

# *Regular Meeting of the Board of Trustees*

*6:00 p.m.*

*July 21 2015*

**Cascade Public Schools  
321 Central Avenue West  
Cascade, Montana 59421-0529**

## *Agenda*

**Call to Order** **6:00**

### **Public Comments on Non-Agenda Items**

**Public Comment on Agenda Items is encouraged when the item is being considered on the agenda.**

**Old Business (A)** **6:05**

### **Informational**

- A. National Association of Agricultural Educators-Eric Tilleman

**New Business (A)** **7:00**

- A. Request for Master's Certification-John Wright
- B. Recommendation of Custodian-Clint Lemons
- C. Recommendation for Coaching-Wes Ross
- D. NorthCentral Learning Resource Center
- E. Recommendation to approve Collective Bargaining Agreement
- F. Resolution to dispose of obsolete property
- G. Requisition for signatures
- H. Safety Renovations
- I. Student Handbook
- J. Consent Agenda
  - 1. Minutes Regular Board Meeting June 16, 2015
  - 2. Business Claims
  - 3. Petty Cash Report
  - 4. Student Activity Account
  - 5. Student Attendance Agreements
  - 6. Transportation Contracts

### **Superintendent Report (I)**

- 1. Board Handbook
- 2. Board Hours
- 3. Preliminary Budget

**Committee Report** **7:20**

- A. Finance and Budget
- B. Policy Review
  - 1. Policies 1<sup>st</sup> Reading (A)
    - a. Policy 1111: Elections

- b. Policy 3121P: Enrollment and Attendance Records
- c. Policy 3226: Bullying-Harassment-Intimidation-Hazing
- d. Policy 3310: Student Discipline
- e. Policy 3413: Student Immunization
- f. Policy 4332: Conduct on School Property
- g. Policy 8301: District Safety
- h. Policy 7525: Lease-Purchase Agreement
- i. Policy 3110: Entrance, Placement and Transfer

- C. Transportation
- D. Facilities and Grounds
- A. Negotiations
- B. Technology

### **Announcements (I)**

- A. Next Board Meeting August 18, 2015
- B. Strategic Planning Training, September date to be determined
- C. MTSBA Negotiations/Policy Symposium July 21-22, 2015
- D. MCEL October 14-16, Register by July 31 for discount

### **Adjournment (A)**

**8:00**

## **Old Business (A)**

**6:05**

None

## **Informational**

- A. National Association of Agricultural Educators-Eric Tilleman  
(See attached letter, next page)



# National Association of Agricultural Educators

300 Garrigus Building • Lexington, KY 40546-0215

Voice: (859) 257-2224 or (800) 509-0204

Fax: (859) 323-3919 E-mail: [NAAE@uky.edu](mailto:NAAE@uky.edu)

Web Site: <http://www.naae.org>

Mr. Justin Barnes  
PO Box 529  
Cascade, MT 59421

Dear Mr. Barnes,

On behalf of the National Association of Agricultural Educators, it is my pleasure to thank you for sending Eric Tilleman to our Region I Conference in Tempe, AZ this past spring. Professional development activities are something that we feel is important to provide for our membership to help them become stronger educators. During the conference, Eric and other agricultural educators from the west participated in committee meetings, educational workshops, industry tours, organizational business, and professional networking.

The National Association of Agricultural Educators is a federation of state agricultural educators associations with more than 7,800 members. Our members are involved in school-based agricultural education at any level, from middle school through postsecondary, and state and national agricultural education leaders. We advocate for agricultural education, provide professional development for agricultural educators, and work to recruit and retain agricultural educators in the profession. We offer a variety of programs and services to support this three-pronged mission. Mr. Tilleman's involvement has helped us achieve our goals of improving Agriculture Education.

As a classroom instructor myself, I know that upon returning from conference, I was re-energized and shared with my students the diverse agriculture of our host state. Agricultural Educators have the opportunity to share a wealth of knowledge from experiences such as this conference. I admire your Agricultural Education teacher for modeling professionalism for their students by being a part of his professional organization. One of the quality indicators outlined in the National Program Quality Standards of Agricultural Education is that of professional development. I truly hope your program has seen the benefits of Eric's involvement in the NAAE and will consider sending his to our National Conference in New Orleans, November 17-21. Information about the convention as well as other details of our organization can be found at [www.naae.org](http://www.naae.org).

We thank you for allowing Mr. Tilleman to be an active part of our organization and we hope that you will continue to support Agricultural Education in your school and community.

Sincerely,

Chad Massar  
NAAE Region I Secretary



## **New Business (A)**

### **A. Request for Master's Certification-John Wright**

**Category:** Personnel

**Presented by:** Justin Barnes

**Attachments:** See attached letter, next page.

**Facts to Consider:** Mr. Wright has been working on his Master's Certification through the Concordia University Online program.

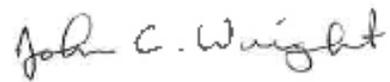
**Superintendent Recommendation:** Approve Master's Certification for Mr. John Wright.

6-17-2015

Dear Superintendent Burnes and Cascade School Board,

I will be working on my M.Ed. in Curriculum & Instruction: Social Studies (K-14) from the Concordia University Online program.

Sincerely,

A handwritten signature in cursive script that reads "John C. Wright".

Mr. John Wright

7-12 Social Studies Teacher

Cascade Schools

406-468-2267 ext. 131

**B. Recommendation of Custodian-Clint Lemons**

**Category:** Personnel

**Presented by:** Justin Barnes

**Attachments:** None

**Facts to Consider:** Of four applicants, interviews were conducted.

**Superintendent Recommendation:** Approve Mr. Clint Lemons for custodial position, pending pre-employment physical, background check and TB test.

**C. Recommendation Coaching-Wes Ross, Asst High School Football**

**Category:** Personnel

**Presented by:** Justin Barnes, Jeff Grimes

**Attachments:** None

**Facts to Consider:** Mr. Wes Ross has been with the Cascade football program for two years.

**Superintendent Recommendation:** Approve Mr. Wes Ross for Assistant High School Football coach.

**D. North Central Learning Center**

**Category:** Curriculum & Instruction

**Presented by:** Justin Barnes

**Attachments:** See attached, next page

**Facts to Consider:** Northcentral Learning Resource Center's form completion is necessary for continuing with the District's Special Ed Co-op.

**Superintendent Recommendation:** Approve Northcentral Learning Resource Center for continuing our SpEd Co-op.

**Northcentral Learning Resource Center**  
**2015-2016 BOARD REPRESENTATIVE**

**School District** \_\_\_\_\_

**At a regular school board meeting**

**held on** \_\_\_\_\_

**The** \_\_\_\_\_ **school board designated**

\_\_\_\_\_ **as its representative for**

**the Northcentral Learning Resource Center**

**Advisory Board and designated** \_\_\_\_\_

**as its alternative representative.**

\_\_\_\_\_  
School Board Chairman Signature

\_\_\_\_\_  
Date

**E. Recommendation to approve Collective Bargaining Agreement**

**Category:** Negotiations

**Presented by:** Justin Barnes

**Attachments:** None

**Facts to Consider:** The CEA and Negotiations Committee have met throughout the spring and agreed upon revisions to the CBA.

**Superintendent Recommendation:** Approve Collective Bargaining Agreement.

**F. Resolution to dispose of obsolete property**

**Category:** Facilities

**Presented by:** Justin Barnes

**Attachments:** None

**Facts to Consider:** Outdated and degrading equipment is in need of clean up and disposal.

**Superintendent Recommendation:** Approve resolution to dispose of obsolete property.

**G. Requisition for signatures**

**Category:** Finance

**Presented by:** Justin Barnes

**Attachments:** See attached, next page

**Facts:** Due to departing and newly hired personnel, authorized signatures on District accounts are updated annually.

**Superintendent Recommendation:** Approve requisition for signatures.

---

LEARNING NOW TO SUCCEED LATER

---

321 CENTRAL AVE. WEST  
PO Box 529  
CASCADE, MT 59421  
E-MAIL: WWW.CASCADE.K12.MT.US



---

DISTRICT NO. 3 & B

---

PHONE: 406-468-9383  
406-468-2671  
406-468-2672  
FAX: 406-468-2212

The following employees of Cascade School District 3&B are authorized to sign on the accounts listed below at Stockmen's Bank. Two signatures per check, each account.

Resolution Authority

Petty Cash –

Justin Barnes, Superintendent  
Lucinda Woodland, Clerk  
Becky Smith, Secretary  
Tracy Taft, Secretary

Activity Fund –

Jeff Grimes, Activities Director  
Lucinda Woodland, Clerk  
Justin Barnes, Superintendent  
Becky Smith, Secretary

Lunch Fund –

Justin Barnes, Superintendent  
Lucinda Woodland, Clerk  
Becky Smith, Secretary  
Angela Johnson, Food Services

Tax Deposit Account –

Lucinda Woodland, Clerk  
Becky Smith, Secretary

This resolution of authority supersedes all previous resolutions.

---

Rick Cummings, Board Chair  
Dated this 22<sup>nd</sup> day of July, 2015

---

Lucinda Woodland, Clerk

---

JUSTIN BARNES  
KIM KELLOGG  
KEVIN SUKUT  
JEFF GRIMES

-SUPERINTENDENT  
-K-6 PRINCIPAL  
-7-12 PRINCIPAL  
-ACTIVITIES DIRECTOR

LUCINDA WOODLAND  
DAVID DOBBINS  
DAMON SCHRECENGOST  
ANGELA JOHNSON

-DISTRICT CLERK  
-TECHNOLOGY DIRECTOR  
-TRANS. DIRECTOR  
-KITCHEN SUPERVISOR

The following employees of Cascade School District 3&B are authorized to carry and use district issued credit cards to make purchases pertinent to doing business for and in behalf of the district. Board Policy 7400 and 7405 will dictate proper use and procedures to follow when using district credit cards.

<b>VISA (Embark Credit Union)</b> <b>\$4,000 limit</b>	<b>MasterCard (Sam's Club)</b> <b>\$13,000 limit</b>	<b>MasterCard (BMO P-Card)</b> <b>\$20,000 limit</b>	responsible users
Justin Barnes	Justin Barnes	Athletics	Jeff Grimes Nancy McGonigal
Lucinda Woodland	Lucinda Woodland	Annual (Yearbook)	
Damon Schrecengost	Kevin Sukut	Badger Cubs (elem BB)	
	Kim Kellogg	Band	Jeff Skogley Karen Matteson
	Damon Schrecengost	Book Fair (Library)	
	Becky Smith	Boys Bball	Jeff Grimes
		Boys Track	
		BPA	Linda Cotton
		Concessions	Liz Grimes
		FFA	Eric Tilleman Jay Fredrickson
		Football	
		Girls Bball	Gary Lucero
		Girls Track	
		JMG	Darcy Schwindt Matt Driessen
		MBI-PAWS	
		Technology	Dave Dobbins Christa Sprout
		Volleyball	
		Wrestling	Jason Lorang
		XCELL!	April Pepos

This resolution of authority supersedes all previous resolutions.

---

Rick Cummings, Board Chair

---

Lucinda Woodland, District Clerk

Dated this 18th day of August, 2015

## H. Safety Renovations

**Category:** Facilities

**Presented by:** Justin Barnes

**Attachments:** None

**Facts to Consider:** Facilities Committee, in conjunction with McKinstry and the sheriff's department, determined that relocating the main student office would greatly improve security to our school and students.

**Superintendent Recommendation:** Approve safety renovations to include relocation of main student office.

## I. Student Handbook

**Category:** Students

**Presented by:** Justin Barnes

**Attachments:** Student Handbook, attached separately

**Facts to Consider:** The Student Handbook is thoroughly updated prior to the beginning of each school year due to ever-changing state and federal laws, and the resulting newly adopted or revised policies.

**Superintendent Recommendation:** Approve the Student Handbook for 2015-2016 school year.

## J. Consent Agenda

1. Minutes Board Meeting May 19, 2015

## Regular Meeting

Cascade School District 3B

Board of Trustees

June 16, 2015 - 6:00 pm

### Board Members Present –

#### High School Board

Rick Cummings - Chair

Chris Boland - Vice Chair

Charlie Hawn

Deanna Hastings

Erin Wombold

Terri Bogden

#### Elementary Board

Rick Cummings - Chair

Chris Boland - Vice Chair

Charlie Hawn

Deanna Hastings

Erin Wombold

### Members Not Present - none

**Others Present** – Justin Barnes – Superintendent, Niki Thaut – Admin Asst, Felicia O'Brien, Loretta Standley

Rick Cummings - Board Chair, called the Board of Trustees meeting to order at 6:00 pm. Mr. Cummings asked for public comment on **non**-agenda items

Non Agenda Discussion

### Old Business

- A. Policy 1130 Committees, Second Reading – Terri Bogden moved, seconded by Charlie Hawn **to approve 2nd reading of Policy 1130, Committees. Passed Unanimously**

### Informational

- A. Trustee Committee Assignments

### New Business

- A. Resignation – Charlie Hawn moved, seconded by Erin Wombold **to accept and approve resignation of Stormy Schwindt, art teacher. Passed Unanimously**  
Ms. O'Brien asked to read Stormy's letter and asked when the job was posted
- B. Recommendation for Hire – Charlie Hawn moved, seconded by Terri Bogden **to approve hiring Christa Hardy as K-12 Art Teacher. Passed Unanimously**

- C. Resolution – Terri Bogden moved, seconded by Charlie Hawn **to accept absorption of Deep Creek Elementary District #95 into Cascade Elementary District #3. Passed Unanimously**  
Cascade Public School not responsible for Deep Creek School building. Buffy Ogden offered that Mrs. Kellogg can go through and take out of the building what supplies she would like.
- D. Consent Agenda – Charlie Hawn moved, seconded by Deanna Hastings **to approve Consent Agenda. Passed Unanimously**
  - 1. **Minutes Regular Board Meeting May 19, 2015**
  - 2. **Business Claims (6846-6917)**
  - 3. **Petty Cash Report**
  - 4. **Student Activity Account**
  - 5. **Transportation Contracts**

## Superintendent Report

- A. Administrative Calendar – access granted for Board to see
- B. Ketochi - going online. Felicia asked why she wasn't involved in the decision; concerned about lack of communication between school and Courier; asks for articles and doesn't get them; Mr. Barnes said she is welcome to come interview anyone anytime; Charlie and Loretta said that years ago the Ketochi was an actual paper that the kids did. It was not posted in the Courier
- C. Revision of all handbooks being completed
- D. Spend Down Budget – looking to use remaining funds for “safety”. Will meet with Facilities Committee to prioritize a safety list
- E. Year End Summary (attachment)- Rick would like to see this in the board packet. Niki will copy and disseminate
- F. Board Hours
- G. General Fund Budget

## Committee Report

- A. Finance and Budget
- B. Policy Review
  - 1. Meeting
- C. Transportation
- D. Facilities and Grounds – meeting scheduled for July 14 at 5:30 pm; Bill Upthegrove will be speaking about the proposed changes; committee met June 16<sup>th</sup> to discuss what they would want to do from the proposal; Chris reported on water wells-got them up and running to water the football field
- E. Negotiations
- F. Technology –

## Announcements

- A. Next Board Meeting July 21, 2015
- B. Strategic Planning Training, July 14, 2015

## Adjournment

6:50 p.m. Charlie Hawn moved, seconded by Erin Wombold **to adjourn. Passed Unanimously**

\_\_\_\_\_  
Rick Cummings, Board Chair

\_\_\_\_\_  
ATTEST: Lucinda Woodland, Clerk

Date Signed \_\_\_\_\_

## 2. Business Claims

07/16/15  
10:05:18

CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 7/15

Page: 1 of 5  
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
3705		2927 A.T. KLEMENS & SONS	321.25					
		boiler maintenance						
1		boiler maintenance	160.63		101	100-2600	440	
2			160.62		201	100-2600	440	
3706		3994 AWARE INC.	7,284.11					
		medicaid remittances						
1		620888 medicaid remittance	3,282.04		115	100-2100	330	555
2		616570	3,332.56		115	100-2100	330	555
3		625095	669.51		115	100-2100	330	555
3707		1157 BUG DOCTOR	163.00					
		exterminator services						
1		exterminator	81.50		101	100-2600	340	
2			81.50		201	100-2600	340	
3708		1320 CDW GOVERNMENT	13,646.40					
		chromebook licenses, laptops, tablets, covers, carts						
1		08868 licenses	318.75		128	100-1000	681	
2			318.75		228	100-1000	681	
3		02220 licenses	375.00		128	100-1000	681	
4			375.00		228	100-1000	681	
5		58521 laptops	2,182.50		228	100-1000	610	
6			727.50		128	100-1000	610	
7		58948 licenses	120.00		128	100-1000	681	
8			120.00		228	100-1000	681	
9		46962 chromebooks	1,142.60		128	100-1000	610	
10			1,142.60		228	100-1000	610	
11		46961 tablets	2,533.75		128	100-1000	610	
12			2,533.75		128	100-1000	610	
13		46592 trendnet switch	53.68		128	100-1000	610	
14			53.67		228	100-1000	610	
15		42486 trendnet switch	74.43		128	100-1000	610	
16			74.42		228	100-1000	610	
17		tablet covers	100.00		128	100-1000	610	
18			100.00		228	100-1000	610	
19		Ergoton tablet cart	650.00		128	100-1000	610	
20			650.00		228	100-1000	610	
3709		1292 CONSULGROUP, LLC	4,125.00					
		tv installation						
1		tv installation	2,062.50		128	100-1000	340	
2			2,062.50		228	100-1000	340	
3710		3987 CULLIGAN	151.90					
		equipment rental						
1		equipment rental	75.95		101	100-2600	452	
2			75.95		201	100-2600	452	
3711		1268 DIAMOND PRODUCTS INC.	70.00					
		dishwasher products						
1		dishwasher products	70.00		112	910-3100	610	
3712		223 EMBARK FEDERAL CREDIT UNION	3,109.54					

miscellaneous charges					
1	ATT phone bill	30.21	101	100-2400	531
2		30.21	101	100-2300	531
3		30.21	201	100-2400	531
4		30.21	201	100-2300	531
5	OfficeMax shredders	99.92	101	100-1000	610 550
6		99.92	201	100-1000	610 550
7	Amazon CB screen replacements	189.85	128	100-1000	610
8		189.85	228	100-1000	610
9	Walmart bleach	10.82	101	100-2600	610
10	Tiger Direct computer, ram, kb	1,171.77	128	100-1000	610
11		1,171.77	228	100-1000	610
12	Breen Oil propane	19.80	101	100-2600	610
13	Lawton printing date tabs	35.00	101	100-2300	610
3713	855 ENERGY WEST	1,143.45			
natural gas utility					
1	natural gas	285.87	101	100-2600	411
2		285.86	201	100-2600	411
3		285.86	110	100-2700	411
4		285.86	210	100-2700	411
3714	3212 FICO	335.00			
boiler computer service					
1	boiler computer service	167.50	101	100-2600	340
2		167.50	201	100-2600	340
3715	3990 GREAT FALLS ACE 10TH	37.43			
paint supplies					
1	paint supplies	37.43	101	100-2600	610
3716	3647 HOME DEPOT CREDIT SERVICES	765.76			
tools, lock, power cords, sink, plumbing supplies					
1	misc maintenance supplies	500.00	101	100-2600	610
2		265.76	201	100-2600	610
3717	1321 INFINITE CAMPUS	4,787.00			
license renewal					
1	license renewal	2,393.50	128	100-1000	681
2		2,393.50	228	100-1000	681
3718	897 MASCO	985.25			
stripper, strip pads, floor finish					
1	stripper & pads, floor finish	492.63	101	100-2600	610
2		492.62	201	100-2600	610
3719	1310 MASTERCARD CORPORATE CLIENTS	555.52			
graduation matters conference expenses					
1	graduation matters conference	555.52	215	324-1000	582 12
3750	4642 MCKINSTRY LOCKBOX	49,497.60			
DOC plannig project					
1	DOC planning project	24,748.80	101	100-2600	340
2		24,748.80	201	100-2600	340
3745	48 MEADOW GOLD GREAT FALLS	926.19			
summer foods dairy products					
1	summer foods dairy	926.19	112	910-3100	630
3725	6939S 829 MONTANA HIGH SCHOOL ASSOCIATIO	270.00			
catastrophic insurance					
1	catastrophic insurance	270.00	201	720-3500	520
3720	50 MONTANA STATE UNIVERSITY	1,762.00			
MBI summer conference					
1	MBI conf accommodations	1,762.00	115	421-1000	582 66

3721	224 MONTANA WASTE SYSTEMS	619.28				
disposal services						
1	disposal services	309.64	101	100-2600	431	
2		309.64	201	100-2600	431	
3724	6940S 1150 MSGIA	33,864.00				
property and liability insurance						
1	property and liability insuran	8,466.00	101	100-2300	520	
2		8,466.00	201	100-2300	520	
3		8,466.00	110	100-2700	520	
4		8,466.00	210	100-2700	520	
3722	3309 MUST	24,094.00				
July health insurance premiums						
1	retiree health ins premiums	2,167.00	183	100-1000	260	
2	staff health ins premiums	10,963.50	101	100-1000	260	
3		10,963.50	201	100-1000	260	
3727	2788 NATIONAL LAUNDRY	262.97				
mat cleaning, laundry services, first aid kits						
1	mat cleaning	53.25	101	100-2600	340	
2	laundry services, first aid ki	209.72	112	910-3100	610	
3747	1323 NORTHWEST EVALUATION ASSOCIATION	3,187.50				
MAP testing renewal						
1	MAP testing renewal	3,187.50	115	412-1000	610	2
3746	400 NORTHWESTERN ENERGY	4,633.54				
electric utility						
1	electric utility	1,158.39	101	100-2600	412	
2		1,158.39	201	100-2600	412	
3		1,158.38	110	100-2700	412	
4		1,158.38	210	100-2700	412	
3728	4402 OFFICE DEPOT	210.87				
storage boxes, parchment paper						
1	boxes, paper	210.87	101	100-2300	610	
3729	509 PETTY CASH	86.56				
postal receipts						
1	postal receipts	43.28	101	100-2300	532	
2		43.28	201	100-2300	532	
3730	3043 PETTY CASH #2	121.50				
teacher nameplates						
1	teacher nameplates	60.75	101	100-2300	610	
2		60.75	201	100-2300	610	
3731	1364 PITNEY BOWES INC	110.98				
postal machine ink cartridge						
1	ink cartridge	110.98	101	100-2300	610	
3748	3695 RENAISSANCE LEARNING	3,304.00				
AR/STAR assessment						
1	AR/STAR assessment	3,304.00	115	412-1000	610	2
3732	3448 RESERVE ACCOUNT	400.00				
pre paid postage						
1	pre paid postage	200.00	101	100-2300	532	
2		200.00	201	100-2300	532	
3733	2108 SAM'S CLUB MC/SYNCEB	13,384.53				
miscellaneous expenses						
1	Korner Klub MBI dinner Bozeman	54.20	115	421-1000	582	66
2	Santa Fe Reds MBI dinner Bozem	44.40	115	421-1000	582	66
3	Pickle Barrel MBI lunch Bozema	58.05	115	421-1000	582	66
4	Copper Whiskey MBI dinner Boze	93.00	115	421-1000	582	66

5	Old Chicago MBI dinner Bozeman	83.88	115	421-1000	582	66
6	Spectators MBI dinner Bozeman	79.15	115	421-1000	582	66
7	LaQuinta MBI hotel rooms	1,784.76	115	421-1000	582	66
8	Burger King MBI dinner	17.46	115	421-1000	582	66
9	Taco Johns MASBO dinner	7.75	101	100-2300	582	
10	Walmart shower curtains	61.52	201	100-2600	610	
11	Your Turn Big Fork gas MASBO	30.01	101	100-2300	582	
12	GML MASBO hotel rooms	501.59	101	100-2300	582	
13	McDonalds MASBO lunch	8.08	101	100-2300	582	
14	Walmart tvs, mounts	5,280.34	128	100-1000	610	
15		5,280.34	228	100-1000	610	
3734	4696 SCHRECONGOST, DAMON	89.70				
	mileage reimb					
1	mileage reimbursement	89.70	110	100-2700	582	
3735	4711 SIMPLEXGRINNELL	1,195.63				
	phone system service, fire alarm service					
1	phone system service	495.82	101	100-2300	340	
2		495.81	201	100-2300	340	
3	fire alarm service	204.00	101	100-2600	340	
3736	3745 STEEL ETC HOLDING COMPANY	241.50				
	maintenance supplies					
1	maintenance supplies	241.50	201	300-1000	610	507
3737	964 STROBBE, PEGGY	638.00				
	refund overpayment of insurance					
1	insurance overpayment	638.00	201	100-1000	260	
3749	616 SYSCO FOOD SERVICES OF MONTANA	3,368.86				
	summer foods programs foods					
1	summer foods program food	3,368.86	112	910-3100	630	
3738	1079 TEACHERS RETIREMENT SYSTEM	7,964.13				
	employer contributions for Mark Juden buy back					
1	empler contr for MJ	3,982.07	114	100-1000	220	
2		3,982.06	214	100-1000	220	
3739	2026 THE PARTS STORE	136.21				
	starter					
1	bus starter	136.21	210	100-2700	610	
3740	4698 THE PRINTERY	222.00				
	certified absence forms					
1	certified absence forms	111.00	101	100-2400	610	
2		111.00	201	100-2400	610	
3741	3875 TILLEMANN, ERIC	638.00				
	refund insurance overpayment					
1	insurance overpayment	638.00	201	300-1000	260	
3742	944 TOMS MARKET	80.61				
	foods and fuel					
1	foods	20.00	112	910-3100	630	
2	fuel	60.61	101	100-2600	610	
3743	505 TOWN OF CASCADE	1,035.33				
	water utility					
1	water utility	258.84	101	100-2600	412	
2		258.83	201	100-2600	412	
3		258.83	110	100-2700	412	
4		258.83	210	100-2700	412	
3744	1365 WEEMS, TERESA	286.00				
	refund insurance overpayment					
1	insurance overpayment	286.00	101	100-1000	260	

3751	1270 WEX BANK	569.04				
fuel purchases						
1	regular routes	49.46	110	100-2700	624	
2	hs ATH	205.65	201	720-3500	582	
3	drivers ed	131.74	218	100-1000	624	
4	maintenance	60.67	101	100-2600	581	
5	hs ACT	58.83	201	710-3400	582	
6	transp	23.59	210	100-2700	582	
7	admin travel	16.35	101	100-2300	582	
8	xcell fieldtrip	22.75	115	434-1000	582	9
	# of Claims	45	Total:	190,681.14		

101 General Fund	
101	\$50,393.65
110 Transportation fund	
101	\$10,308.23
112 Food Services	
101	\$4,594.77
114 Retirement	
101	\$3,982.07
115 Federal Programs	
101	\$17,775.26
128 State Technology Acquisition Gra	
101	\$19,727.42
183 Health Insurance	
101	\$2,167.00
201 General Fund	
101	\$50,619.65
210 Transportation Fund	
101	\$10,328.87
214 Retirement	
101	\$3,982.06
215 Federal Programs	
101	\$555.52
218 Drivers Education	
101	\$131.74
228 State Technology Acquisition Gra	
101	\$16,114.90
	Total: \$190,681.14

### 3. Petty Cash Report

**Cascade School District #3&B  
Balance Sheet - Petty Cash #2**

<b>Balance</b>	5/29/2015		\$1,438.38
<b>Credits</b>			
	6/2/2015	CHS reimb for tech waste	\$2,800.00
	6/17/2015	CHS GF reimb	\$974.38
	6/23/2015	Mesaros insurance in/out	\$375.00
<b>Debits</b>	service charge		-\$2.86
	2459	Kmatteson AFLAC refund	-\$31.72
	2465	Darby Bogden SOY	-\$200.00
	2468	GF College MSU	-\$200.00
	2469	Pacific Steel tech e waste	-\$2,800.00
	2470	Bill Curze comm key refund	-\$50.00
	2351	Becky Smith comm key refund	-\$50.00
	2353	Sstevens ins in/out	-\$375.00
	6/30/2015	<b>Bank Statement Balance</b>	\$1,878.18
		<i>Outstanding Checks &amp; Receipts</i>	
	Check #		
	2352	Lorie Marquis comm key refund	-\$50.00
	2355	Sams Club	-\$4.51
	outstanding deposit		
		<b>Checkbook Balance</b>	\$1,823.67

*Lucinda Woodland*

Lucinda Woodland, District Clerk

7/16/2015

**Cascade School District #3&B  
Balance Sheet - Petty Cash #2**

<b>Balance</b>	4/30/2015		\$1,984.02
<b>Credits</b>			
	5/6/2015	AFLAC refund of premiums	\$266.40
	5/14/2015	AF FFA reimbursement for soil	\$750.00
	5/18/2015	Mesaros insurance in/out	\$375.00
	5/20/2015	AF XCELL reimbursement for Liz Grimes	\$127.67

<b>Debits</b>	service charge		- \$2.98		
		2458	Farihaven Colony soil	-\$750.00	
		2460	Darcy Schwindt aflac refund	-\$89.60	
		2461	Peggy Strobbe aflac refund	-\$85.28	
		2462	Lucinda Woodland aflac refund	-\$59.80	
		2463	Liz Grimes xcell refund	-\$127.67	
		2464	Kelly Rumney TOY award	-\$500.00	
		2466	Sharon Stevens insurance in/out	-\$375.00	
		2467	OPI spring bid payment	-\$74.38	
		5/31/2015	<b>Bank Statement Balance</b>	\$1,438.38	
			<i>Outstanding Checks &amp; Receipts</i>		
		Check #			
			2459	Karen Matteson	-\$31.72
			2465	Darby Bogden SOY award	-\$200.00
		2468	MSU MIET Tech days	-\$200.00	
		<b>Checkbook Balance</b>	\$1,006.66		

*Lucinda Woodland*

---

Lucinda Woodland District Clerk

6/11/2015

## 4. Student Activity Account

07/15/15  
16:22:20

CASCADE PUBLIC SCHOOLS  
Statement of Activity by Account Name for 06/01/15 to 06/30/15

Page: 1 of 2  
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
21 3-4-5TH GRADE	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
8 6-7-8TH GRADE	253.36	0.00	0.00	0.00	0.00		0.00	0.00	253.36
1 ANNUAL	2977.80	3838.43	0.00	521.76	0.00		0.00	35.00	-373.87
2 ATHLETICS	1162.69	3633.25	0.00	225.00	0.00		0.00	0.00	-2245.56
50 BADGER CUBS	272.44	0.00	0.00	0.00	0.00		0.00	0.00	272.44
5 BAND	2882.84	2273.05	0.00	922.70	0.00		0.00	0.00	1532.49
51 BOOK FAIR	1225.55	0.00	0.00	0.00	0.00		0.00	0.00	1225.55
3 BPA	12699.12	12692.18	0.00	3156.15	0.00		0.00	16.00	3147.09
4 CHEER/PEP CLUB	65.82	0.00	0.00	0.00	0.00		0.00	0.00	65.82
7 CHOIR	61.39	0.00	0.00	0.00	0.00		0.00	0.00	61.39
28 CLASS OF 2014	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
44 CLASS OF 2015	532.48	0.00	0.00	0.00	0.00		0.00	0.00	532.48
49 CLASS OF 2016	671.03	0.00	0.00	0.00	0.00		0.00	0.00	671.03
52 CLASS OF 2017	122.21	0.00	0.00	0.00	0.00		0.00	0.00	122.21
58 CLASS OF 2018	22.94	0.00	0.00	0.00	0.00		0.00	0.00	22.94
13 CONCESSIONS	2984.25	29.98	0.00	11.00	0.00		0.00	0.00	2965.27
99 CONVERSION ACCOUNT	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
47 COUNSELING	2538.03	681.00	0.00	0.00	0.00		0.00	0.00	1857.03
22 DEST IMAG	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
14 DRAMA	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
45 ELEM CONCESSION	1656.72	0.00	0.00	0.00	0.00		0.00	0.00	1656.72
18 ELEM EARN & LEARN	1581.31	0.00	0.00	0.00	0.00		0.00	0.00	1581.31
11 FCCLA	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
32 FCS	947.88	885.23	0.00	0.00	0.00		0.00	0.00	62.65
15 FFA	2199.82	3906.84	0.00	2075.50	27.00		0.00	0.00	395.48
12 HS BOYS' BB	5051.42	2239.00	0.00	100.00	0.00		0.00	0.00	2912.42
46 HS CROSS COUNTRY	653.45	0.00	0.00	0.00	0.00		0.00	0.00	653.45
38 HS FOOTBALL	1079.50	0.00	0.00	0.00	0.00		0.00	0.00	1079.50
40 HS GIRLS' BB	322.66	0.00	0.00	0.00	0.00		0.00	0.00	322.66
19 HS HONOR SOCIETY	966.44	0.00	0.00	0.00	0.00		0.00	0.00	966.44
29 HS STUDENT COUNCIL	713.61	0.00	0.00	0.00	0.00		0.00	0.00	713.61
37 HS TRACK	329.07	114.53	0.00	0.00	0.00		0.00	0.00	214.54
10 HS VOLLEYBALL	42.46	0.00	0.00	0.00	0.00		0.00	0.00	42.46
34 HS WRESTLING	234.76	0.00	0.00	0.00	0.00		0.00	0.00	234.76
57 JH BOYS BB	47.11	0.00	0.00	0.00	0.00		0.00	0.00	47.11
39 JH FOOTBALL	726.56	0.00	0.00	0.00	0.00		0.00	0.00	726.56
56 JH GIRLS BB	24.02	0.00	0.00	0.00	0.00		0.00	0.00	24.02
35 JH HONOR SOCIETY	203.00	0.00	0.00	0.00	0.00		0.00	0.00	203.00
27 JH STUDENT COUNCIL	-31.24	0.00	0.00	0.00	0.00		0.00	0.00	-31.24
54 JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
43 JMG	171.10	0.00	0.00	0.00	0.00		0.00	0.00	171.10
26 LIVING 2 SERVE	153.89	0.00	0.00	0.00	0.00		0.00	0.00	153.89
30 PAWS/MBI	964.45	0.00	0.00	0.00	0.00		0.00	0.00	964.45
41 POP MACHINE	3445.24	624.00	0.00	129.00	0.00		0.00	0.00	2950.24
25 REVOLVING	8054.92	2800.00	0.00	3077.17	0.00		0.00	6.82	8325.27
24 ROBOTICS	22.08	0.00	0.00	0.00	0.00		0.00	0.00	22.08
9 SCHOLARSHIP	5218.38	0.00	0.00	0.00	0.00		0.00	0.00	5218.38
33 SHOP FUND	230.56	215.09	0.00	0.00	0.00		0.00	0.00	15.47
31 TECHNOLOGY	412.47	0.00	0.00	98.60	0.00		0.00	0.00	511.07
17 XCELL	4681.10	956.62	0.00	5125.96	-27.00		0.00	0.00	8823.44
898 MISC EARNINGS	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
899 MISC CHARGES	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

07/15/15  
16:22:20

CASCADE PUBLIC SCHOOLS  
Statement of Activity by Account Name for 06/01/15 to 06/30/15

Page: 2 of 2  
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc.	Misc.	Closing Balance
			in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
Total for Student Accounts	68574.69	34889.20		15442.84				57.82	49070.51
Bank Account Totals	68574.69	34889.20	0.00	15442.84	0.00		0.00	57.82	49070.51
							Bank Balance		49070.51
							Plus Outstanding Checks		9062.55
							Minus Outstanding Deposits		25.00
									-----
							Balance		58108.06
							Minus Receipts in Transit		0.00
									-----
							Statement Balance		58108.06

## 5. Student Attendance Agreements

**Student Attendance Agreements 2015-16 School Year**  
**Students attending school in Cascade from out of district**

Helena School Dist.	R	BA	Grade
Blackman, Raina "Jeannie"	x		9
Conner, Claire			9
Conner, Laila			7
Dooley-Cislo, Walker	x		9
Infanger, Merle	x		12
Jackson, Ryder			10
Jackson, Shelbie			8
LaFromboise, Cassy			10
Lendrum, Steven	x		10
Miller, Dillon			8
Pickard, Andrena			12
Taylor, Jenny	x		11
Vandevender, Dorothy			8
Vandevender, Madison			10

Great Falls Dist.	R	BA	Grade
Anderson, Colton	x		11
Anderson, Kendra	x		9
Carpenter, Emilee			11
Carpenter, Jeremey			8
Douglas, Mikayla	x		9
Douglas, Zachary	x		10
Harrison, Logan			PK
Johnson, Braedyn			4
McGonigal, Evan	x		11
Niebaum, Brodi			6
Niebaum, Gaeg			7

Wolf Creek School Dist.	R	BA	Grade
Bloomquist, Finnah			1
Jackson, Harlie			5
Runstrom, Zackary	x		4

Ulm School Dist.	R	BA	Grade
Bogden, Ryan	x		8
Brown, Taylor			8
Grismer, Lily			6
King-Burch, Arielle	x		6
Lange, Drake			1
Lynn, Kodiann	x		5

### Cascade students attending school in another District

Ulm students attend Cascade School when they are in the 9th grade  
 All Helena District (Wolf Creek, Craig area) students regardless of grade need agrmt.

"x" student attendance agreement received

R=SAA received

BA=SAA Board Approved

New agreement received since last Bd Mtg

## 6. Transportation Contracts

**Individual Transportation Contracts**

**2015-16**

Elementary	R	BA	# miles	Grade
Conner, Laila	x	x	3.5	7
Jackson, Harlie	x	x	8.3	5
Jackson, Shelbie	x	x	8.3	8
Runstrom, Zachary	x	x	5	4
Vandevender, Dorothy	x	x	3.5	8

High School	R	BA	# miles	Grade
Infanger, Merle	x	x	6.5	12
Jackson, Ryder	x	x	8.3	10
Lendrum, Steven P.	x	x	4.5	10
Vandevender, Madison	x	x	3.5	10
Conner, Claire	x	x	3.5	9

"x" ITC received

R=Received

BA=Board Approved

New contract received since last Bd Mtg

## Superintendent Report (I)

6:40pm

1. Board Handbook
2. Board Hours

## Board Hours

Name	Date	Description	Credit Recieved
Rick Cummings	5/15/2015	Spring Symposium	7
	6/5/2015	Delegate Assembly	4
	6/6/2015	Leadership Symposium	6
		<b>Total</b>	<b>17</b>
Erin Wombold	6/6/2015	Newly Elected Trustee Symposium	6
		<b>Total</b>	<b>6</b>
Charlie Hawn	6/6/2015	Leadership Symposium	6
		<b>Total</b>	<b>6</b>
Terri Bogden			
		<b>Total</b>	<b>0</b>
Chris Boland	6/6/2015	Leadership Symposium	6
		<b>Total</b>	<b>6</b>
Deanna Hastings	6/5/2015	Delegate Assembly	4
		6/6/2015	Leadership Symposium
		<b>Total</b>	<b>10</b>

3. Preliminary Budget

CASCADE PUBLIC SCHOOLS

*Memo*

**TO:** Board of Trustees  
**FROM:** Justin Barnes, Superintendent  
**DATE:** 7/22/15  
**RE:** **PRELIMINARY** Budget Comparison



<u>Elementary</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
General Fund	\$1,155,064.41	\$1,142,270.99	\$1,200,445.06	\$1,203,590.67	\$1,290,979.38
Transportation	187,656.00	194,784.45	204,584.00	209,433.00	216,000.00
Technology	17,881.22	1,531.13	2540.64	51,244.29	50,000.00
Bus Depreciation	28,362.10	40,680.60	96,192.56	95,976.91	90,000.00
Tuition Fund	2,011.83	2,011.83	2,053.78	2,056.70	12,110.55
Retirement Fund	170,000.00	184,000.00	193,000.00	198,000.00	180,000.00
Flex Fund	5959.45	7873.15	7,873.15	8453.01	8,453.01
Debt Service	<u>215,407.50</u>	<u>219,407.50</u>	<u>217,982.50</u>	<u>202,212.52</u>	<u>199,162.00</u>
	\$1,782,342.5	\$1,792,559.65	\$1,871,277.88	\$1,962,514.09	\$2,046,704.94
<u>High School</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
General Fund	\$1,160,653.66	\$1,125,658.29	\$1,057,765.27	\$1,005,859.39	\$1,000,389.86
Transportation	237,574.00	240,774.61	240,774.00	244,020.00	214,218.00
Technology	9,867.87	1,502.20	2213.29	103,233.68	100,000.00
Bus Depreciation	28,092.40	41,792.40	95,791.96	96,716.47	90,000.00
Tuition Fund	1,243.60	1,266.35	1,296.83	2,639.93	6,761.50
Retirement Fund	150,000.00	158,000.00	166,000.00	171,000.00	155,000.00
Adult Ed	16.35	16.35	16.35	16.35	16.35
Flex Fund	885.35	0.00	0.00	0.00	0.00
Debt Service	<u>228,732.50</u>	<u>232,332.50</u>	<u>225,507.50</u>	<u>207,750.00</u>	<u>209,650.00</u>
	\$1,817,065.73	\$1,801,342.70	\$1,731,452.35	\$1,831,235.82	\$1,776,035.71

## How budgets were determined

1. General Fund is determined by OPI using specific calculations based on our schools ANB/Enrollment information. There are various components of the general fund, such as Quality Educator, Special Ed, At Risk Students, Indian Education, American Indian Achievement Gap, Data for Achievement, etc but these payments are all part of the GF calculation, not in addition to. Following the Fall Count (Oct 2), we can request a budget amendment for additional spending authority based on number of Early Kindergarten students causing increase in enrollment.
2. Transportation Fund is calculated using the OPI Transportation Budget Worksheet (bus routes, # of days, ridership, mileage, ITC) and BlackMountain Software's Budget Prep worksheet for employee wages.
3. Technology Fund revenue is based on tech levy ran in 2014 and state allocation.
4. Bus Depreciation Fund is used for the replacement/remodel of yellow buses, athletics/activities buses, radio equipment used in transportation program, purchase of additional buses used on bus routes, and purchase/install video cameras for security on buses. The fund CANNOT be used to purchase or replace vehicles that are not buses nor purchase cell phones to be used instead of radios. These revenues are levied through taxes and do not require voter approval (permissive taxes.)
5. Tuition Fund pays for the education of district students that need to be sent out of district for various reasons. We are also looking at permissive levies for additional costs related to in-district special ed students that attend school in-district as opposed to transporting them to Great Falls or other districts.
6. Retirement Fund pays employer contributions to TRS, PERS, Social Security, Medicare, and Unemployment Insurance. It also pays the employer portion of funds sent to TRS/PERS upon the retirement of employees. It does not go to the employee but directly to the respective retirement agencies to help fund that employee's "coffers". BMS Budget Prep determines costs related to these contributions. We also need to look at who "might" be retiring or otherwise leaving district and what the cost would be to pay out their sick leave termination and employer contributions to TRS.
7. Adult Ed is any remaining balance from the previous year. We could ask for more through permissive levies if we were to run an adult ed program.
8. Flex Fund is the balance remaining from the previous year. This balance could be from miscellaneous revenues received.
9. Debt Service Fund is established by the needs of the district to pay off any outstanding bonds or other debt. This amount is based on the payment obligation schedule put out by DA Davidson and included the amount needed to pay annual bank fees in regards to the bond debt.

## Committee Report

A. Finance and Budget

B. Policy Review

### 1. Policies 1<sup>st</sup> Reading (A)

#### a. Policy 1111: Elections (Required change)

## Cascade School District

### THE BOARD OF TRUSTEES

1111

page 1 of 2

#### Election

Elections conducted by the District are nonpartisan and are governed by applicable election laws as found in Titles 13 & 20 of the Montana Code Annotated. The ballot at such elections may include candidates for trustee positions, various public policy propositions, and advisor questions.

Board elections shall take place on the first (1<sup>st</sup>) Tuesday after the first (1<sup>st</sup>) Monday in May of each year. Any person who is a qualified voter of the District is legally qualified to become a trustee. ~~Any (5—second class and third class or H.S.; 20—first class) qualified electors may nominate as many trustee candidates as there are trustee positions subject to election at the ensuing election. The name of each person nominated for candidacy shall~~ **A declaration of intent to be a candidate must** be submitted to the District Clerk ~~not less than~~ **at least** forty (40) days before the regular school election day. If different terms are to be filled, the term for **the position for** which each **the** candidate is ~~nominated also shall~~ **filing must also** be indicated. **Any person seeking to become a write-in candidate for a trustee position shall file a declaration of intent no later than 5:00 p.m. on the day before the ballot certification deadline in 20-20-401.** Any person seeking to become a write-in candidate in a mail ballot election or for a trustee position in a school board election shall file a declaration of intent no later than 5:00 p.m. on the twenty-sixth (26<sup>th</sup>) day before the election. If the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the trustees may give notice no later than ~~twenty-five (25)~~ **thirty (30)** days before the election that a trustee election will not take place. If a trustee election is not held, the trustees shall declare the candidates elected by acclamation and shall issue a “certificate of election” to each candidate.

A candidate intending to withdraw from the election shall send a statement of withdrawal to the clerk of the district containing all information necessary to identify the candidate and the office for which the candidate ~~was nominated~~ **filed**. The statement of withdrawal must be acknowledged by the clerk of the district. A candidate may not withdraw ~~less than thirty-eight (38) days~~ **after 5:00 p.m. the day** before the school election **ballot certification deadline in 20-20-401.**

In the event of an unforeseen emergency occurring on the date scheduled for the funding election, the district will be allowed to reschedule the election for a different day of the calendar year.

In years when the Legislature meets in regular session or in a special session that affects school funding, the trustees may order the election on a date other than the regular school election day in order for the electors to consider a proposition requesting additional funding under § 20-9-353, MCA.

Legal Reference:	§ 13-10-211, MCA	Declaration of intent for write-in candidates
	§ 20-3-304, MCA	Annual election
	§ 20-3-305, MCA	Candidate qualification, nomination and withdrawal
	§ 20-3-313, MCA	Election by acclamation – notice
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-322(5), MCA	Meetings and quorum (unforeseen emergency definition)
	§ 20-3-324(4), MCA	Powers and duties
	§ 20-3-344, MCA	Nomination of candidates by petition in first-class elementary district
	§ 20-9-353, MCA	Additional financing for general fund – election for authorization to impose
	§ 20-20-105, MCA	Regular school election day and special school elections – limitation – exception
	§ 20-20-204, MCA	Election Notice
	§ 20-20-301, MCA	Qualifications of elector

**Policy History:**

- Adopted on: May 15, 2001
- Reviewed on:
- Revised on: October 16, 2007
- Revised on: October 20, 2009
- Revised on: March 10, 2014

**1. Policies 1<sup>st</sup> Reading (A)**

**b. Policy 3121P: Enrollment and Attendance Records (Required change)**

**Cascade School District**

**STUDENTS**

3121P

Enrollment and Attendance Records

Average Number Belonging

Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB, which is based on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.

For a child to be counted for ANB purposes:

- a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
- b) Attending 181 to 359 aggregate hours = One-quarter time enrollment
- c) Attending 360 to 539 aggregate hours = One-half time enrollment
- d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
- e) Attending 720 aggregate hours or more = Full-time enrollment

Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year may not be included for ANB purposes, unless the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d).

#### Homebound Students

Students who are receiving instructional services, who were in the education program and, due to medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may be counted as enrolled for ANB purposes, if the student:

- a) Is enrolled and is currently receiving organized and supervised pupil instruction;
- b) Is in a home or facility which does not offer a regular educational program; and
- c) Has instructional costs during the absence, which are financed by the District's general fund.

3121P  
page 2 of 2

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10<sup>th</sup>) day of absence.

#### Attendance Accounting

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student's attendance record.

On the first (1<sup>st</sup>) Monday in October, ~~the first (1<sup>st</sup>) Monday in December,~~ and the first (1<sup>st</sup>) Monday in February, the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Legal Reference: 10.20.102, ARM Calculation of Average Number Belonging (ANB)  
§ 20-1-101, MCADefinitions

#### Procedure History:

Promulgated on: May 15, 2001

Revised on: May 15, 2007

Revised on: May 16, 2013

### **1. Policies 1<sup>st</sup> Reading (A)**

#### **c. Policy 3226: Bullying-Harassment-Intimidation-Hazing (Required change)**

## **Cascade School District**

**R**

## **STUDENTS**

page 1 of 2

3226

### Bullying/Harassment/Intimidation/Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. ~~This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").~~

#### Definitions

- d) "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service

contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

- e) “District” includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- f) “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- g) ~~“Harassment, intimidation, or bullying”~~ means **“Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated,** and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
  - a. Physically harming a student or damaging a student’s property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
  - c. Creating a hostile educational environment, or;
  - d. Substantially and materially disrupts the orderly operation of a school.**

- 5. “Electronic communication device” means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

### Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

### Exhaustion of administrative remedies

**A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or**

**electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.**

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 3225F Harassment Reporting Form for Students

Legal Reference: 10.55.701(2)(f), ARM Board of Trustees  
10.55.719, ARM Student Protection Procedures  
10.55.801(1)(a), ARM School Climate

Policy History:

Adopted on: May 15, 2006  
Revised on: March 20, 2007  
Revised on: February 17, 2009  
Revised on: March 10, 2014

**1. Policies 1<sup>st</sup> Reading (A)  
d. Policy 3310: Student Discipline (Required change)**

**Cascade School District**

**STUDENTS**

3310

page 1 of 3

Student Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- h) Using, possessing, distributing, purchasing, or selling tobacco products, including ~~e-cigarettes or other similar~~ **alternative nicotine and vapor** products **as defined in 16-11-302, MCA.**

- i) Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- j) Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- k) Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- l) Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- m) Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- n) Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- o) Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- p) Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- q) Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- r) Hazing or bullying.
- s) Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- t) On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
  - u) Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- 3310  
page 2 of 3
- v) Travel to and from school or a school activity, function, or event.
  - w) Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

### Disciplinary Measures

Disciplinary measures include but are not limited to:

- x) Expulsion
- y) Suspension
- z) Detention, including Saturdays
- aa) Clean-up duty
- bb) Loss of student privileges
- cc) Loss of bus privileges
- dd) Notification to juvenile authorities and/or police
- ee) Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment

on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

### Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Cross Reference:     3300   Corrective Actions and Punishment  
                          3226   Bullying, Harassment  
                          5015   Bullying, Harassment

Legal Reference:	<b><u>§ 16-11-302(1)(7), MCA</u></b>	<b><u>Definitions</u></b>
	§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions
	<b><u>§ 45-5-637, MCA</u></b>	<b><u>Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties</u></b>

3310  
page 3 of 3

### Policy History:

Adopted on: May 15, 2001  
Revised on: August 15, 2006  
Revised on: January 20, 2009  
Revised on: June 21, 2011  
Revised on: March 10, 2014

# 1. Policies 1<sup>st</sup> Reading (A)

## e. Policy 3413: Student Immunization (Required change)

### Cascade School District

#### STUDENTS

3413

#### Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: **varicella**, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus **in the manner and with immunizing agents approved by the department**. ~~Pertussis immunization is not required for students who are seven (7) years or older.~~ Haemophilus influenza type “b” immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student’s parent or guardian. The certificate shall be made a part of the student’s permanent record.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student’s immunization record. The permanent file of students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of **varicella**, polio, measles (rubella), mumps, rubella, diphtheria, pertussis, ~~Haemophilus influenza type “b”~~, and tetanus vaccine, **except that Haemophilus influenza type “b” vaccine is required only for children under 5 years of age.**

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records

#### Policy History:

Adopted on:

Revised on:

**1. Policies 1<sup>st</sup> Reading (A)**

**f. Policy 4332: Conduct on School Property (Recommended change)**

**Cascade School District**

**COMMUNITY RELATIONS**

4332

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

- ff) Injure or threaten to injure another person;
- gg) Damage another's property or that of the District;
- hh) Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- ii) Smoke or otherwise use tobacco or nicotine products, including ~~e-cigarettes~~ **alternative nicotine and vapor products as defined in 16-11-302, MCA,** or other similar products;
- jj) Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons ( as defined in Policy 3310) at any time;
- kk) Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
- ll) Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- mm) Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action as circumstances warrant.

Cross Reference:      BP 3310                      Student Discipline, Possession of a Weapon in a School Building

Legal Reference:      Pro-Children Act of 1994, 20 U.S.C. § 6081  
Smoke Free School Act of 1994  
**16-11-302, MCA**      **Definitions**  
§ 20-1-220, MCA      Use of tobacco product in public school building or on public school property prohibited  
§ 20-5-410, MCA      Civil penalty

Policy History:

Adopted on:

Revised on:    October, 2006, May 11, 2010

1. Policies 1<sup>st</sup> Reading (A)

g. Policy 8301: District Safety (Required change)

Cascade School District

NONINSTRUCTIONAL OPERATIONS

8301

District Safety

For purposes of this policy, “disaster means the occurrence or imminent threat of damage, injury, or loss of life or property”.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

~~The building principal will develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation~~ **The board of trustees has identified the following local hazards that exists within the boundaries of its school district:**

**[Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms, etc.]**

~~Prior to July 1, 2014~~ The High School Principal shall design and incorporate drills in its school safety **or emergency operations** plan to address the above stated hazards. The trustees shall certify to the office of public instruction ~~on or before July 1, 2014,~~ that a school safety **or emergency operations** plan has been adopted. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year in a school. All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record will be kept of all fire drills.

The trustees shall review the school safety **or emergency operations** plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. **Once the trustees have made the certification to the office of public instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to school safety and security.**

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

Legal Reference: § 20-1-401, MCA

Disaster drills to be conducted regularly – districts to identify disaster risks **and adopt school safety plan**

Bottom of Form

Bottom of Form

§ 20-1-402, MCA

Number of disaster drills required – time of drills to vary

§§ 39-71-1501, et seq., MCA

Montana Safety Culture Act

§§ 50-71-311, MCA

Safety codes authorized

Policy History:

Adopted on: January 16, 2007

Reviewed on:

Revised on:

**1. Policies 1<sup>st</sup> Reading (A)**

**h. Policy 7525: Lease-Purchase Agreement**

**Cascade School District**

**FINANCIAL MANAGEMENT**

7525

**Lease-Purchase Agreement**

The trustees of a district can lease property with an option to purchase.

Personal property -- the lease cannot be more than seven (7) years.

Real property -- the lease cannot be more than fifteen (15) years.

The terms of the lease must comply with 20-6-625, MCA. If real property is acquired, the trustees shall comply with 20-6-603, MCA.

The trustees of any district may lease buildings or land suitable for school purposes when it is within the best interests of the district to lease the buildings or land from the county, municipality, another district, or any person. The term of the lease may not be for more than fifteen (15) years unless prior approval of the qualified electors of the district is obtained in the manner prescribed by law for school elections, in which case the lease may be for a term approved by the qualified electors, but not exceeding ninety-nine (99) years. Whenever the lease is for a period of time that is longer than the current school fiscal year, the lease requirements for the succeeding school fiscal years shall be an obligation of the final budgets for such years.

Cross Reference:      Policy 7251                                      Disposal of school district property without a vote.

Legal Reference:      § 20-6-603, MCA                                      Trustees' authority to acquire or dispose of sites and buildings – when election required.  
                                 § 20-6-609, MCA                                      Trustees' authority to acquire property by lease-purchase agreement.  
                                 § 20-6-625, MCA                                      Authorization to lease buildings or land for school purposes.

Policy History:

Adopted on:

Reviewed on:

Revised on:

# 1. Policies 1<sup>st</sup> Reading (A)

## h. Policy 3110: Entrance, Placement and Transfer

### Cascade School District

#### STUDENTS

3110

page 1 of 2

#### Entrance, Placement and Transfer

#### Entrance, Date and Age

No pupil may be enrolled in the kindergarten or first grade whose fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) birthday does not occur on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child registers to enter school. A student who meets the six-(6)-years-old requirement, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. A birth certificate and an immunization record are required for admission to the District. The District will not assign or admit any child who has reached his/her nineteenth (19<sup>th</sup>) birthday on or prior to September 10<sup>th</sup> of the year in which the child is to enroll.

#### School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child (birth certification or certified transcript) to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.
2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against **varicella**, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles **in the manner and with immunizing agents approved by the department.** Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

#### Placement

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

#### Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

3110  
page 2 of 2

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks. Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

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

Legal Reference:

§ 20-5-403, MCA	§ 20-5-101, MCA	Admittance of child to school
§ 20-5-404, MCA		Immunization requirement - release and acceptance of immunization records
§ 20-5-405, MCA		Conditional attendance
§ 20-5-406, MCA		Medical or religious exemption
10.55.601 et seq., ARM	Accreditation Standards: Procedures	Immunization record

Policy History:

Adopted on:

Revised on:

## **Committee Report (cont.)**

- C. Transportation
- D. Facilities and Grounds
- E. Negotiations
- F. Technology

## **Announcements (I)**

- A. Next Board Meeting August 18, 2015
- B. Strategic Planning Training, September date to be determined
- C. MTSBA Negotiations/Policy Symposium July 21-22, 2015
- D. MCEL October 14-16, Register by July 31 for discount

**Adjournment (A)**

**7:30pm**