

Regular Meeting of the Board of Trustees

6:00 p.m.

August 18, 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**

- A. Student Handbook

Informational

- A. Trustees Report

Staff Report (I) **6:10**

- A. Kim DeFries, K-6 Principal
- B. Kevin Sukut, 7-12 Principal
- C. Jeff Grimes, AD

New Business (A) **6:15**

- A. Review and adopt final Budget 2015-16SY
- B. Recommendations for Coaching: HSVB, JHVB, JHFB
- C. Procurement Cards
- D. Administrative Salaries
- E. Consent Agenda
 - 1. Minutes Regular Board Meeting July 21, 2015
 - 2. Business Claims
 - 3. Petty Cash Report
 - 4. Student Activity Account
 - 5. Student Attendance Agreements
 - 6. Sub List 2015-16

Superintendent Report (I)

- 1. Renovations Update
- 2. Student Registration Update
- 3. PIR Days
- 4. Back To School Night Aug 24 from 5:00-7:00pm
- 5. Checklist Items
- 6. Back To School BBQ Sept 3 at 5:30-Board Sponsored
- 7. Board Training Hours
- 8. General Fund Budget

Committee Report

6:45

- A. Finance and Budget
- B. Policy Review

1. Policies 2nd 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
- D. Negotiations
- E. Technology

Announcements (I)

- A. Next Board of Trustees Meeting September 15, 2015
- B. Strategic Planning Training, September 17, 2015, 6:00pm
- C. MCEL October 14-16
- D. Back To School Legal Primer, Helena Sept 16, 2015

Adjournment (A)

7:30

Old Business (A)

A. 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.

Informational

A. Trustees Report

New Business (A)

A. Review and adopt final Budget 2015-16SY

Category: Finance

Presented by: Justin Barnes

Attachments: See attached, next page

Facts to Consider:

Superintendent Recommendation: Approve and adopt final Budget for school year 2015-16.

CASCADE PUBLIC SCHOOLS

Memo

TO: Board of Trustees
FROM: Justin Barnes, Superintendent
DATE: 8/14/15
RE: Budget Comparison, ADOPT 2015-16



<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	51,285.41
Bus Depreciation	28,362.10	40,680.60	96,192.56	95,976.91	97,362.25
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	19,675.53
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	244,218.00
Technology	9,867.87	1,502.20	2213.29	103,233.68	100,980.49
Bus Depreciation	28,092.40	41,792.40	95,791.96	96,716.47	95,709.99
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	160,000.00
Adult Ed	16.35	16.35	16.35	16.35	16.35
Flex Fund	885.35	0.00	0.00	0.00	8,232.98
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

B. Recommendations for Coaching: HSVB, JHVB, JHFB

Category: Athletics

Presented by: Jeff Grimes

Attachments: None

Facts to Consider: Darcy Schwindt is being recommended for Head JH Volleyball. Shane Jackson is being recommended for Asst JH Volleyball. Brie Melton is being recommended for Asst HS Volleyball. Casey Park is being recommended for Asst JH Football.

Superintendent Recommendation: Approve the coaching recommendations for HSVB, JHVB, JHFB pending required background checks and TB tests.

C. Procurement Cards

Category: Finance

Presented by: Justin Barnes

Attachments: None

Facts to Consider: The District would like to transfer from the use of credit cards to procurement cards. We have been using procurement cards for the Activities fund for approximately two years. The District receives a percentage based rebate with usage, and therefore, would like to utilize them throughout the District.

Superintendent Recommendation: Approve district wide use of procurement cards.

D. Administrative Salaries

Category: Negotiations

Presented by: Justin Barnes

Attachments: None

Facts to Consider: Our goal is to get Mr. Barnes salary to the average of Class C Superintendents. We are using a 3.5% increase in salary per year calculated from the data that MTSBA has for Class C schools from 2004 to 2012. The average salary using 3.5% increase above 2014-15 salary for 19 Class C schools surveyed via email was \$78,327.71. The average salary using 3.5% increase above 2014-15 salary for 16 Class C schools surveyed via email that have district housing was \$77,527.97. MTSBA survey average salary for Class C superintendents using a 3.5% increase for last 4 years was \$81,540.10. Salary for Superintendent Justin Barnes negotiated by the Negotiations committee of Rick Cummings and Chris Boland is \$78,500.00. The salary for 7-12 Principal Sukut is \$62,000. The salary for K-6 Principal DeFries is \$60,000.

Superintendent Recommendation: Approve Administrative Salaries as negotiated by Negotiations Committee.

E. Consent Agenda

- 1. Minutes Board Meeting June 16, 2015

Regular Meeting

Cascade School District 3B

Board of Trustees

July 21, 2015 - 6:00 pm

Board Members Present –

High School Board

Rick Cummings - Chair
Chris Boland - Vice Chair
Charlie Hawn
Deanna Hastings
Erin Wombold

Elementary Board

Rick Cummings - Chair
Chris Boland - Vice Chair
Charlie Hawn
Deanna Hastings
Erin Wombold

Members Not Present - Terri Bogden

Others Present – Justin Barnes – Superintendent, Lucinda Woodland - District Clerk,

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

Informational

- A. National Association of Agricultural Educators - Eric Tilleman – No Presentation

New Business

- A. Request for Master's Certification - Chris Boland moved, seconded by Charlie Hawn **to approve request for John Wright to seek Master's Certification. Passed Unanimously**
- B. Recommendation for Hire - Charlie Hawn moved, seconded by Deanna Hastings **to approve hiring Clint Lemons as full-time custodian. Passed Unanimously**
- C. Recommendation for Hire - Charlie Hawn moved, seconded by Deanna Hastings **to approve hiring Wes Ross as HS Assistant Football Coach. Passed Unanimously**
- D. North Central Learning Resource Center - Chris Boland moved, seconded by Charlie Hawn **to approve continued association with NCLRC for Special Ed Cooperative services. Passed Unanimously**
- E. Collective Bargaining Agreement - Chris Boland moved, seconded by Charlie Hawn **to approve revisions to the Collective Bargaining Agreement for SY16. Passed Unanimously**
- F. Obsolete Property - Charlie Hawn moved, seconded by Chris Boland **to approve resolution for sale and/or disposal of obsolete property. Passed Unanimously**

It was suggested that there be an observation time for items in the obsolete property sale.

- G. Requisition for Signatures - Charlie Hawn moved, seconded by Deanna Hastings **to approve changes to authorized signatories on district accounts and credit cards. Passed Unanimously**
- H. Safety Renovations - Charlie Hawn moved, seconded by Chris Boland **to approve safety renovations in Commons Area. Passed Unanimously**
Discussion surrounded safety of Mrs. Taft. Will there be a "panic button"? One already exists in office that shuts down ventilation system. Will there be "lockdown capability" in new office? How does one get in when an emergency exists? Should there be a protocol for two people in the office to answer phones? Why doesn't a live person answer the phone all day? (Constant ringing of the phone prevents secretary from doing required work in a timely manner.)
- I. Student Handbook - Charlie Hawn moved, seconded by Erin Wombold **to table until next meeting. Passed Unanimously**
Language should be cleaned up concerning backpacks in classrooms. Elementary and High School needs are different. Clarify with Principals.
- J. Consent Agenda- Charlie Hawn moved, seconded by Deanna Hastings **to approve Consent Agenda. Passed Unanimously**
 - 1. Minutes Regular Board Meeting June 16, 2015
 - 2. Business Claims **(6939-6983)**
 - 3. Petty Cash Report
 - 4. Student Activity Account
 - 5. Student Attendance Agreements
 - 5. Transportation Contracts

Superintendent Report

- A. Board Handbook – will publish to website
- B. Board Hours
- C. Preliminary Budget

Committee Report

- A. Finance and Budget
- B. Policy Review
 - 1. First Reading Policy 1111: Elections (Required change) - Charlie Hawn moved, seconded by Deanna Hastings **to approve first reading of changes to policy 1111: Elections. Passed Unanimously**
 - 2. First Reading Policy 3121P: Enrollment and Attendance Records (Required change) - Deanna Hastings moved, seconded by Erin Wombold **to approve first reading of changes to policy 3121P: Enrollment and Attendance Records. Passed Unanimously**
 - 3. First Reading Policy 3226: Bullying-Harassment-Intimidation-Hazing (Required change) - Charlie Hawn moved, seconded by Erin Wombold **to approve first reading of changes to policy 3226: Bullying-Harassment-Intimidation-Hazing. Passed Unanimously**

4. First Reading Policy 3310: Student Discipline (Required change) - Deanna Hastings moved, seconded by Charlie Hawn **to approve first reading of changes to policy 3310: Student Discipline. Passed Unanimously**
 5. First Reading Policy 3413: Student Immunization (Required change) - Charlie Hawn moved, seconded by Erin Wombold **to approve first reading of changes to policy 3413: Student Immunization. Passed Unanimously**
 6. First Reading Policy 4332: Conduct on School Property (Recommended change) - Charlie Hawn moved, seconded by Deanna Hastings **to approve first reading of changes to policy 4332: Conduct on School Property. Passed Unanimously**
 7. First Reading Policy 8301: District Safety (Required change) - Charlie Hawn moved, seconded by Erin Wombold **to approve first reading of changes to policy 8301: District Safety. Passed Unanimously**
 8. First Reading Policy 7525: Lease-Purchase Agreement - Charlie Hawn moved, seconded by Deanna Hastings **to approve first reading of policy 7525: Lease-Purchase Agreement. Passed Unanimously**
 9. First Reading Policy 3110: Entrance, Placement and Transfer - Charlie Hawn moved, seconded by Chris Boland **to approve first reading of changes to policy 3110: Entrance, Placement and Transfer. Passed Unanimously**
- C. Transportation - two route changes (Adel and Simms-Cascade routes)
- D. Facilities and Grounds
- E. Negotiations
- F. Technology - progress on one to one initiative for Chromebooks in hands of students; purchasing e-textbooks (first set in Science department); media productions class (tvs in each classroom); Nexus Tablets for lower Early K-2 grade, chromebook carts for 3-6 grades; new caching server; Gigabit Ethernet throughout building; thanks to community for passing tech levy to get us where we are and ability to continue upgrade

Announcements

- A. Next Board Meeting August 18, 2015
- B. Strategic Planning Training, TBD (September) community input greatly appreciated
- C. MTSBA Negotiation/Policy Symposium July 21-22, 2015
- D. MCEL October 14-16, Early Bird registration closes July 31

Adjournment

7:30 pm Deanna Hastings moved, seconded by Erin Wombold. **to adjourn. Passed Unanimously**

Rick Cummings, Board Chair

ATTEST: Lucinda Woodland, Clerk

Date Signed _____

2. Business Claims

08/14/15
10:53:06

CASCADE PUBLIC SCHOOLS
Claim Approval List
For the Accounting Period: 8/15

Page: 1 of 6
Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
3752		1276 BARNES, JUSTIN	100.00					
		Sams Club membership						
1		sams club membership	50.00		101	100-2300	610	
2			50.00		201	100-2300	610	
3779		1374 BLICK ART MATERIALS	523.31					
		art curriculum supplies						
1		art supplies	261.65		101	100-1000	610	512
2			261.66		201	100-1000	610	512
3753		1157 BUG DOCTOR	163.00					
		exterminator services						
1		exterminator services	81.50		101	100-2600	340	
2			81.50		201	100-2600	340	
3754		1366 CAMBIUM LEARNING LLC	1,613.70					
		elementary read well program						
1		Read Well	1,613.70		115	412-1000	610	2
3755		1367 CARSON DELLOSA PUBLISHING	54.29					
		early kindergarten resources						
1		early kindergarten resources	54.29		101	100-1000	610	500
3756		92 CASCADE COURIER	84.00					
		various ads						
1		job ads	39.00		101	100-2300	650	
2		xcell camp ad	45.00		115	434-1000	650	9
3757		1255 CDI COMPUTER DEALERS INC	15,010.00					
		chrome management console						
1		chrome management console	7,505.00		128	100-1000	610	
2			7,505.00		228	100-1000	610	
3758		4438 CENGAGE LEARNING	605.00					
		chapters 1-16 working papers						
1		chapters 1-16 working papers	605.00		201	300-1000	610	508
3759		950 CENTRAL MONTANA LOCK & SAFE, LLC	154.00					
		lock repair and rekey						
1		lock repair and rekey	77.00		101	100-2600	440	
2			77.00		201	100-2600	440	
3760		3987 CULLIGAN	175.20					
		equipment rental						
1		equipment rental	87.60		101	100-2600	452	
2			87.60		201	100-2600	452	
3761		1368 DEFRIES, KIM	13.96					
		sticky tabs						
1		sticky tabs	13.96		101	100-2400	610	
3775		1373 DEPARTMENT OF REVENUE	565.00					
		tax liability						
1		tax liability	282.50		101	100-2300	330	

2		282.50	201	100-2300	330
3762	1285 DOBBINS, DAVID	74.79			
	reimb for power cords				
1	power cords	74.79	228	100-1000	610
3763	1369 DVESTORE INC	44,814.85			
	video production equipment				
1	video production equipment	44,814.85	228	100-1000	610
3764	223 EMBARK FEDERAL CREDIT UNION	180.95			
	miscellaneous expenses				
1	Walmart cleaning supplies	34.98	101	100-2600	610
2	CCT bus registration	20.60	110	100-2700	810
3	ATT cell phone bill	60.42	101	100-2300	531
4	Sch Bdcsting video coach	64.95	228	100-1000	610
3765	855 ENERGY WEST	1,010.05			
	natural gas utility				
1	natural gas utility	252.51	101	100-2600	411
2		252.51	201	100-2600	411
3		252.51	110	100-2700	411
4		252.52	210	100-2700	411
3766	1370 GLASS DOCTOR	340.00			
	windshield install				
1	windshield install	170.00	110	100-2700	440
2		170.00	210	100-2700	440
3767	3990 GREAT FALLS ACE 10TH	295.00			
	paint supplies				
1	paint supplies	147.50	101	100-2600	610
2		147.50	201	100-2600	610
3768	1256 HEARTLAND PAYMENT SYSTEMS -	410.00			
	food services planning				
1	food services planning	410.00	112	910-3100	681
3769	4399 HIGH PERFORMANCE FLOORS	7,725.00			
	gym floor refinish				
1	gym floor refinish	3,862.50	101	100-2600	340
2		3,862.50	201	100-2600	340
3780	3647 HOME DEPOT CREDIT SERVICES	71.55			
	paint supplies, mounting clips				
1	paint supplies, mounting clips	71.55	101	100-2600	610
3771	716 I-STATE TRUCK CENTER	416.42			
	stop light				
1	stop light	208.21	110	100-2700	610
2		208.21	210	100-2700	610
3770	1371 INSIGHTINVESTMENTS	7,680.00			
	apple computers and accessories				
1	computers, accessories	7,680.00	228	100-1000	610
3772	3233 KEN'S REFRIGERATION	443.06			
	freezer service				
1	freezer service	221.53	101	100-2600	440
2		221.53	201	100-2600	440
3773	3946 M. M. MOORE INC.	83.00			
	notary bond				
1	notary bond fee	83.00	101	100-2300	340
3774	897 MASCO	1,508.33			
	floor stripper and pads				

1	floor stripper and pads	754.17	101	100-2600	610	
2		754.16	201	100-2600	610	
3781	1310 MASTERCARD CORPORATE CLIENTS	4,629.74				
	miscellaneous expenses					
1	Sams club paper	80.21	101	100-1000	610	550
2		80.21	201	100-1000	610	550
3	mpm school supplies	64.64	201	100-1000	610	
4	MTSBA mcel registration	625.00	101	100-2300	582	
5		625.00	201	100-2300	582	
6	right tracker sped resources	60.00	101	280-1000	610	
7	microscope	1,743.39	228	100-1000	610	
8	dvr system	150.00	128	100-1000	610	
9		149.00	228	100-1000	610	
10	ups batteries	69.98	128	100-1000	610	
11		69.98	228	100-1000	610	
12	dvd player, cables, surge prot	93.34	228	100-1000	610	
13	chromebooks and cases	699.00	228	100-1000	610	
14	office depot monitor	119.99	228	100-1000	610	
3782	48 MEADOW GOLD GREAT FALLS	439.04				
	cafeteria food supplies					
1	cafeteria food supplies	439.04	112	910-3100	630	
3777	401 MONTANA SCHOOL BOARD ASSOCIATI	3,865.42				
	policy maintenance					
1	policy mntnc, laboar svcs, str	1,932.71	101	100-2300	330	
2		1,932.71	201	100-2300	330	
3776	224 MONTANA WASTE SYSTEMS	619.28				
	disposal services					
1	disposal services	309.64	101	100-2600	431	
2		309.64	201	100-2600	431	
3778	3309 MUST	25,416.00				
	auagust health insurance premium					
1	retiree premiums	2,167.00	183	100-1000	260	
2	staff insurance premiums	11,624.50	101	100-1000	260	
3		11,624.50	201	100-1000	260	
3783	1272 NAPA AUTO PARTS	32.68				
	cleaner					
1	cleaner	32.68	110	100-2700	610	
3784	2788 NATIONAL LAUNDRY	465.60				
	laundry services, first aid					
1	laundry services, first aid	465.60	112	910-3100	610	
3785	400 NORTHWESTERN ENERGY	4,169.24				
	electric utility					
1	electric utility	1,042.31	101	100-2600	412	
2		1,042.31	201	100-2600	412	
3		1,042.31	110	100-2700	412	
4		1,042.31	210	100-2700	412	
3786	1324 OETC	2,845.65				
	MS licensing, Adobe apps					
1	MS licensing, Adobe apps	1,422.83	128	100-1000	681	
2		1,422.82	228	100-1000	681	
3787	4402 OFFICE DEPOT	2,010.45				
	paper, binders, common supplies					
1	common supplies	394.61	101	100-1000	610	550
2		394.61	201	100-1000	610	550
3	binders	209.70	101	100-2400	610	
4		209.70	201	100-2400	610	

5	writing pads, whiteout, pens	94.51	101	100-1000	610	550
6		94.50	201	100-1000	610	550
7	office supplies	77.14	101	100-2400	610	
8		77.14	201	100-2400	610	
9	crayons, pencils, scissors, gl	152.85	101	100-1000	610	518
10		305.69	101	100-1000	610	502
3788	1341 ORBIT PHC	1,482.75				
	kitchen freezer repair					
1	kitchen freezer repair	741.38	101	100-2600	440	
2		741.37	201	100-2600	440	
3789	3043 PETTY CASH #2	88.11				
	postage, food bid, life ins					
1	newsletter postage	35.91	101	100-2300	532	
2	food bid	14.70	112	910-3100	630	
3	life insurance	37.50	101	100-2300	260	
3790	851 PICKWICK'S OFFICE CITY	30.00				
	notary stamp					
1	notary stamp	30.00	201	100-2300	610	
3791	603 PRO-BUILD	44.97				
	bus painting supplies					
1	bus painting supplies	44.97	210	100-2700	610	
3792	1331 RCS	350.86				
	safety equipment					
1	safety equipment	175.43	101	100-2600	610	
2		175.43	201	100-2600	610	
3793	3620 REALLY GOOD STUFF	38.94				
	word centers					
1	word centers	38.94	101	100-1000	610	500
3794	3448 RESERVE ACCOUNT	200.00				
	pre paid postage					
1	pre paid postage	100.00	101	100-2300	532	
2		100.00	201	100-2300	532	
3795	395 RON HALL SPRINKLERS	545.00				
	sprinkler repair					
1	sprinkler repair	272.50	101	100-2600	440	
2		272.50	201	100-2600	440	
3796	2108 SAM'S CLUB MC/SYNCB	492.99				
	miscellaneous expenses					
1	simply speaking	87.00	101	100-2400	610	
2	membership renewal	140.00	101	100-2300	810	
3		140.00	201	100-2300	810	
4	symposium meals	43.08	101	100-2300	582	
5		43.07	201	100-2300	582	
6	strat plng treats	39.84	101	100-2300	610	
3797	604 SCHOLASTIC CLASSROOM MAGAZINES	491.81				
	NYT upfront, science, math, choices					
1	upfront	219.78	201	100-1000	610	505
2	math mag	90.74	101	100-1000	610	504
3	scienc mag	93.14	101	100-1000	610	506
4	choices mag	88.15	101	100-1000	610	511
3798	3236 SCHOOL SPECIALTY INC	186.57				
	early k supplies					
1	early k supplies	186.57	101	100-1000	610	500
3799	1332 SCHOOL TECHSUPPLY	1,077.00				
	hover cams					

1	hover cams	1,077.00	228	100-1000	610
3800	4711 SIMPLEXGRINNELL	486.18			
	fire alarm service				
1	fire alarm service	243.09	101	100-2600	340
2		243.09	201	100-2600	340
3801	2096 SMITH, BECKY	8.55			
	meal reimb				
1	meal reimb	8.55	101	100-2300	582
3802	3745 STEEL ETC HOLDING COMPANY	227.80			
	steel				
1	steel	227.80	201	300-1000	610 507
3803	3876 SUPPLYWORKS	87.32			
	paper towels				
1	paper towels	87.32	101	100-2600	610
3804	616 SYSCO FOOD SERVICES OF MONTANA	1,208.74			
	cafeteria food supplies				
1	cafeteria food supplies	1,208.74	112	910-3100	630
3805	3922 TEST	3,524.00			
	smart board projector				
1	smart board projector	3,524.00	228	100-1000	610
3806	3734 THE CHEMNET CONSORTIUM	50.00			
	drug screen				
1	drug screen	50.00	110	100-2700	340
3807	2026 THE PARTS STORE	280.09			
	battery, solenoid				
1	battery, solenoid	140.05	110	100-2700	610
2		140.04	210	100-2700	610
3808	944 TOMS MARKET	103.06			
	miscellaneous expenses				
1	food services	42.94	112	910-3100	630
2	maintenance fuel	31.01	101	100-2600	610
3	board treats	29.11	101	100-2300	610
3809	505 TOWN OF CASCADE	926.42			
	water utility				
1	water utility	231.61	101	100-2600	421
2		231.61	201	100-2600	421
3		231.60	110	100-2700	421
4		231.60	210	100-2700	421
3810	2111 UNITED ELECTRIC	2,968.65			
	lights and ballasts changed				
1	lights and ballasts changed	1,484.32	101	100-2600	440
2		1,484.33	201	100-2600	440
3811	1270 WEX BANK	211.96			
	fuel purchases				
1	athletics	89.25	201	720-3500	582
2	admin travel	45.12	101	100-2300	582
3	mainteannce fuel	77.59	101	100-2600	610
3812	2726 WHALEN TIRE	140.00			
	mount and balance tires				
1	mount and balance tires	70.00	110	100-2700	440
2		70.00	210	100-2700	440

3. Petty Cash Report

Cascade School District #3&B

Balance Sheet - Petty Cash #2

Balance	6/30/2015		\$1,878.18
Credits	7/9/2015	football camp in/out	\$560.00
	7/16/2015	Mesaro insurance	\$375.00
	7/22/2015	GF reimbursement nameplates	\$121.50
	7/29/2015	cash for background check	\$27.25
Debits		2352 Lorie Marquis comm key refund	-\$50.00
		2355 Sams Club	-\$4.51
		2356 Rick Greer nameplates	-\$121.50
		2357 FBHS football camp	-\$560.00
		2358 Sharon Stevens insurance	-\$375.00
	7/31/2015	service charge	-\$3.22
	7/31/2014	Bank Statement Balance	\$1,847.70
		<i>Outstanding Checks & Receipts</i>	
	Check #		
		2359 MT Criminal Records	-\$27.25
		2360 Commodity Food Program	-\$14.70
		2361 UNUM life insurance	-\$37.50
	outstanding deposit		
		fax/copies	\$6.50
		Checkbook Balance	\$1,774.75

Lucinda Woodland

Lucinda Woodland, District Clerk

8/11/2015

08/07/15
10:51:19

CASCADE PUBLIC SCHOOLS
Statement of Activity by Account Name for 07/01/15 to 07/31/15

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts		Transfers (+)	Invest (+)	Misc.	Misc.	Closing Balance
			in Transit (+)	Deposits (+)			Earnings (+)	Charges (-)	
Total for Student Accounts	49070.51	7000.72		2885.45				19.06	44936.18
Bank Account Totals	49070.51	7000.72	0.00	2885.45	0.00		0.00	19.06	44936.18
							Bank Balance		44936.18
							Plus Outstanding Checks		2905.76
							Minus Outstanding Deposits		0.00

							Balance		47841.94
							Minus Receipts in Transit		0.00

							Statement Balance		47841.94

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	x	9
Conner, Claire			9
Conner, Laila			7
Dooley-Cislo, Walker	x	x	9
Infanger, Merle	x	x	12
Jackson, Ryder			10
Jackson, Shelbie			8
LaFromboise, Cassy			10
Lendrum, Steven	x	x	10
Miller, Dillon			8
Pickard, Andrena			12
Taylor, Jenny	x	x	11
Vandevender, Dorothy			8
Vandevender, Madison			10

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

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

Ulm School Dist.	R	BA	Grade
Bogden, Ryan	x	x	8
Brown, Taylor			8
Grismer, Lily			6
King-Burch, Arielle	x	x	6
Lange, Drake			1
Lynn, Kodiann	x	x	5
Phillips, Jacob	x	-	<u>7</u>

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. Sub List 2015-16

Sub Teacher	
Name	T.B./PRINTED
CERTIFIED	
Ahrens, James	C/TB/FP
Bolding, Suzy	C/TB/FP
Castellanos, Ray	C/TB/FP
Dachs, Maureen	C/TB/FP
Hickel, Nellene	C/TB/FP
Getzenberg, Anne	C/TB/FP
LaLiberty, Frank	C/TB
Manning, Diana	C/TB/FP
O'Brien, John	C/TB/FP
Skogley, Melody	C/TB/FP
Teberg, Lisa	C/TB/FP
NON-CERTIFIED	
Castellanos, Marie	TB/FP
Conger, Karen	TB/FP
Ethridge, Andrea	TB/FP
Hessler, Chad	TB/FP
Melton, Brie***	Pending Background
McClain, Dave	TB/FP
Randel, Sue	TB/FP

***Need Approval by the Trustees

T.B. APPROVED

C - Some teaching certification

FP - FINGERPRINTED

PH - Physical Approved

Kitchen	
Name	T.B./PRINTED
Baker, Iris	TB/FP/PH
Gottlob, Erin	TB/FP/PH***
Hall-Elmore, Roberta	TB/FP/PH
Ingram, Amie	TB/FP
Randel, Sue	TB/FP/PH
Sukut, Earl	Pending Background
Custodian	
Name	T.B./PRINTED
Clint, Dale	TB/FP/PH***
Hall-Elmore, Roberta	TB/FP/PH
Ingram, Amie	TB/FP
Johnson, Angela	TB/FP/PH
O'Brien, John	C/FP/TB/PH
Sukut, Earl	FP/TB/PH
Bus Drivers	
Name	T.B./PRINTED
Disney, Lee	TB/FP
Hall-Elmore, Roberta	TB/FP/PH
Hessler, Chad	TB/FP
Nelson, Mark	TB/FP
Skogley, Jeff	TB/FP
Tilleman, Eric	TB/FP
Secretarial	
Name	T.B./PRINTED
Thaut, Niki***	TB/FP
Volunteers	
Name	T.B./PRINTED
Nelsen, Jessica	

Superintendent Report (I)

1. Renovations Update

2. Student Registration Update

3. PIR Days

- 8/19 - New Teacher Orientation
- 8/20 - Welcome Back, Staff Meetings, Core Team Work
- 8/21 - RTI, Referral Process, Title I & MAPS Data, Core Team Work
- 8/24 - SPED CO-OP, Classroom Time

4. Back To School Night Aug 24 from 5:00-7:00pm

- XCELL! Spaghetti Donation Dinner
- Meeting in gym to introduce all staff and go over new information 5:45-6:15
- All other times are meet and greet for students and parents in teachers' classrooms

5. Checklist Items

- Facilities Walk Through
- All Handbooks Complete
- Certified & Classified Assignments are set
- E-grants Completed (federal)
- Transportation Contracts Complete
 - Elementary – 4
 - MS/HS – 5
 - Combo – 3
- Substitute List Completed
- Transportation
 - All buses have passed inspection
 - Bus Driver certification to be completed
- Taxable Valuation:
 - Elementary - \$5,940,985 (City of Cascade & Deep Creek)
 - High School - \$7,216,782 (City of Cascade, Ulm, & Deep Creek)

6. Back To School BBQ Sept 3 at 5:30-Board Sponsored

7. Board Training 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
		Total	17
Erin Wombold	6/6/2015	Newly Elected Trustee Symposium	6
		Total	6
Charlie Hawn	6/6/2015	Leadership Symposium	6
		Total	6
Terri Bogden			
		Total	0
Chris Boland	6/6/2015	Leadership Symposium	6
		Total	6
Deanna Hastings	6/5/2015	Delegate Assembly	4
	6/6/2015	Leadership Symposium	6
		Total	10

8. General Fund Budget

08/14/15
15:13:18

CASCADE PUBLIC SCHOOLS
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 15

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 General Fund	38,042.14	101,125.25	1,290,979.38	1,290,979.38	1,189,854.13	8 %
201 General Fund	33,914.56	93,085.46	1,000,389.86	1,000,389.86	907,304.40	9 %
Grand Total:	71,956.70	194,210.71	2,291,369.24	2,291,369.24	2,097,158.53	8 %

Committee Report

- A. Finance and Budget
- B. Policy Review

1. Policies 2nd 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 (1st) Tuesday after the first (1st) 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 (26th) 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.

1111

page 2 of 2

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 2nd 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 (10th) 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 (1st) Monday in October, ~~the first (1st) Monday in December,~~ and the first (1st) 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, MCA Definitions

Procedure History:

Promulgated on: May 15, 2001
Revised on: May 15, 2007
Revised on: May 16, 2013

1. Policies 2nd Reading (A)

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

Cascade School District

R

3226

STUDENTS

page 1 of 2

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 2nd 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

1. Policies 2nd 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 2nd 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 2nd 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, 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**

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§ 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 2nd 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 2nd 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 (5th) or sixth (6th) birthday does not occur on or before the tenth (10th) 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 (19th) birthday on or prior to September 10th 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.

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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 September 15, 2015
- B. Strategic Planning Training, September 17, 2015, 6:00pm
- C. MCEL October 14-16
- D. Back To School Legal Primer, Helena Sept 16, 2015

Adjournment (A)