/Revenue Enhancement

Revenue enhancement through a variety of District-wide and District-approved marketing activities, including but not limited to advertising, corporate sponsorship, signage in or on District facilities, is a Board-approved venture. The **Superintendent or designee** Board may approve such opportunities subject to certain restrictions in keeping with the community standards of good taste. Advertising will model and promote positive values for District students through proactive educational messages and not be simply traditional advertising of a product. Preferred advertising includes messages encouraging student achievement and establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract on at least an annual basis, if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

- 1. Enhance student achievement;
- 2. Assist in maintenance of existing District athletic and activity programs; andor
- 3. ProvideSupport scholarship programs for students participating in athletic, academic, and activity programs, who demonstrate financial need and or merit.

Appropriate opportunities for marketing activities include but are not limited to:

- 1. Fixed signage.
- 2. Banners.
- 3. District-level publications.
- 4. Television and radio broadcasts.
- 5. Athletic facilities, including stadiums, high school baseball fields, and high school gymnasiums.
- 6. District-level projects.
- 7. Expanded usage of facilities beyond traditional uses (i.e., concerts, rallies, etc.).
- 8. The interior and exterior of a limited number of District buses, if the advertising is associated with student art selected by the District. The only advertising information allowed will note sponsorship of the student art by the participant. Maintenance for these buses will include but not exceed normal maintenance costs.
- 9. Individual school publications (when not in conflict with current contracts).

Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum materials approved subject to Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

- 1. Promote hostility, disorder, or violence;
- 2. Attack ethnic, racial, or religious groups;
- 3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender;
- 4. Be libelous:
- 5. Inhibit the functioning of the school and/or District;
- 6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election;
- 7. Be obscene or pornographic, as defined by prevailing community standards throughout the District;
- 8. Promote the use of drugs, alcohol, tobacco, or firearms, or certain products that create community concerns;
- 9. Promote any religious or political organization; or

10. Use any District or school logo without prior approval of the Superintendent or designee.

Cross Reference: 2120 Curriculum Development and Assessment

2309 Library Materials

2311 Instructional Materials

4530 Cooperative Programs with Business & Business Community

Policy History:

Adopted on: Reviewed on: Revised on:

7425

Extra- and Co-Curricular Funds

The Board of Trustees is responsible for the establishment of an extracurricular fund for the purposes of the receipts and expenditures of money collected for pupil extracurricular functions through approved student body organizations and activities. All extracurricular money shall be (1) deposited and expended by check **or purchasing card** from a bank account maintained by the school district for the extracurricular fund or (2) deposited and expended through the county treasurer as a depository for student funds. No other district monies shall be commingled with student extracurricular funds.

The admission of new clubs or activities to the extracurricular fund requires approval from the Board of Trustees. Requests for account and any subsequent changes, transfers or account closures and related documentation must be submitted to the Business Office Assistant Superintendent of Business and Operations, along with the monthly financial reports. All transactions made in the student extracurricular funds are subject to approval of the Board of Trustees.

The Board of Trustees authorizes the Superintendent of Schools to designate the extracurricular fund custodians. The accounting procedures for all student extracurricular funds shall be established according to the State of Montana, Office of Public Instruction, procedures as set forth in the Student Activity Fund Accounting Handbook distributed by the Montana Association of School Business Officials (*revised June 1993*).

Legal Reference: § 2-7-503, MCA Financial reports and audits of local government entities

§ 20-9-504, MCA Extracurricular fund for pupil functions

Policy History:

Adopted on: 12/8/86

Reviewed on:

Revised on: 2/14/94

7500

Property Records

Property and inventory records will be maintained for all land, buildings, and physical property under District control and will be updated annually.

For purpose of this policy, "equipment" shall mean a unit of furniture, an instrument, a machine, or an apparatus which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. The Superintendent or his/her designee shall ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually by reference to purchase orders and withdrawal reports as needed to comply with applicable law, meet insurance requirements, and ensure accountability. No District-owned equipment shall be removed for personal or non-school use except according to Board policy (see Policy #8351).

Property records of facilities and other fixed assets shall be maintained on an ongoing basis. The District shall perform a physical inventory of its capitalized fixed assets, either simultaneously or on a rotating basis, so that all of its assets are physically accounted for at least once every five years. No equipment shall be removed for personal or non-school use except according to Board policy (see Policy #8351).

Property records will show, appropriate to the item recorded, the:

- 1. Description and identification
- 2. Manufacturer
- 3. Date of purchase
- 4. Initial cost
- 5. Location
- 6. Serial number, if available
- 7. Model number, if available

Equipment may be identified with a permanent tag providing appropriate District and equipment identification.

Cross Reference: 7510 Capitalization Policy for Fixed Assets

Legal Reference: § 20-6-602, MCA Trustees' power over property

§ 20-6-608, MCA Authority and duty of trustees to insure district property

Policy History:

Adopted on: 12/8/86

Reviewed on:

Revised on: 11/11/91, 6/10/97

7510

Capitalization Policy for Fixed Assets

A fixed asset is a property that meets all the following requirements:

- 1. Must be tangible in nature;
- 2. Must have a useful life of longer than the current fiscal year; and
- 3. Must be of significant value.
- 4. Must be used in conducting the District's activities.

They include land, buildings, machinery, furniture and other equipment, which the District intends to hold or continue to use over a long period of time.

Fixed assets may be acquired through donation, purchase, or may be self-constructed. The asset value for a donation will be the fair market value at the time of donation. The asset value for purchases will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include both the cost of materials used and the cost of labor involved in construction of the asset.

The following significant values will be used for different classes of assets:

Class of Fixed Asset	Significant Value
Class Of I fact Hisset	Significant value

Equipment and machinery \$5000.00 or more

Buildings - improvements \$25000.00 or more

<u>Improvements other than to buildings</u> \$25000.00 or more

Land Any amount

Cross Reference: 7500 Property Records

Policy History:

Adopted on: 12/8/86

Reviewed on:

Revised on: 6/10/97, 1/24/00, 7/25/11

7550

Indirect Cost Reimbursement

The Bozeman School District is authorized to receive indirect cost reimbursements from the Office of Public Instruction and various other grantors. Montana Code Annotated, 20-9-507, provides indirect cost reimbursements be spent at the discretion of the trustees.

The indirect cost reimbursements may be accumulated from year-to-year. Reimbursements may be used for general administrative expenses, cash flow purposes, and other District priorities at the discretion of the Deputy Superintendent or designeeOperations and Director of Business Services

Prior to the end of each budget year the Business Office will present to the Board of Trustees, at a regular or special meeting, information regarding the amount of reimbursements available. The Board of Trustees authorizes the Authorized Representative to apply for indirect cost reimbursements each year.

Legal Reference: § 20-9-507, MCA Miscellaneous programs fund

Additional Reference: OPI Grants Handbook

Policy History:

Adopted on: 6/27/16

Reviewed on: Revised on:



Meeting Date: September 14, 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:	September 14, 2020	
Category:	Reports	
Agenda Item #:	7.2	
Originated By:	Trustees	

MOTION	SECOND	AYES	NAYS	ABSTAIN

Others Involved:

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.