



# CASCADE

PUBLIC SCHOOLS MT. DIST. 3&B  
HOME OF THE BADGERS



## The Core Purpose of Cascade Public School District:

*Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.*

*Approved by the Cascade Board of Trustees January 2016*



**Align your governance with the 8 characteristics of effective school boards through MTSBA model policy:**

1.	2.	3.	4.	5.	6.	7.	8.
<b>Commit</b> to a vision of high expectations for student achievement and quality instruction. Define clear goals for that vision.	<b>Share</b> strong beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.	<b>Accountability driven,</b> spending less time on operational issues and more time focused on policies to improve student achievement.	<b>Collaborative</b> relationships with staff and the community. Establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals.	<b>Data savvy.</b> Embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.	<b>Align and sustain resources,</b> such a professional development, to meet district goals.	<b>Lead as a united team</b> with the superintendent, each from their respective roles, with strong collaboration and mutual trust.	<b>Take part in team development and training</b> to build shared knowledge, values and commitments for their improvement efforts.

# Regular Meeting of the Board of Trustees

January 16, 2018

6:00 p.m.

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

## Agenda

### Call to Order

6:00

Reading of Notice Regarding Public Comment Public and procedures to be followed when addressing the Board.

### Public Comment on Non-Agenda Items

Members of the community are given opportunity to make brief comments to the Board on any matters not included in the agenda. By law the Board cannot deliberate, debate or take any action on any matter presented during Public Comment. **Comments about any staff, student, or member of public are not allowed due to rights of privacy laws.**

Public Comment on action (A) agenda items is to be addressed when the item is being considered on the agenda. Informational and Staff Reports are reported to Board of Trustees as information only.

### Old Business (A)

6:05

### Informational (I)

- A. Budget Amendment Proclamation
- B. Letter of Resignations–Linda Cotton, James Lewis
- C. Advisory Petition Council findings–Val Fowler, MTSBA Legal Council

### Staff Report (I)

- D. Booster Club
- E. PTSA
- F. Siobhan Hathhorn, K-6 Principal
- G. Kevin Sukut, 7-12 Principal
- H. Sonja Mazaira, AD
- I. April Pepos, XCELL!
- J. Mandy Eike, Head Maintenance

### New Business (A)

6:15

- A. Superintendent Renewal/Nonrenewal
- B. Recommendation for JHW Head Coach
- C. Recommendation for HSW Asst Coach
- D. Recommendation for JHGB Head Coach
- E. Recommendation for JHGB Asst Coach
- F. Approval of DOA Standard Audit Contract
- G. Consent Agenda
  - 1. Minutes Regular Board Meeting December 19, 2017
  - 2. Business Claims
  - 3. Student Activity Account
  - 4. Student Attendance Agreements
  - 5. Transportation Contracts
  - 6. Sub List

## **Superintendent Report (I)**

- A. MTSBA Legislative Platform
- B. Drivers Education
- C. Calendar
- D. Title 1 Relocation Funds
- E. Legislative Picture
- F. Board Hours
- G. GF Snapshot

## **Committee Report (I)**

**7:00**

- A. Finance and Budget
- B. Policy Review
- C. Transportation
- D. Facilities and Grounds
- E. Negotiations
- F. Technology

## **Announcements (I)**

- A. MTSBA HR Symposium Feb 6-21, locations statewide plus video workshop
- B. Regular School Board Meeting February 20, 2018 at 6:00 pm
- C. **MTSBA Budget Symposium March 5-29, locations statewide plus video workshop**
- D. MTSBA Employment Hot Topic Training April 25, 8:30-5:00pm, Helena
- E. MTSBA Newly Elected Trustee Orientation May in Great Falls/Helena

## **Board Meeting Evaluation**

## **Adjournment (A)**

**8:00**

## **Notice Regarding Public Comment**

*in concordance with Montana State Law and Board Policies:*

1400 Board Meetings

1420 School Board Meeting Procedure

1420F Notice Regarding Public Comment

1441 Public Participation at Board Meetings

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any **public matter not otherwise specifically listed on the agenda** that is within the jurisdiction of the agency. As has also been the practice of the District, and in accordance with Montana law, if any member desires to speak to an item that is **specifically listed/identified on the agenda**, you will be allowed to do so when the item comes up for discussion and action. The Public Comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the Public Comment portion of the meeting, if you haven't already done so, please sign your name to the sheet located by the door, circle "Public Comment", and indicate the general topic on which you will be commenting. The Board Chairman will call individuals to speak in the order listed, and only those who indicated such interest, on the sheet provided. Under Montana law, the Board must comply with the legal requirement to protect any individual's right of privacy. A member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition, the Board will not hear comments on contested cases or other adjudicative proceedings. When addressing the Board, please do so from the lectern provided so your comments can be heard and recorded accurately. These requests are procedural and not intended to prevent additional participation from the public at the discretion of the Board Chairperson.

Depending on the number of persons who wish to address the Board, the Board Chairman may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law the District cannot deliberate, debate or take any action on any matter presented during Public Comment portion of the meeting, until such time as the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

## Old Business (A)

### Informational

#### A. Budget Amendment Proclamation

### **BUDGET AMENDMENT PROCLAMATION CASCADE SCHOOL DISTRICT 3B CASCADE COUNTY**

At a regular meeting of the board of trustees of School District No.3B, Cascade County, Montana, held December 19, 2017, at 6:00 p.m. at Cascade Public Schools, the Board of Trustees approved a School Safety Transfer permissible through MCA 20-9-236 MCA, to transfer funds from the Elementary and High School Bus Depreciation Funds to the Elementary and High School Building Reserve Funds;

WHEREAS, the trustees of School District No.3B, Cascade County, Montana, have made a determination that as a result of the replacement of the failed boiler system in the south wing of the building, the district's budget for the Elementary and High School Building Reserve funds do not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the Elementary Building Reserve fund budget in the amount of \$14,732.27 and the High School Building Reserve fund budgets in the amount of \$14,732.28 is necessary under the provision of Section 20-9-161(2) MCA; for the purpose of replacing the failed boiler system in the south wing of the building and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be the Elementary and High School Bus Depreciation Funds;

THEREFORE BE IT RESOLVED that the Board of Trustees of School District No. 3B, Cascade County, Montana, proclaims a need for an amendment to the Elementary and High School Building Reserve fund budgets for fiscal year 2018 in the amount of \$14,732.27 and \$14,732.28 under Section 20-9-161(2), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of School District No.3B, Cascade County, Montana, will meet at 6 p.m. at Cascade Public Schools on February 20, 2018 for the purpose of considering and adopting the budget amendment.



- B. Letter of Resignation–Linda Cotton, James Lewis  
Per Policy 5251, the Superintendent is authorized to accept resignations on behalf of the Board from any district employee.

January 2, 2018

Dear Mr. Barnes

Please consider this my notification that I will be retiring at the end of the 2017/2018 school year. I could not have asked for a more amazing career choice or more incredible staff members to work with. I regard my tenure at Cascade Schools as a privilege and one that I will forever cherish.

Respectfully



Linda Biegel Cotton  
Career and Technical Education, Business  
Business Professionals of America, Advisor

To whom it may concern,

Regretfully I must resign from my current coaching position and any future positions for this year 2018. I cannot commit to the student athletes as I would like due to my full time position I am currently working. Thank you for the short opportunity that I was given, I look forward to supporting Badger Athletics in other ways and in the future as my boys come through the Cascade school system.

Respectfully,

James B. Lewis

- C. Advisory Petition Council findings presented by Val Fowler, MTSBA Legal Council

## **Staff Report (I)**

- A. Booster Club
- B. PTSA
- C. Siobhan Hathhorn, K-6 Principal
- D. Kevin Sukut, 7-12 Principal
- E. Sonja Mazaira, AD
- F. April Pepos, XCELL!
- G. Mandy Eike, Head Maintenance

## New Business (A)

### A. Superintendent Renewal/Nonrenewal

**Category:** Personnel

**Presented by:** Rick Cummings and Board of Trustees

**Attachments:** None

**Facts to Consider:** Mr. Justin Barnes has been employed as district superintendent since 2013. His current contract expires June 30, 2018. Per MCA 20-4-401 the trustees must notify the superintendent of contract renewal/nonrenewal no later than February 1 of the last year of the contract. Trustees have the option of nonrenewal or a contract renewal of up to 3 years, the terms of which will be negotiated and agreed upon, then ratified by the Board.

**Superintendent Recommendation:** N/A

### B. Recommendation for JH Wrestling Head Coach

**Category:** Personnel

**Presented by:** Sonja Mazaira

**Attachments:** None

**Facts to Consider:** Mr. Pat Ober applied for and is being recommended for JH Wrestling Head Coach. Mr. Ober has helped coach our Little Guy Wrestling program for the past 8 years and will be a great asset to our Junior High program.

**Superintendent Recommendation:** Approve Pat Ober for JH Wrestling Head Coach.

### C. Recommendation for HS Wrestling Assistant Coach

**Category:** Personnel

**Presented by:** Sonja Mazaira

**Attachments:** None

**Facts to Consider:** Mr. John Pepos applied for and is being recommended for HS Wrestling Asst. Coach.

**Superintendent Recommendation:** Approve John Pepos for High School Wrestling Asst. Coach.

### D. Recommendation for JH Girls' Basketball Head Coach

**Category:** Personnel

**Presented by:** Sonja Mazaira

**Attachments:** None

**Facts to Consider:** Ms. Mandy Eike applied for and is being recommended for the JH Girls' Basketball Head Coach position. Ms. Eike has over 12 years basketball coaching experience and was an award winning high school basketball player. She has also participated in and coached a number of league organizations and kid's basketball camps. Ms. Eike has been an MOA certified referee for 8 years.

**Superintendent Recommendation:** Approve Ms. Mandy Eike for JH Girls' Basketball Head Coach.

### E. Recommendation for JH Girls' Basketball Assistant Coach

**Category:** Personnel

**Presented by:** Sonja Mazaira

**Attachments:** None

**Facts to Consider:** Miss Karsen Drury is being recommended for the JH Girls' Basketball Assistant Coach. Miss Drury has assisted in a variety of coaching positions including Badger Cubs, volleyball and varsity basketball.

**Superintendent Recommendation:** Approve Miss Karsen Drury for JH Girls' Basketball Asst. Coach.

### F. Approval of DOA Standard Audit Contract

**Category:** Personnel

**Presented by:** Rick Cummings

**Attachments:** Following pages

**Facts to Consider:** The District is required by law to conduct an annual audit. The company the District previously contracted with no longer conducts school audits. At this time the District is entering into an initial one year contract. Many contractors were requested to provide a bid, however, this is the only company who was willing to provide a bid and enter into contract.

**Superintendent Recommendation:** Approve the DOA Standard Audit Contract.





2. continued:
  - D. The Contractor may submit interim bills to the Entity each month, based upon the estimated percentage of contract completion. The Entity may retain 10 percent of each of these estimates until the Contractor has delivered the final audit report, at which time the Entity shall release the amount retained.
3. **Audit Scope:** The Contractor shall conduct a financial statement audit of the Entity as follows:
  - A. The Contractor shall conduct the audit in accordance with (i) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants and (ii) the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The objective of the audit is the expression of the Contractor's opinion on the Entity's financial statements. The Contractor shall obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Accordingly, a material misstatement may remain undetected. Also, the audit is not designed to detect error or fraud that is immaterial to the financial statements. If the Contractor's opinion on the Entity's financial statements is other than unqualified, the Contractor shall fully discuss the reasons with the Entity in advance of issuing a report. If, for any reason, the Contractor is unable to complete the audit or is unable to form or has not formed an opinion, the Contractor may decline to express an opinion or decline to issue a report as a result of the engagement.
  - B. The Contractor shall include tests of internal control over financial reporting, but the audit is not designed to provide an opinion on internal control or to identify significant deficiencies. The Contractor, however, shall make the Entity aware, in writing, of any significant deficiencies that come to the Contractor's attention.
  - C. The Contractor shall include the following tests of compliance and other matters as required by Government Auditing Standards. These tests, however, will not be designed to provide an opinion on such compliance. The Contractor shall determine whether:
    - (1) the Entity has complied with all appropriate statutes and regulations, as required by Section 2-7-502, MCA;
    - (2) the Entity has complied with the provisions of each of its revenue bond ordinances and indenture agreements;
    - (3) if the audit is of a county, city or town, money is or has been retained in a local charge for services fund contrary to the requirements of Sections 17-2-301 through 17-2-303, MCA, as required by Section 17-2-302, MCA. **The Contractor shall report any findings of noncompliance with the provisions of these statutes, regardless of materiality;** and
    - (4) if the audit is of a county or consolidated city/county government, the Entity has complied with state laws relating to receipts and disbursements of agency funds maintained by the Entity, as required by Section 2-7-505, MCA.
  - D. When applicable, the audit must meet all requirements of the Federal Single Audit Act of 1984, as amended by the Single Audit Act Amendments of 1996 and OMB Circular A-133.
  - E. The audit scope with regard to federal financial assistance for each fiscal year covered by this audit contract must be as specified in Appendices A, B and C.

3. continued:

F. Except as provided below, for purposes of determining the scope of the audit, the Entity is considered the financial reporting entity as defined by the Governmental Accounting Standards Board. This provision does not preclude the Entity from engaging a different audit firm for the audit of a segment, fund or component unit of the Entity. However, both the Entity and Contractor shall notify the State whenever the Entity elects to engage a different audit firm for the audit of a segment, fund or governmental component unit. Such additional audit must be contracted for on the State's Standard Audit Contract, and the audit firm shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State.

If this contract is for an audit of a segment, fund, or governmental component unit of the primary government, the Entity is considered to be the segment, fund or component unit.

G. Any school district audit must also include auditing procedures sufficient to provide an opinion as to whether the following supplemental information is fairly stated in relation to the basic financial statements:

- (1) the school district's enrollment for the fiscal year or years being audited as reported to the Office of Public Instruction in the Fall and Spring enrollment reports; and
- (2) when applicable, the extracurricular funds for pupil functions.

H. If the Entity is a school district or associated cooperative, the Contractor shall contact the State Office of Public Instruction and the county superintendent of schools before or during the audit of the Entity. The Contractor shall determine whether those offices are aware of potential financial or legal compliance problems relating to the Entity that could affect the scope of the audit.

I. The Contractor shall immediately notify the Entity and the State in writing of any material irregularities it discovers. If the Entity is a school district or special education cooperative, the Contractor shall also immediately notify the State Office of Public Instruction in writing.

J. The Contractor shall provide the Entity with a copy of its most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the contract period.

K. The Contractor shall notify the Entity of all proposed audit adjustments and, if the Entity concurs, shall obtain written acceptance of these proposed adjustments. The State reserves the right to request documentation of these proposed and accepted audit adjustments.

4. **Entity's Responsibilities:** The Entity shall be responsible for:

- A. its basic financial statements, including note disclosures;
- B. all supplementary information required by GASB and by provisions of this contract;
- C. establishing and maintaining effective internal control over financial reporting, including internal controls related to the prevention and detection of fraud;
- D. ensuring that it complies with the laws and regulations applicable to its activities;

4. continued:
  - E. making all financial records and related information available to the Contractor;
  - F. the schedule of expenditures of federal awards required for audits conducted under OMB Circular A-133;
  - G. approving all proposed audit adjustments before posting, if the Entity concurs with the proposed adjustments;
  - H. adjusting the financial statements and accounting records to correct material misstatements and to agree with the audited financial statements; and
  - I. providing the Contractor, at the conclusion of the audit engagement, with a letter that confirms certain representations made during the audit, including an affirmation that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
5. **Dates for Annual Financial Report or Trial Balance of Accounts:** The Entity shall prepare its annual financial report or a trial balance of accounts no later than the dates specified in Appendices A, B and C. If the Entity is unable to prepare its annual financial report or trial balance by the date specified in the Appendices, the Entity shall notify the Contractor and the State in writing prior to the specified dates.
6. **Beginning the Audit:** The Contractor shall begin the audit field work based on the schedule established in Appendices A, B and C. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period.
7. **Completion of Audit:** The Contractor shall deliver the audit report to the Entity and the State, based on the schedule established in Appendices A, B and C. If the Contractor cannot deliver the audit report to the Entity and the State on the date specified in the Appendices, the Contractor shall notify the Entity and the State in writing of that fact, and the reason(s) therefore. Under Section 2-7-503(3)(a), MCA, all audits must be completed and the reports issued within one year from the close of the last fiscal year covered by the audit. If the audit is conducted in accordance with the provisions of OMB Circular A-133, the Contractor shall also complete the audit and issue the audit report within the time period required by that Circular, unless a longer period has been agreed to in advance by the federal cognizant or oversight agency for audit. If the Entity has requested and received an extension of the A-133 due date from a federal agency, the Entity shall submit a copy of the approved extension to the State.
8. **Audit Presentation:** The final audit report must contain basic financial statements and required supplementary information consistent with financial reporting standards in effect for the year or years being audited, as established by the Governmental Accounting Standards Board. In addition, other supplementary information required by provisions within this contract and by OMB Circular A-133 must also be included, if applicable.
  - A. The final audit report must also contain any other financial statements and supporting schedules and information as agreed upon by the Entity and Contractor.
  - B. The financial statements presented must be in accordance with the financial reporting standards in effect for the year or years being audited, as described above. If the accounting records or other circumstances do not permit financial statements to comply with these requirements, the Contractor shall notify the

8. continued:  
State of those conditions and describe the financial statements that will be presented. The applicable auditor's reports must also be modified as required to reflect a departure from generally accepted accounting principles.
- C. If the audit is of a school district with separate elementary and high school district general funds, the general funds must be combined as a single major fund. All other funds must be separately considered for major fund criteria.
- D. If the audit is a biennial audit covering two years, the Contractor shall present complete financial statements as specified above for each year covered by the audit. However, note disclosures for both fiscal years may be in one set of notes, with separate fiscal year disclosures as necessary. The two years must be presented under one audit report cover and opined upon in one Independent Auditor's Report.
9. **Auditor's Reports:** All audit reports must contain the following auditor's reports, which must comply with applicable professional standards in effect for the fiscal year or years being audited:
- A. an independent auditor's report on the financial statements of the Entity;
- B. a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. If applicable, this report must include information about fraud, illegal acts, significant violations of provisions of contracts or grant agreements, and significant abuse, or indications of these acts.
- C. a report disclosing any lack of compliance with State statutes, rules, regulations, or ordinances that would not have a material effect on the financial statements, but of which the Contractor becomes aware during the course of the audit. This report must be referred to in the report required in 9.B. above. This report may be combined with other reports if appropriate, or the findings may be included in a management letter. If included in a management letter, that letter must be included as a part of, or accompanying, the audit report.
- D. a report on any supplemental schedules or information presented, if any such schedules or information are presented in the audit report. This report may be given in a supplemental information paragraph of the auditor's report on the financial statements (9.A. above), or in a separate report. For the following supplemental information, the Contractor shall report on whether the information is fairly stated, in all material respects, "in relation to" the financial statements as a whole, unless the condition of the financial records do not allow the auditor to render such an opinion:
- Supplemental schedule of school district enrollment required in paragraph 11.A;
  - Supplemental schedule of school district extracurricular fund financial activities required in paragraph 11B; and
  - Supplemental schedule of expenditures of federal awards required by OMB circular A-133 and in paragraph 10.A.
- E. a report disclosing the action taken by the Entity to correct any deficiencies or implement any recommendations contained in the prior audit report. This report must be in a format that specifically identifies, by title or summary, each deficiency or recommendation contained in the prior audit report and the action taken by the Entity on each such deficiency or recommendation.
- F. If the Contractor includes audit findings in the reports referenced in 9.B. and 9.C. above or in a

9. continued:  
management letter, the views of Entity officials and their planned corrective actions must also be included, as required by Government Auditing Standards, if they are available at the time the Contractor files copies of the audit report with the State. If the views and planned corrective actions are not available at that time, the Contractor shall so indicate in the reports.
10. **Single Audits:** All audit reports for single audits done in accordance with OMB Circular A-133 must also contain the following:
- A. a schedule of expenditures of federal awards. As required by OMB Circular A-133, the schedule must:
    - (i) list individual federal programs by federal agency. For federal programs included in a cluster of programs, list individual federal programs within a cluster of programs;
    - (ii) for federal awards received as a subrecipient, include the name of the pass-through entity and identifying number assigned by the pass-through entity;
    - (iii) provide total federal awards expended for each individual federal program and the CFDA number or other identifying number when the CFDA information is not available;
    - (iv) include notes that describe the significant accounting policies used in preparing the schedule;
    - (v) to the extent practical, for pass-through entities identification in the schedule of the total amount provided to subrecipients from each federal program; and
    - (vi) in either the schedule or a note to the schedule, the value of the federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year end. While not required, it is preferable to present this information in the schedule.
  - B. a report on the schedule of expenditures of federal awards. This report may be combined with other reports as provided by OMB Circular A-133 and professional standards. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.
  - C. a report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133. This report must refer to the separate schedule of findings and questioned costs described in paragraph 10.D. of the contract. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.
  - D. a schedule of findings and questioned costs which must include the information required by OMB Circular A-133.
  - E. the corrective action plan required by OMB Circular A-133, if that plan is available at the time the Contractor files copies of the audit report with the State. This corrective action plan may be combined with the Entity's planned corrective actions related to findings reported in accordance with Government Auditing Standards, as provided in paragraph 9.F., above.
11. **School Districts:** School district audit reports must also include the following as supplemental



11. continued:  
information/schedules:
  - A. a schedule of the district's enrollment as reported to the Office of Public Instruction for the fiscal year or years being audited. The schedule must contain the enrollment both as reported in the Fall and Spring enrollment reports and as documented by the school district's enrollment records; and
  - B. a detailed schedule of extracurricular fund financial activities.
12. **Written Report to Entity:** The Contractor shall render a single, written report for the Entity audited. **The report must include, or be accompanied by, all written reports and letters discussing findings and recommendations from the Contractor to the Entity, including but not limited to the reports and schedules referred to in paragraphs 9 and 10 above as well as any management letters that include findings and recommendations.**
13. **Exit Interview:** Before submitting the final audit report, the Contractor shall hold an exit review conference in which the audit results are discussed with those charged with governance and appropriate Entity officials and employees. **The Contractor shall ensure that all members of the governing body and key members of management are notified of this exit conference.** The Contractor further agrees that before submitting the final report, it will not discuss the audit findings with anyone other than the Entity or the State. However, once the Contractor delivers the final audit report, the report is deemed to be a public record.
14. **Report Distribution:** The Contractor and Entity shall file copies of the audit report as specified below:
  - A. The Contractor shall provide the Entity with the number of copies of the audit report specified in Appendices A, B and C and the cost of those copies is included in the total price for the engagement as set out in paragraph 2.A., above, and in the Appendices. The Contractor shall submit one of these copies to the attorney for the Entity.
  - B. Upon request by the Entity, the Contractor shall provide additional copies of the audit report at a price per copy agreed upon by the Entity and Contractor.
  - C. The Contractor shall provide the State with four copies of each audit report at no charge. **These copies must be sent to the State at the same time the Contractor delivers the final audit report to the Entity and must include any management letters that include findings and recommendations.** A letter of transmittal must accompany the State's copies, advising the State of the date of the exit conference, the date the final report was delivered to the Entity, the date of the audit report, the actual number of hours spent by the Contractor in the conduct of the audit, the total audit fees billed the Entity, whether the audit was conducted in accordance with the provisions of OMB Circular A-133, and whether there were any findings or opinion qualifications in the audit report, and, if so, whether the entity's corrective action plan or response was included as part of or submitted with the audit report.
  - D. If the Entity is a school district or associated cooperative, the Contractor shall provide copies of the audit report to the Office of Public Instruction, the county superintendent of schools, and the county attorney.
  - E. If the Entity is a city or town fire department relief association disability and pension fund, the Contractor shall provide one copy of the audit report to the city or town clerk.
  - F. If the audit is a single audit conducted in accordance with the provisions of OMB Circular A-133, the

14. continued:

Entity shall provide copies of the reporting package defined in OMB Circular A-133 and the data collection form to the federal clearinghouse designated by OMB. In addition, the Entity shall provide either a copy of the reporting package, or the alternative written notification as described by OMB Circular A-133 to all federal, state and other granting and pass-through agencies as required by Circular A-133.
15. **Entity Response:** If not included in the audit report as provided in paragraphs 9.F. and 10.E., within 30 days after receiving the audit report, the Entity shall notify the State in writing as to what action it plans to take to correct any deficiencies or implement any recommendations identified or contained in the audit report, as required by Section 2-7-515, MCA, and ARM 2.4.409. **This notification must also address any findings and recommendations contained in management letters, which are considered a part of the audit report as prescribed in paragraph 12.** If the audit is a single audit conducted in accordance with OMB Circular A-133, this corrective action plan must also meet the requirements of Circular A-133 and contain all information required by that Circular.
16. **Entity's Attorney:** If requested by the State, the attorney for the Entity shall report to the State on the actions taken or the proceedings instituted or to be instituted relating to violations of law and nonperformance of duty as required by Section 2-7-515(4), MCA. The attorney shall report to the State within 30 days after receiving the request.
17. **Certification of Auditor Independence:** The Contractor certifies that, as required by generally accepted government auditing standards, it and its principals and employees are independent in all matters with respect to this engagement. This contract shall not include non-audit services, and the Contractor shall neither arrange for nor accept non-auditing work with the Entity which could in any way impair the Contractor's independence in violation of professional standards. If required by the State, the Contractor shall document that independence has been maintained in both fact and appearance as required by professional auditing standards.
18. **Prime Contractor:** The Contractor is the prime contractor and is responsible, in total, for all work of any subcontractors. The Contractor shall obtain the **written approval of the Entity and the State before** engaging correspondent Contractors, consultants, or subcontractors to provide services in connection with this audit. **Any Contractors subcontracted to perform audit work must be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the Local Government Services Bureau.** The Contractor is responsible to the Entity and the State for the acts and omissions of all correspondent Contractors, consultants, subcontractors, or agents and of persons directly or indirectly employed by such correspondent Contractors, consultants, subcontractors or agents, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this contract creates any contractual relationship between any correspondent Contractor, consultant, or subcontractor and the State.
19. **Entrance and Exit Conferences:** The State may participate in all entrance and exit conferences between the Entity and Contractor, as well as all major conferences dealing with audit exceptions and recommendations regarding accounting or operating procedures, management policies, or internal control changes.
20. **Access to Records:** The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's audit programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided at the State's offices in Helena, Montana. Access to working papers includes the right of the State to obtain copies of working papers, as is reasonable and necessary. The Contractor shall make the audit programs and supporting working papers

20. continued:  
available to the State for use by the State or other public accounting firms as directed by the State in future audits of the Entity. The Contractor shall make the audit programs and supporting working papers available to the cognizant or oversight agency for audit or its designee, federal agencies providing direct or indirect funding, or the U.S. General Accounting Office, if requested. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary. The Contractor shall retain the audit report, audit programs, and audit working papers for a minimum of five years from the date of the audit report, unless the State notifies the Contractor to extend the retention period. If professional standards or other applicable laws, rules, or regulations require a longer retention period, the Contractor shall retain the above materials for that specified period.
21. **State Review:** As provided by Section 2-7-522, MCA, the State may review the audit report submitted by the Contractor. If the State determines that reporting requirements have not been met, it will notify the Entity and the Contractor of the significant issues of noncompliance. The Contractor shall correct the identified deficiencies within 60 days of notification.
22. **Independent Contractor:** The Entity and the State recognize that the Contractor is an independent contractor and neither its principals nor its employees are employees of the State or Entity for purposes of tax, retirement system, or social security (FICA) withholding.
23. **Workers' Compensation:** The Contractor certifies that it carries Workers' Compensation for its employees and that it has either elected Workers' Compensation or has an approved Independent Contractor's Exemption covering the Contractor while performing work under this contract. (Montana Code Annotated, Title 39, Chapter 71) Neither the Contractor nor its employees are State employees for the purposes of this paragraph.
24. **Indemnification:** The Contractor agrees to protect, defend, and save the State and Entity, their elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omission of the Contractor and/or its agents, employees, representatives, assigns, and subcontractors, except the sole negligence of the State or Entity, under this agreement.

If the Contractor is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the Entity's intentional or knowing misrepresentation or provision to the Contractor of inaccurate or incomplete information in connection with this engagement, and not any failure on the Contractor's part to comply with professional standards, the Entity shall indemnify, defend, and hold harmless the Contractor against such obligations.

25. **Insurance:** Contractor shall maintain for the duration of the contract, at its cost and expense, occurrence coverage insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, and/or its agents, employees, representatives, assigns, or subcontractors. The Contractor's insurance coverage shall be primary insurance for the Contractor's negligence as respects the State and Entity and their elected officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State and Entity, their officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it

The Contractor shall purchase and maintain occurrence coverage to cover such claims as may be caused by any

25. continued:  
act, omission, negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors. Note: If occurrence coverage is unavailable or cost-prohibitive, the state will accept 'claims made' coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

The State and Entity reserve the right to require complete copies of insurance policies at all times.

26. **Compliance with Laws:** The Contractor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provisions. In accordance with Section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the Contract.
27. **Work Accommodations:** The Entity shall provide the Contractor with reasonable space in which to conduct the audit and respond promptly to requests for information as well as for all necessary books and records. Support for clerical, equipment, and photocopying or reproduction services shall be agreed upon by the Entity and the Contractor as specified in Appendices A, B and C.
28. **Termination before Audit Has Commenced:** Before the commencement of the audit, either the Contractor or the Entity, with the State's consent, or the State, may cancel this contract by providing 20 days' written notice to the other parties. The contract may be canceled under this paragraph for cause. Cause includes, but is not limited to, failure of any party to comply with the terms of this contract or with any Administrative Rule adopted by the State under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated.

In addition, if both the Contractor and the Entity mutually agree to cancel this contract before the commencement of the audit, for convenience, the State shall consent to cancellation of the contract upon written notification by the Contractor and the Entity of their agreement to cancel this contract.

The State, however, will not consent to the cancellation of an audit contract for the sole purpose of allowing the Contractor and Entity to then enter into a new contract that extends the number of fiscal years to be audited by the Contractor. Unless there are extenuating circumstances, the existing audit contract must be completed first. This provision does not prohibit the cancellation of a contract for the purpose of replacing an annual audit with a biennial audit.

29. **Termination after the Audit Has Commenced:** After the audit has commenced, but before the audit report has been issued, either the Contractor or the Entity, with the State's consent, or the State, may cancel this contract for failure of any party to comply with the terms of this contract or with any Administrative Rule adopted by the State under the authority of Title 2, Chapter 7, Part 5, MCA, or for other cause. This right of cancellation may be exercised by providing the breaching party written notice of the default and, if applicable, provide 20 days from the date of the notice to cure the default. If the Contractor is the breaching party and fails to remedy the breach, then the Contractor is not entitled to the audit fee set out in this contract. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the audit fee set out in this contract, based on the percentage of work completed at the time of cancellation. In addition, if both the

29. continued:  
Contractor and the Entity mutually agree to cancel this contract for convenience; the State shall consent to cancellation of the contract upon written notification by the Contractor and the Entity of their agreement to cancel this contract.
30. **Professional Requirements:** By signing this contract, the Contractor certifies that it is in compliance with the continuing professional education requirements and the external quality control review requirements as set out in Government Auditing Standards, as established by the Comptroller General of the United States. The State may require the Contractor to provide evidence that it has met the above requirements.
31. **Single Audit Act Certification:** If the audit is required to meet the requirements of the Single Audit Act of 1984 as amended by the Single Audit Act Amendments of 1996 and OMB Circular A-133, the Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency.
32. **Governing Law and Venue:** This Contract is governed by the laws of Montana. The parties agree that any litigation concerning this Contract in which the State is named as a party must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. The parties also agree that any litigation concerning this Contract in which the State is not named as a party must be brought in the Judicial District in and for the County in which the Entity is located, and each party shall pay its own costs and attorney fees.
33. **Notice:** All notices under this contract must be in writing and will be deemed given if delivered personally, by mail, certified, return receipt requested, or by e-mail. All notices will (a) if delivered personally, be deemed given upon delivery, (b) if delivered by mail, be deemed given upon receipt, or (c) if delivered by e-mail be deemed given upon receipt.
34. **Invalid Provision:** If any provision of this contract is held to be illegal or unenforceable and the parties' rights or obligations will not be materially and adversely affected, such provision will be (1) severed from the contract, (b) the contract will be interpreted as if such provision was never a part of the contract and (c) the remaining provisions will stay in effect.
35. **Authority:** Each party represents that the person signing this contract has the authority to bind that party.
36. **Entire Agreement and Amendment:** This contract and the attached Appendices contain the entire understanding and agreement of the parties. No modification or amendment of this contract is valid unless it is reduced to writing, signed by the parties, and made a part of this contract.

IN WITNESS WHEREOF, Contractor, Entity, and State have executed this Standard Audit Contract on the date first above written:

**Certified or Licensed Public Accountant**

Rudd & Company, PLLC  
Firm Name

By: Julie Kotilecky  
Authorized Representative

Date: 12-19-17

**Governmental Entity**

Cascade School District No. 3  
Entity Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Montana Department of Administration,  
Local Government Services Bureau**

By: \_\_\_\_\_  
Approved By

Date: \_\_\_\_\_



APPENDIX A

Initial or Sole Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY): Cascade School District No. 3

Telephone:  
406-468-9383

Address: PO Box 529  
(Street Address or P.O. Box)

Cascade, MT 59421  
(City/Town) (Zip Code)

Contact Person(s):  
Karsen Drury, Business Manager/District Clerk

PUBLIC ACCOUNTANT/ACCOUNTING  
FIRM (CONTRACTOR):

Rudd & Company, PLLC

Telephone:  
406-585-3393

Address: 3805 Valley Commons Drive, Suite 7  
(Street Address or P.O. Box)

Bozeman, MT 59718  
(City/Town) (Zip Code)

Contact Person(s):  
Julie Kostelecky

1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending  
June 30, 2017 (and \_\_\_\_\_).  
(Month & Day) (Year) (Year)

B. Date to commence audit work: January 22, 2018

C. Date to submit final audit report  
to Entity and State: June 30, 2018

2. Time and Price for Engagement:

A. Estimated total hours - 163

B. Price for audit personnel \$ 14,000

Price for Travel Actual

Price for typing, clerical  
and report preparation \_\_\_\_\_

Total price for this  
engagement \$ 14,000

3. The reporting entity contains the following discretely presented component units: N/A

4. Date Annual Financial Report or a trial balance will be available: January 1, 2018

5. Number of copies of audit report Contractor will provide to Entity:  
5

6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:

N/A

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of OMB Circular A-133 because the Entity expended a total amount of federal awards **equal to or in excess of \$500,000** during the fiscal year(s), or such other dollar amount as may be established by OMB that is effective for the fiscal year(s) being audited.

**OR**

The audit will not be a single audit conducted in accordance with the provisions of OMB Circular A-133, and will not include audit coverage of any federal financial assistance in accordance with requirements of that Circular, because the Entity expended a total amount of federal awards of **less than \$500,000** during the fiscal year(s), or such other dollar amount as may be established by OMB that is effective for the fiscal year(s) being audited.

**Certified or Licensed Public Accountant**

Rudd & Company, PLLC  
Firm Name

By: Julie Kotelecky  
Authorized Representative

Date: 12/19/17

**Governmental Entity**

Cascade School District No. 3  
Entity Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Montana Department of Administration,  
Local Government Services Bureau**

By: \_\_\_\_\_  
Approved By

Date: \_\_\_\_\_

## G. Consent Agenda

### 1. Minutes Regular Board Meeting December 19, 2017

## Regular Meeting Cascade School District 3B Board of Trustees December 19, 2017 - 6:00 pm

**DRAFT**

**Subject to change upon approval of the board**

### Board Members Present –

#### High School Board

Rick Cummings - Chair  
Chris Boland - Vice Chair  
Deanna Hastings  
Erin Wombold  
Blake Standley  
Val Fowler

#### Elementary Board

Rick Cummings - Chair  
Chris Boland - Vice Chair  
Deanna Hastings  
Erin Wombold  
Blake Standley

**Others Present:** Justin Barnes - Superintendent, Karsen Drury - District Clerk, Lara Tait, Ruth Mortag, Brooke Marko, Angela Johnson, April Pepos, Rita Hood, Iain McGregor, Susan Ahlers, Carol Brady, Ken Brady, Jay Pribyl, Jodie Campbell, Nancy Mcgonigal, Katey Marquis, Farrah McGregor, Christina Eike, Kandra Ludvigson, Shane Ludvigson, Josh Munske, Elaine Wood, Nelone Nilsen, Frank LaLiberty, Teresa Weems, Mindy Schrecengost, Del Voss, Tina Mann, Julie Arnold, September Cope, Scott Munrae, Tracy Creveling, Tracy Taft, David Taft, Marjorie Pribyl, Chayleen Person, Pam Marquis, Emily McCormick, Barbara Parsons, Wesley Seabolt, Emily Seabolt, Tena Cobb, Maureen Dachs, David Dachs, Ethan Moss, Laurence Kenik, Sandra Kenik, Crystal Lemenski, Linda Cotton, Drew Floerchinger, Brian Brunelle, David Brunelle, several others whose names were illegible.

Rick Cummings - Board Chair, called the Board of Trustees meeting to order at 6:01 pm. Mr. Cummings asked for public comment on **non**-agenda items.

### Public Comment

- Jay Pribyl commented on the renewal of the Superintendent's contract.
- Mindy Schrecengost expressed her support of the school administration.
- Nelone Nilson commented on the legality of the petition and distribution of the "Did You Know?" documentation and the allegations against the school.
- Elaine Wood commented on the petition, the distribution and allegations of the "Did You Know?" document and expressed support for the School Board, Superintendent & Administration.
- Pam Marquis presented a petition for non renewal of Superintendent Justin Barnes.
- Carol Brady commented on the increase in her property taxes, the deferred maintenance of the building, and the usage of the District funds.
- Chayleen Person asked if the District applied for the Montana Comprehensive Literacy Program grant.
- Jodie Campbell commented on the the approval process of the Board, division of the community, and the petition and the "Did You Know?" document.
- Wesley Seabolt commented on the division of the community.
- April Pepos commented on the public's perception of the ongoings of the school, the maintenance and upkeep of the school, the decisions made by the Superintendent, and her support for the Board & Superintendent. .
- Teresa Weems commented on the Montana Comprehensive Literacy Grant aforementioned in the

meeting and gave an explanation of the strict requirements and guidelines of a District when involved in the grant.

- Dave Dachs commented on the petition and the division of the community.
- Brooke Marko commented on the petition and asked the Board to clear up the allegations on the “Did You Know?” document.

## **Informational**

- A. Board Evaluation Report by Justin Barnes

## **Staff Report**

- A. Booster Club -
- B. Tracy Creveling, PTSA - Candy Cane Fun Run was successful, \$100-\$200 were earned in Box tops, with 3rd Grade bringing in the most.
- C. Sonja Mazaira, AD - Winter Season sports underway, Boys Basketball are 2-2, Girls Basketball are 3-1, the wrestling team has faced injuries thus far in the season, Kaicey Oliver was awarded athlete of the week in the Great Falls Tribune, Josh Pepos was featured in the Senior Standout, the Tip Off Tournament and Badger Invitational went well with support from the community, K-12 band/choir concerts were held the previous week.
- D. April Pepos, XCELL - New Snap Circuit sets, Fitness Game to be used once a week in XCELL, OPI opened portion of 21st Century Grant for next year, possible consortium with Ulm/Wolf Creek.
- E. Mandy Eike, Head Maintenance - Attended Indoor Air Quality Training, knowledge of air quality systems of the school, continue working on actuators, installing stair treads, obtained remaining “on site boiler training” hours to be qualified to take exam for Boiler Licensure, expansion tank in boiler room failing and needs to be replaced.

## **New Business**

- A. Consideration and action on a process for the Board to respond to the allegations contained in the petition.

Chairman Rick Cummings stated that the Board would not be discussing the merits of the petition at the time. The Board formed a committee comprised of Trustees Valerie Fowler-Chair, Deanna Hastings, and Blake Standley to work with the District’s legal counsel, Debra Silk, to formulate a response to the petition to be delivered at the January 16th Regular Meeting of the Board.

Marquis asked if it were possible to add community members to the committee.

Chairman Cummings stated that the community would not be on the committee since it is Board business.

Campbell asked if the public were to be allowed to comment on the Committee’s findings.

Chairman Cummings stated that the findings would be reported at the next Board Meeting.

Kennik commented on the process of discussion between the community and the Board.

Chayleen Person asked if the meeting would be open.

Chairman Cummings stated that the meetings would be open

Unanimous consensus.

- B. Recommendation for SpEd Para position

Erin Wombold moved, seconded by Blake Standley to accept the recommendation to hire Mrs. Carol Wells for the SpEd Paraprofessional position.

Passed unanimously.

C. Recommendations for General Kitchen position

Chris Boland moved, seconded by Deanna Hastings to accept the recommendation to hire Janet Morrow for full time kitchen position, pending physical and background check.

Passed unanimously.

D. Recommendation for JH Wrestling Assistant

Blake Standley moved, seconded by Erin Wombold to accept the recommendation to hire Glen Ferguson for JH Wrestling Assistant coaching, pending background check.

**TABLED**

E. Recommendation for Custodian

Erin Wombold moved, seconded by Deanna Hastings to accept the recommendation to hire Tina Hunter for full time custodial position, beginning January 1, 2018.

Passed unanimously.

F. School Safety Transfer

Chris Boland moved, seconded by Blake Standley to accept the recommendation to transfer \$14,732.27 from the Elementary Bus Deprecation Fund and \$14,732.28 from the High School Bus Depreciation Fund to the Building Reserve Funds permissive by MCA 20-9-236 School Safety Transfer.

Carol Brady asked how the District would replenish the Bus Depreciation Fund. Justin Barnes stated from the FY19 SB307 Levy.

Passed unanimously.

G. Consent Agenda

1. Minutes Regular Board Meeting November 21, 2017
2. Business Claims (**5262-5314, EXCLUDING: 5272, 5284, 5299**)
3. Student Activity Account
4. Transportation Contracts
5. Sub List

Deanna Hastings moved, seconded by Erin Wombold to approve the consent agenda.

Passed unanimously.

**Superintendent Report**

A. Christmas Maintenance Schedule

- a. Routine maintenance
- b. Bus inspections

B. Teacher Hunt

C. Mr. Tilleman

- a. CASE--National Council for Agriculture Education - group that oversees curriculum for secondary agricultural education
- b. Affords the ability to count some Ag credits for Science credit
- c. 10 Day Workshop

D. Legislative Outlook

- a. Looks like money that was hoped would return in the form of "Match" (state lease money) under 307 will not be available next year

- b. Some block grants were eliminated this year, more will be eliminated next year as result of the special legislative session that was called. The need for this money will still be roughly in the exact same spot we were at the beginning of this past legislative session.
- c. Tax WILL likely go up over the next three years as a result of our current legislation.  
Community members are advised to speak to local representatives about these tax increases.

- E. Board Hours
- F. GF Snapshot

**Committee Report**

- A. Finance and Budget
- B. Policy Review
- C. Transportation
- D. Facilities and Grounds
- E. Negotiations
- F. Technology

**Announcements**

- A. Regular School Board Meeting January 16, 2018 at 6:00 pm

**Executive Session**

- A. Superintendent Evaluation

Chairman Rick Cummings declared the individual’s right of privacy exceeded the merits of public disclosure and declared the meeting closed. Present during the closed session were Trustees Rick Cummings, Chris Boland, Valerie Fowler, Deanna Hastings, Blake Standley, Erin Wombold, Superintendent Justin Barnes, and District Clerk Karsen Drury. The meeting entered executive session at 7:34 and was reopened to the public at 9:50.

**Board Meeting Evaluation**

**Adjournment**

At 9:53 pm Erin Wombold moved, seconded by Chris Boland **to adjourn.**

**Passed unanimously.**

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

\_\_\_\_\_  
ATTEST: Karsen Drury, District Clerk

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



## 2. Business Claims

01/10/18  
07:57:59

CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 12/17

Page: 1 of 14  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
5315	9869S	1310 MASTERCARD CORPORATE CLIENTS	8,096.13					
1		CC-53 10/06/17 Flowers for Dobbins	57.99		201 625			
		BOARD OF TRUSTEES HERMANS FLOWERS		CC Accounting: 201-	-100-2300-610			
2		CC-53 10/07/17 Barton Reading Curriculum	649.90		213 625			
		BOARD OF TRUSTEES BRIGHT SOLUTIONS FOR DYSLEXIA		CC Accounting: 213-	-280-1000-610			
3		CC-53 10/19/17 MCEL Meals	39.00		201 625			
		BOARD OF TRUSTEES MISC RESTAURANTS OUT-OF-DIST		CC Accounting: 201-	-100-2300-582			
4		CC-53 10/18/17 MCEL Meals	22.97		101 625			
		BOARD OF TRUSTEES MISC RESTAURANTS OUT-OF-DIST		CC Accounting: 101-	-100-2300-582			
5		CC-53 10/19/17 MCEL Meals	18.75		201 625			
		BOARD OF TRUSTEES MISC RESTAURANTS OUT-OF-DIST		CC Accounting: 201-	-100-2300-582			
6		CC-53 10/19/17 MCEL Meals	5.25		101 625			
		BOARD OF TRUSTEES MISC RESTAURANTS OUT-OF-DIST		CC Accounting: 101-	-100-2300-582			
7		CC-53 10/20/17 MCEL Rooms	258.66		101 625			
		BOARD OF TRUSTEES MISC HOTELS OUT-OF-DIST		CC Accounting: 101-	-100-2300-582			
8		CC-53 10/20/17 MCEL Rooms	333.56		201 625			
		BOARD OF TRUSTEES MISC HOTELS OUT-OF-DIST		CC Accounting: 201-	-100-2300-582			
9		CC-53 10/20/17 MCEL Rooms	258.66		101 625			
		BOARD OF TRUSTEES MISC HOTELS OUT-OF-DIST		CC Accounting: 101-	-100-2300-582			
10		CC-53 10/22/17 MCEL Travel	61.23		101 625			
		BOARD OF TRUSTEES MISC. VENDOR.		CC Accounting: 101-	-100-2300-582			
11		CC-53 10/22/17 MCEL Travel	71.70		201 625			
		BOARD OF TRUSTEES MISC. VENDOR.		CC Accounting: 201-	-100-2300-582			
12		CC-53 10/30/17 IRS Overnight Postage	23.75		201 625			
		BOARD OF TRUSTEES US POSTAL SERVICE-CASCADE		CC Accounting: 201-	-100-2300-532			

01/10/18  
07:57:59

CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 12/17

Page: 2 of 14  
Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
13	CC-53 11/05/17	33.78		201 625			
		CC Accounting: 201-		-100-2300-610			
	BOARD OF TRUSTEES MASTERCARD CORPORATE CLIENTS						
14	CC-54 10/04/17 School Supplies	69.67		101 625			
		CC Accounting: 101-		-100-1000-610			
	BUSINESS OFFICE SAMS CLUB						
15	CC-54 10/16/17 Boss Day Gift	50.99		201 625			
		CC Accounting: 201-		-100-2300-610			
	BUSINESS OFFICE KITSON'S						
16	CC-54 10/23/17 VistaPrint - Sup't Bus Cards	35.46		101 625			
		CC Accounting: 101-		-100-2300-610			
	BUSINESS OFFICE MISC. VENDOR.						
17	CC-54 10/24/17 Sup't Cell Phone	145.31		210 625			
		CC Accounting: 210-		-100-2700-531			
	BUSINESS OFFICE AT&T						
18	CC-54 10/24/17 Printer Ink	131.98		101 625			
		CC Accounting: 101-		-100-2400-610			
	BUSINESS OFFICE AMAZON.COM						
19	CC-54 10/24/17 Printer Ink	131.98		201 625			
		CC Accounting: 201-		-100-2400-610			
	BUSINESS OFFICE AMAZON.COM						
20	CC-54 10/24/17 Paper	230.87		101 625			
		CC Accounting: 101-		-100-2300-610			
	BUSINESS OFFICE SAMS CLUB						
21	CC-54 10/24/17 Paper	230.86		201 625			
		CC Accounting: 201-		-100-2300-610			
	BUSINESS OFFICE SAMS CLUB						
22	CC-54 10/26/17 School Supplies	116.22		101 625			
		CC Accounting: 101-		-100-1000-610			
	BUSINESS OFFICE SAMS CLUB						
23	CC-54 11/05/17	57.27		201 625			
		CC Accounting: 201-		-100-2300-610			
	BUSINESS OFFICE MASTERCARD CORPORATE CLIENTS						
24	CC-55 10/05/17 City Brew	6.05		201 625			
		CC Accounting: 201-		-100-2300-582			
	DIST SUPERINTENDENT MISC RESTAURANTS OUT-OF-DIST						

01/10/18  
07:57:59

CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 12/17

Page: 3 of 14  
Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25	CC-55 10/05/17 Taco Bell	8.27		101 625			
		CC Accounting: 101-		-100-2300-582			
	DIST SUPERINTENDENT						
	MISC RESTAURANTS OUT-OF-DIST						
26	CC-55 10/14/17 Jimmy Johns	9.50		101 625			
		CC Accounting: 101-		-100-2300-582			
	DIST SUPERINTENDENT						
	MISC RESTAURANTS OUT-OF-DIST						
27	CC-55 10/26/17 City Brew	6.05		201 625			
		CC Accounting: 201-		-100-2300-582			
	DIST SUPERINTENDENT						
	MISC RESTAURANTS OUT-OF-DIST						
28	CC-55 11/05/17	5.36		201 625			
		CC Accounting: 201-		-100-2300-610			
	DIST SUPERINTENDENT						
	MASTERCARD CORPORATE CLIENTS						
29	CC-56 10/04/17 Carbonless Forms - Report Card	69.00		101 625			
		CC Accounting: 101-		-100-1000-610			
	ELEMENTARY PRINCIPAL						
	MISC. VENDOR.						
30	CC-56 10/05/17 Pencil Sharpener	51.05		101 625			
		CC Accounting: 101-		-100-2400-610			
	ELEMENTARY PRINCIPAL						
	AMAZON.COM						
31	CC-56 10/11/17 Staff Lunch	50.00		101 625			
		CC Accounting: 101-		-100-2400-630			
	ELEMENTARY PRINCIPAL						
	THE HOMESTEAD OF CASCADE, INC.						
32	CC-56 10/16/17 Noise Meter	87.10		101 625			
		CC Accounting: 101-		-100-1000-610			
	ELEMENTARY PRINCIPAL						
	SEARS						
33	CC-56 10/17/17 School Headphones	127.79		101 625			
		CC Accounting: 101-		-100-1000-610			
	ELEMENTARY PRINCIPAL						
	AMAZON.COM						
34	CC-56 11/02/17 Education Week - Sub	40.00		101 625			
		CC Accounting: 101-		-100-1000-640			
	ELEMENTARY PRINCIPAL						
	MISC. VENDOR.						
35	CC-56 11/03/17 Breakfast	35.65		101 625			
		CC Accounting: 101-		-100-2400-610			
	ELEMENTARY PRINCIPAL						
	THE HOMESTEAD OF CASCADE, INC.						
36	CC-56 11/05/17	5.68		101 625			
		CC Accounting: 101-		-100-2400-610			
	ELEMENTARY PRINCIPAL						
	MASTERCARD CORPORATE CLIENTS						

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
37	CC-57 10/05/17 Food	6.58		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	TOMS MARKET						
38	CC-57 10/09/17 Food	14.45		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	RYAN'S CASH & CARRY						
39	CC-57 10/09/17 Food	30.24		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	WALMART						
40	CC-57 10/11/17 Food	23.78		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	TOMS MARKET						
41	CC-57 10/16/17 Food	49.83		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	RYAN'S CASH & CARRY						
42	CC-57 10/23/17 Food	2.59		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	TOMS MARKET						
43	CC-57 10/30/17 Food	11.89		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	TOMS MARKET						
44	CC-57 10/31/17 Food	3.00		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	TOMS MARKET						
45	CC-57 11/02/17 Food	20.34		112 625			
		CC Accounting: 112-		-910-3100-630			
	FOOD SERVICES						
	TOMS MARKET						
46	CC-57 11/05/17	2.10		112 625			
		CC Accounting: 112-		-910-3100-610			
	FOOD SERVICES						
	MASTERCARD CORPORATE CLIENTS						
47	CC-58 10/26/17 Dist VB	26.80		201 625			
		CC Accounting: 201-		-100-2400-582			
	HS PRINCIPAL						
	BIG MOUTH BARBECUE						
48	CC-58 11/05/17	1.17		201 625			
		CC Accounting: 201-		-100-2400-610			
	HS PRINCIPAL						
	MASTERCARD CORPORATE CLIENTS						

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
49	CC-59 10/11/17 Playground Improvement	142.61		201	625	
		CC Accounting: 201-		-100-2600-610		
	MAINTENANCE DEPT HOME DEPOT					
50	CC-59 10/17/17 Dryer Lint Trap	53.90		201	625	
		CC Accounting: 201-		-100-2600-610		
	MAINTENANCE DEPT EKLUNDS					
51	CC-59 10/19/17 Elementary Improvement	93.67		101	625	
		CC Accounting: 101-		-100-2600-610		
	MAINTENANCE DEPT PRO-BUILD					
52	CC-59 10/23/17 Supplies	23.74		201	625	
		CC Accounting: 201-		-100-2600-610		
	MAINTENANCE DEPT MISC. VENDOR.					
53	CC-59 10/24/17 Arby's - Conference Lunch	5.90		101	625	
		CC Accounting: 101-		-100-2600-582		
	MAINTENANCE DEPT MISC RESTAURANTS OUT-OF-DIST					
54	CC-59 10/25/17 Hobby Lobby	37.88		201	625	
		CC Accounting: 201-		-100-2600-610		
	MAINTENANCE DEPT MISC. VENDOR.					
55	CC-59 10/25/17 Starbucks - Conference Breakfa	9.90		101	625	
		CC Accounting: 101-		-100-2600-582		
	MAINTENANCE DEPT MISC RESTAURANTS OUT-OF-DIST					
56	CC-59 10/26/17 Playground Upkeep	106.85		101	625	
		CC Accounting: 101-		-100-2600-610		
	MAINTENANCE DEPT HOME DEPOT					
57	CC-59 10/30/17 Stair Tread Install	29.90		201	625	
		CC Accounting: 201-		-100-2600-610		
	MAINTENANCE DEPT HOME DEPOT					
58	CC-59 11/05/17	68.96		201	625	
		CC Accounting: 201-		-100-2600-610		
	MAINTENANCE DEPT MASTERCARD CORPORATE CLIENTS					
59	CC-60 10/26/17 Chromebook Battery	25.74		128	625	
		CC Accounting: 128-		-100-1000-610		
	TECH DEPT AMAZON.COM					
60	CC-60 10/26/17 AC Adapter for C300MA	32.95		128	625	
		CC Accounting: 128-		-100-1000-610		
	TECH DEPT AMAZON.COM					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
61	CC-60 11/05/17	10.78		128	625	
		CC Accounting: 128-		-100-1000-610		
	TECH DEPT MASTERCARD CORPORATE CLIENTS					
62	CC-61 10/25/17 Bus Stop Arms	467.55		110	625	
		CC Accounting: 110-		-100-2700-610		
	TRANSPORTATION DEPT MISC. VENDOR.					
63	CC-61 11/05/17	35.73		110	625	
		CC Accounting: 110-		-100-2700-610		
	TRANSPORTATION DEPT MASTERCARD CORPORATE CLIENTS					
64	CC-62 10/08/17 Sewing Kits	26.54		101	625	509
		CC Accounting: 101-		-300-1000-610-509		
	FCS DEPT JO ANNE'S FABRICS					
65	CC-62 10/20/17 Sewing Needles	34.00		201	625	509
		CC Accounting: 201-		-300-1000-610-509		
	FCS DEPT BERNINA SILVER THIMBLE					
66	CC-62 10/20/17 Fabric	13.36		101	625	509
		CC Accounting: 101-		-300-1000-610-509		
	FCS DEPT JO ANNE'S FABRICS					
67	CC-62 11/05/17	5.15		201	625	509
		CC Accounting: 201-		-300-1000-610-509		
	FCS DEPT MASTERCARD CORPORATE CLIENTS					
68	CC-63 10/14/17 Gloves, Supplies, etc	71.91		201	625	507
		CC Accounting: 201-		-300-1000-610-507		
	FFA DEPT HARBOR FREIGHT					
69	CC-63 10/14/17 Blood Pressure Cuff	61.99		101	625	
		CC Accounting: 101-		-100-2400-610		
	FFA DEPT WALGREENS					
70	CC-63 10/16/17 Hub Bearing	103.07		201	625	507
		CC Accounting: 201-		-300-1000-610-507		
	FFA DEPT NAPA - CASCADE					
71	CC-63 10/21/17 20in Upright	49.00		201	625	507
		CC Accounting: 201-		-300-1000-610-507		
	FFA DEPT WALMART					
72	CC-63 10/22/17 Syringe Luerslip Disposable	43.50		201	625	507
		CC Accounting: 201-		-300-1000-610-507		
	FFA DEPT NORTH 40 OUTFITTERS					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
73	CC-63 10/22/17 Binders & Binder Materials	58.85		201 625		507
		CC Accounting: 201-		-300-1000-610-507		
	FFA DEPT OFFICE MAX					
74	CC-63 10/24/17 Nationals Meals	22.56		215 625		18
		CC Accounting: 215-		-391-1000-582- 18		
	FFA DEPT MISC RESTAURANTS OUT-OF-DIST					
75	CC-63 10/25/17 Nationals Meals	47.53		215 625		318
		CC Accounting: 215-		-329-1000-582-318		
	FFA DEPT MISC RESTAURANTS OUT-OF-DIST					
76	CC-63 10/25/17 DLR Indianapolis	215.00		215 625		18
		CC Accounting: 215-		-391-1000-582- 18		
	FFA DEPT MISC. VENDOR.					
77	CC-63 10/25/17 Nationals Meals	145.55		215 625		318
		CC Accounting: 215-		-329-1000-582-318		
	FFA DEPT MISC RESTAURANTS OUT-OF-DIST					
78	CC-63 10/25/17 Nationals Meals	8.50		215 625		18
		CC Accounting: 215-		-391-1000-582- 18		
	FFA DEPT MISC RESTAURANTS OUT-OF-DIST					
79	CC-63 10/26/17 Indiana State Museum	60.65		215 625		18
		CC Accounting: 215-		-391-1000-582- 18		
	FFA DEPT MISC. VENDOR.					
80	CC-63 10/26/17 Nationals Meals	103.16		215 625		318
		CC Accounting: 215-		-329-1000-582-318		
	FFA DEPT MISC RESTAURANTS OUT-OF-DIST					
81	CC-63 10/26/17 Nationals Meals	19.45		215 625		18
		CC Accounting: 215-		-391-1000-582- 18		
	FFA DEPT MISC RESTAURANTS OUT-OF-DIST					
82	CC-63 10/27/17 Nationals Meals	17.99		215 625		318
		CC Accounting: 215-		-329-1000-582-318		
	FFA DEPT MISC RESTAURANTS OUT-OF-DIST					
83	CC-63 10/24/17 Parking	85.00		215 625		18
		CC Accounting: 215-		-391-1000-582- 18		
	FFA DEPT MISC. VENDOR.					
84	CC-63 10/28/17 Nationals Meals	340.76		215 625		18
		CC Accounting: 215-		-391-1000-582- 18		
	FFA DEPT MISC RESTAURANTS OUT-OF-DIST					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
85	CC-63 10/28/17 Soldiers & Sailors	10.00		215 625		18
		CC Accounting: 215-		-391-1000-582-	18	
	FFA DEPT					
	MISC. VENDOR.					
86	CC-63 10/28/17 Nationals Meals	11.72		215 625		318
		CC Accounting: 215-		-329-1000-582-	318	
	FFA DEPT					
	MISC RESTAURANTS OUT-OF-DIST					
87	CC-63 10/29/17 Nationals Meals	42.39		215 625		318
		CC Accounting: 215-		-329-1000-582-	318	
	FFA DEPT					
	MISC RESTAURANTS OUT-OF-DIST					
88	CC-63 10/29/17 Indy Mtr Spdwy Museum	150.00		215 625		18
		CC Accounting: 215-		-391-1000-582-	18	
	FFA DEPT					
	MISC. VENDOR.					
89	CC-63 10/29/17 Nationals Meals	66.60		215 625		318
		CC Accounting: 215-		-329-1000-582-	318	
	FFA DEPT					
	MISC RESTAURANTS OUT-OF-DIST					
90	CC-63 10/30/17 Speedway	50.06		215 625		18
		CC Accounting: 215-		-391-1000-582-	18	
	FFA DEPT					
	MISC. VENDOR.					
91	CC-63 10/29/17 Children's Museum Box	198.50		215 625		18
		CC Accounting: 215-		-391-1000-582-	18	
	FFA DEPT					
	MISC. VENDOR.					
92	CC-63 10/30/17 Indianapolis Zoo	60.00		215 625		18
		CC Accounting: 215-		-391-1000-582-	18	
	FFA DEPT					
	MISC. VENDOR.					
93	CC-63 10/30/17 Indianapolis Zoo	25.00		215 625		18
		CC Accounting: 215-		-391-1000-582-	18	
	FFA DEPT					
	MISC. VENDOR.					
94	CC-63 10/30/17 Nationals Meals	10.30		215 625		318
		CC Accounting: 215-		-329-1000-582-	318	
	FFA DEPT					
	MISC RESTAURANTS OUT-OF-DIST					
95	CC-63 10/29/17 Parking	20.00		215 625		18
		CC Accounting: 215-		-391-1000-582-	18	
	FFA DEPT					
	MISC. VENDOR.					
96	CC-63 11/02/17 Subscription	75.00		201 625		507
		CC Accounting: 201-		-300-1000-610-	507	
	FFA DEPT					
	WESTERN LIVESTOCK REPORTER					



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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
97	CC-63 11/03/17 NEA Subscription	112.96		201 625		507
		CC Accounting: 201-		-300-1000-610-507		
	FFA DEPT MISC. VENDOR.					
98	CC-63 11/03/17 Supplies	41.00		101 625		507
		CC Accounting: 101-		-300-1000-610-507		
	FFA DEPT THE DOLLAR TREE					
99	CC-64 10/06/17 Apples for Apple Building	11.97		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT TOMS MARKET					
100	CC-64 10/09/17 Halloween Party Supplies	124.75		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT MISC. VENDOR.					
101	CC-64 10/12/17 STEM Activity	18.76		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT SMITHS					
102	CC-64 10/17/17 Skating Party Supplies	100.31		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT SAMS CLUB					
103	CC-64 10/25/17 Lighs On & STEM	210.35		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT WALMART					
104	CC-64 10/25/17 Pizza - Lighs On	125.00		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT MISC RESTAURANTS OUT-OF-DIST					
105	CC-64 10/29/17 Supplies	55.78		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT SAMS CLUB					
106	CC-64 10/31/17 Supplies	160.22		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT SAMS CLUB					
107	CC-64 11/05/17	5.80		115 625		418
		CC Accounting: 115-		-434-1000-610-418		
	XCELL DEPT MASTERCARD CORPORATE CLIENTS					

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
5316	9863S	3994 AWARE	5,674.28					
1		126896 09/25/17 Medicaid Remittance	69.60*		115	100-2100	330	555
2		171053 11/27/17 Medicaid Remittance	2,897.78*		115	100-2100	330	555
3		1302759 12/04/17 Medicaid Remittance	2,706.90*		115	100-2100	330	555
5317	9862S	1624 ATLANTIC BUSINESS CREDIT	504.67					
1		1233836 10/25/17 Auto Scrubber Advance Payment	379.67		201	100-2600	610	
2		1233836 10/25/17 Documentation Fee	125.00		201	100-2600	610	
5318	9866S	855 ENERGY WEST	4,407.84					
1		11/22/17 November Gas	1,983.52		101	100-2600	411	
2		11/22/17 November Gas	881.57		110	100-2700	411	
3		11/22/17 November Gas	661.18		201	100-2600	411	
4		11/22/17 November Gas	881.57		210	100-2700	411	
5319	9870S	3734 THE CHEMNET CONSORTIUM	140.00					
1		93684 11/17/17 In Office Drug Screen	105.00		210	100-2300	340	
2		93684 11/17/17 EBT/Alcohol Test	35.00		210	100-2300	340	
5320	9865S	3987 CULLIGAN	220.15					
1		11/30/17 Water Services - November 2017	88.06		101	100-2600	452	
2		11/30/17 Water Services - November 2017	132.09		201	100-2600	452	
5321	9864S	1157 BUG DOCTOR	163.00					
1		2113 11/26/17 Pest Control - School	57.50*		101	100-2600	340	
2		2113 11/26/17 Pest Control - School	57.50*		201	100-2600	340	
3		2114 11/26/17 Pest Control - Dist House	24.00*		101	100-2600	340	
4		2114 11/26/17 Pest Control - Dist House	24.00*		201	100-2600	340	
5322	9867S	3212 FICO	1,259.00					
1		15081 11/27/17 Reprogram H&V Old Gym	577.50*		101	100-2600	340	
2		15081 11/27/17 Check Classrooms & Heaters	681.50*		201	100-2600	340	
5324	9868S	242 HARTLEY'S SCHOOL BUS	2,274.52					
1		35779 12/01/17 Crossing Control Kits	1,137.26		110	100-2700	610	
2		35779 12/01/17 Crossing Control Kits	1,137.26		210	100-2700	610	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
5325	9871S	505 TOWN OF CASCADE	724.09					
1		11/27/17 Water/Sewer Services - Novembe	181.02		101	100-2600	421	
2		11/27/17 Water/Sewer Services - Novembe	166.54		110	100-2700	421	
3		11/27/17 Water/Sewer Services - Novembe	166.54		201	100-2600	421	
4		11/27/17 Water/Sewer Services - Novembe	209.99		210	100-2700	421	
5326	9872S	3994 AWARE	5,661.00					
1		09/25/17 Medicaid Remittance	1,931.38*		115	100-2100	330	555
2		180437 12/11/17 Medicaid Remittance	3,626.52*		115	100-2100	330	555
3		182048 12/18/17 Medicaid Remittance	68.40*		115	100-2100	330	555
4		185000 12/18/17 Medicaid Remittance	34.70*		115	100-2100	330	555
5327	9873S	1564 BENEFIS HEALTH SYSTEM	164.70					
1		12/10/17 Physical Therapy - Student	164.70*		101	100-2100	340	
5328	9874S	1628 COMBUSTION SERVICE COMPANY, INC	74,451.37					
1		29933 11/18/17 S Gym Furnace/Hot Water Heater	39,231.75		161	100-4600	725	
2		29933 11/18/17 S Gym Furnace/Hot Water Heater	30,878.13		261	100-4600	725	
3		29933 11/18/17 S Gym Furnace/Hot Water Heater	4,341.49		282	100-4600	725	
5329	9875S	1268 DIAMOND PRODUCTS INC.	61.00					
1		12/01/17 Supplies	61.00		112	910-3100	610	
5331	9876S	855 ENERGY WEST	2,672.71					
1		12/08/17 December Gas	1,202.72		101	100-2600	411	
2		12/08/17 December Gas	534.54		110	100-2700	411	
3		12/08/17 December Gas	400.91		201	100-2600	411	
4		12/08/17 December Gas	534.54		210	100-2700	411	
5332	9877S	2047 FOOD SERVICES OF AM.	1,667.58					
1		5415215 10/18/17 Food	183.20		112	910-3100	630	
2		5423036 11/01/17 Food	1,206.18		112	910-3100	630	
3		5441812 12/06/17 Food	278.20		112	910-3100	630	
5333	9879S	1607 GREENUP	425.00					
1		32276 11/13/17 Sprinkler Winterization	212.50*		101	100-2600	340	
2		32276 11/13/17 Sprinkler Winterization	212.50*		201	100-2600	340	
5334	9878S	206 GENERAL DISTRIBUTING CO.	59.40					
1		00595052 11/30/17 Specialty Gases	59.40		201	300-1000	610	507
5335	9880S	561 KELLEY IMAGING SYSTEMS	139.44					
1		IN325580 11/21/17 December Contract	100.00		101	100-2300	350	
2		IN325580 11/21/17 November Overages	39.44		101	100-2300	350	

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5336	9881S	48 MEADOW GOLD GREAT FALLS	1,778.43					
1		440958 11/07/17 Dairy	328.04		112	910-3100	630	
2		441349 11/10/17 Dairy	313.39		112	910-3100	630	
3		441817 11/14/17 Dairy	456.58		112	910-3100	630	
4		442300 11/17/17 Dairy	166.90		112	910-3100	630	
5		442685 11/21/17 Dairy	244.02		112	910-3100	630	
6		443305 11/28/17 Dairy	269.50		112	910-3100	630	
5337	9882S	224 MONTANA WASTE SYSTEMS	619.28					
1		542837 12/01/17 November Disposal Services	352.99		101	100-2600	431	
2		542837 12/01/17 November Disposal Services	266.29		201	100-2600	431	
5338	9883S	401 MTSBA	125.00					
1		33465 12/11/17 School Law & Tech Wrkshp - Dob	125.00		228	100-2500	330	
5340	9884S	1272 NAPA AUTO PARTS	326.60					
1		097384 12/07/17 Supplies	326.60		110	100-2700	610	
5341	9885S	2788 NATIONAL LAUNDRY	953.80					
1		36430 11/02/17 Mats	55.94*		101	100-2600	340	
2		38325 11/09/17 Mats	195.82*		201	100-2600	340	
3		40188 11/16/17 Mats	55.94*		101	100-2600	340	
4		43900 11/30/17 Mats	55.94*		101	100-2600	340	
5		36431 11/02/17 Kitchen - Supplies	100.84		112	910-3100	610	
6		38326 11/09/17 Kitchen - Supplies	40.98		112	910-3100	610	
7		40189 11/16/17 Kitchen - Supplies	39.78		112	910-3100	610	
8		42093 11/23/17 Kitchen - Supplies	39.78		112	910-3100	610	
9		43901 11/30/17 Kitchen - Supplies	100.84		112	910-3100	610	
10		35958 11/01/17 Kitchen - Supplies	133.34		112	910-3100	610	
11		37817 11/08/17 Kitchen - Supplies	24.09		112	910-3100	610	
12		39698 11/15/17 Kitchen - Supplies	110.51		112	910-3100	610	
5342	9886S	400 NORTHWESTERN ENERGY	6,492.85					
1		12/07/17 Electricity - November	1,882.93		101	100-2600	412	
2		12/07/17 Electricity - November	1,558.28		110	100-2700	412	
3		12/07/17 Electricity - November	1,103.78		201	100-2600	412	
4		12/07/17 Electricity - November	1,947.86		210	100-2700	412	
5343	9887S	603 PRO-BUILD	1,276.50					
1		2198513 10/31/17 Project Materials - Wood	404.56		201	300-1000	610	507
2		2200778 10/31/17 Project Materials - Wood	292.41*		101	300-1000	610	507
3		2203589 10/31/17 Project Materials - Wood	560.67*		215	391-1000	610	18
4		10/31/17	18.86*		215	391-1000	610	18

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CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 12/17

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
5344	9888S	4495 PURCHASE POWER	201.00					
1		12/03/17 Postage	201.00		201	100-2300	532	
5345	9889S	3876 SUPPLYWORKS	643.68					
1		420583718 11/27/17 Supplies	177.01		101	100-2600	610	
2		420583718 11/27/17 Supplies	144.83		201	100-2600	610	
3		421334517 12/04/17 Supplies	177.01		101	100-2600	610	
4		421334517 12/04/17 Supplies	144.83		201	100-2600	610	
5346	9890S	2026 THE PARTS STORE	285.94					
1		477988 12/06/17 Supplies	285.94		210	100-2700	610	
5347	9892S	3120 UNIVERSAL ATHLETICS	11.98					
1		0002479 11/27/17 BB Scorebooks	11.98		201	720-3500	610	624
5348	9891S	2111 UNITED ELECTRIC	351.00					
1		280 11/20/17 Sensor Switch, Kitchen Lights,	351.00*		101	100-2600	340	
		# of Claims 31	Total: 121,831.94					

121,831.94





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CASCADE PUBLIC SCHOOLS  
Statement of Activity by Account Name for 12/01/17 to 12/31/17

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Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc.	Misc.	Closing Balance
			in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
31 TECHNOLOGY	4158.82	0.00	-20.00	40.00	0.00		0.00	0.00	4178.82
17 XCELL	6862.28	0.00	0.00	0.00	0.00		0.00	0.00	6862.28
898 MISC EARNINGS	182.25	0.00	0.00	0.00	0.00		0.00	0.00	182.25
899 MISC CHARGES	25.00	0.00	0.00	0.00	0.00		0.00	0.00	25.00
<b>Total for Student Accounts</b>	<b>75817.32</b>	<b>15400.23</b>	<b>-3414.50</b>	<b>18366.28</b>					<b>75368.87</b>
<b>Bank Account Totals</b>	<b>75817.32</b>	<b>15400.23</b>	<b>-3414.50</b>	<b>18366.28</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>75368.87</b>
							<b>Bank Balance</b>		<b>75368.87</b>
							<b>Plus Outstanding Checks</b>		<b>25678.92</b>
							<b>Minus Outstanding Deposits</b>		<b>18527.78</b>
									<b>-----</b>
							<b>Balance</b>		<b>82520.01</b>
							<b>Minus Receipts in Transit</b>		<b>1020.00</b>
									<b>-----</b>
							<b>Statement Balance</b>		<b>81500.01</b>



## 4. Student Attendance Agreements

Student Attendance Agreements 2017-18 School Year  
Students attending school in Cascade from out of district

Helena School Dist.	R	BA	Grade	Great Falls Dist.	R	BA	Grade
Bertelsen, Cora	x	x	7	Anderson, Kendra	x	x	11
Blackman, Raina "Jean"	x	x	11	Carpenter, Jeremey	x		10
Dooley-Cislo, Walker	x	x	11	Douglas, Zachary	x	x	12
LaFromboise, Cassy	x	x	12	Dougherty, Faith	x	x	2
Lendrum, Steven	x	x	12	Dougherty, Jasmine	x	x	10
Otheim, Carter	x	x	7	Hersey, Joseph			12
Smith, Alysa	x	x	9	Johnson, Addisen	x	x	2
Smith, Skye	x	x	8	Johnson, Braedyn	x	x	6
Tweten, Ty	x	x	11	Johnson, Taerin	x	x	EK
Vandevender, Dorothy	x	x	10	Nefzger, Rikki	x	x	8
Vandevender, Madison	x	x	12	Niebaum, Brodi			8

Wolf Creek School Dist.	R	BA	Grade	Ulm School Dist.	R	BA	Grade
				Antone, Aviana			5
Bloomquist, Finnah	x	x	4	Benson, Brooklyn	x	x	EK
Cloninger, Tannalee	x	x	3	Grismer, Lily			8
Hunter, Izabel	x	x	K	Gutierrez, Sydney	x	x	7
Ligameri, Brant	x	x	4	Kohn-Faldzinski, Natalie	x	x	3
Otheim, Carsyn	x	x	5	Leveque, Chase	x	x	7
Runstrom, Zackary	x	x	6	Lewis, James	x	x	7
				Kline, Kristene	x	x	5
				Lange, Drake	x	x	3
				Lynn, Kodiann	x	x	7

Sun River Valley District	R	BA	Grade
Fredrickson, Carynn	x	x	9

### 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

## 5. Transportation Contracts

Individual Transportation Contracts  
2017-2018

Elementary	R	BA	Miles to School	Miles To Bus Stop	Rate	Grade
Hunter, Salina	R	BA	19.7	5	1.4	6
Jackson, Nichole	R	BA	23	23	7.00	7
Hunter, Salina		BA	21	21	12.10	6

High School	R	BA	Miles to School	Miles To Bus Stop	Rate	Grade
Jackson, Nichole	R	BA	23	23	7.0	12
Jackson, Nichole	R	BA	23	23	7.0	10
Lendrum, Karen	R	BA	20	5	1.4	12
Vandevender, Becky	R	BA	7	0	1.4	10
Vandevender, Becky	R	BA	7	0	1.4	12

"x" ITC received  
R=Received  
BA=Board Approved  
New contract received since last Bd Mtg

## 6. Sub List

<b>Substitute Teachers</b>		<b>Bus Drivers</b>	
Name	T.B./PRINTED	Name	T.B./PRINTED
<b>CERTIFIED</b>		Faulkner, Byron	TB/FP
Dachs, Maureen	C/TB/FP	Hall-Elmore, Roberta	TB/FP/PH
Eisenzimer, Joann	C/TB/FP	Nelson, Mark	TB/FP
Gondeiro, Kailee	C/TB/FP/PH	O'Brien, John	TB/FP/PH
Halmes, Tara	C/TB/FP	Skogley, Jeff	TB/FP
LaLiberty, Frank	C/TB	Tilleman, Eric	TB/FP
Manning, Diana	C/TB/FP	<b>Custodian</b>	
McKamey, Jeanne	C/TB/FP	Name	T.B./PRINTED
Mills, Brett	C/TB/FP	Cope, September	PH/FP
Nelson, Mallory	C/pending	Hall-Elmore, Roberta	TB/FP/PH
Schrecengost, Mindy	C/TB/FP	Hunter, Barry	TB/FP/PH
Skogley, Melody	C/TB/FP	Johnson, Angela	TB/FP/PH
Speidel, Kelly	pending	O'Brien, John	TB/FP/PH
Wells, Carol	C/TB/FP	Schrecengost, Mindy	TB/FP/PH
Workman, Cathy	C/TB/FP	Sukut, Earl	FP/TB/PH
<b>NON-CERTIFIED</b>		<b>Kitchen</b>	
Castellanos, Toni Marie	TB/FP	Name	T.B./PRINTED
Ferguson, Pearl	TB/FP	Baker, Iris	TB/FP/PH
Jackson, Shane	TB/FP	Creveling, Tracy	pending PH
Ludvigson, Calies	pending/PH	Daniels, Alexandra	pending PH/FP
Mortag, Mary	TB/FP	Gottlob, Erin	TB/FP/PH
Randel, Sue	TB/FP	Randel, Sue	TB/FP/PH
Skelton, Jackie	TB/FP	Sukut, Earl	FP/TB/PH
		<b>Secretarial</b>	
		Name	T.B./PRINTED
		Thaut, Niki	TB/FP
		<b>Volunteers</b>	
		Name	T.B./PRINTED
		Jones, Duston	TB/FP
		Nelsen, Jessica	
		<b>XCELL! Afterschool Program</b>	
		Name	T.B./PRINTED
		Creveling, Tracy	TB/FP
<b>***Need Approval by the Trustees</b>			
<b>T.B. APPROVED</b>			
<b>C - Some teaching certification</b>			
<b>FP - FINGERPRINTED</b>			
<b>PH - Physical Approved</b>			

# Superintendent Report (I)

## 1. MTSBA Legislative Platform:

- 1. Be submitted on MTSBA's Resolution Form,
- 2. Be accompanied by any supporting documents,
- 3. Be voted upon by the board of trustees,
- 4. Be signed by the Board Chair, and
- 5. Be received by MTSBA (either electronically or in hard copy) by 5:00 p.m. on or before February 15, 2018.

## 2. Drivers Education

- Mr. Hartman has expressed interest in doing Driver's Education again and will be submitting a letter for the February or March board meeting. He is looking for a partner to do a portion of the class.

## 3. Exploring calendar possibilities for next year

- Will be setting a calendar committee meeting soon
  - i. 1 Board Member

## 4. Applying for Title 1 Reallocated funds (\$11,100)

## 5. Legislative Picture has not changed remarkably from last month. State and Federal funds at best look to break even by the next legislative session.

## 6. Board Hours

## 7. General Fund Budget

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CASCADE PUBLIC SCHOOLS  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 12 / 17

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 General Fund	101,630.07	459,550.62	1,312,763.00	1,312,763.00	853,212.38	35 %
201 General Fund	85,345.59	401,428.17	1,063,555.00	1,063,555.00	662,126.83	38 %
<b>Grand Total:</b>	<b>186,975.66</b>	<b>860,978.79</b>	<b>2,376,318.00</b>	<b>2,376,318.00</b>	<b>1,515,339.21</b>	<b>36 %</b>

CASCADE PUBLIC SCHOOLS  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: Decemeber 2013, 2014, 2015, 2016

Month	Year	Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Dec	2016	101 General	\$ 110,154.28	\$ 501,924.67	\$ 1,299,858.00	\$ 1,299,858.00	\$ 797,933.33	39%
Dec	2016	201 General	\$ 85,581.23	\$ 385,571.20	\$ 1,016,540.00	\$ 1,016,540.00	\$ 630,968.80	38%
Dec	2015	101 General	\$ 98,974.51	\$ 522,471.65	\$ 1,290,979.00	\$ 1,290,979.00	\$ 768,507.35	40%
Dec	2015	201 General	\$ 94,541.59	\$ 451,380.25	\$ 1,000,389.00	\$ 1,000,389.00	\$ 549,008.75	45%
Dec	2014	101 General	\$ 91,440.09	\$ 483,505.77	\$ 1,208,590.00	\$ 1,208,590.00	\$ 725,084.23	40%
Dec	2014	201 General	\$ 80,267.44	\$ 424,865.16	\$ 1,005,859.00	\$ 1,005,859.00	\$ 580,993.84	42%
Dec	2013	101 General	\$ 102,553.00	\$ 498,501.79	\$ 1,200,445.00	\$ 1,202,745.06	\$ 704,243.27	41%
Dec	2013	201 General	\$ 90,172.37	\$ 483,206.39	\$ 1,057,765.00	\$ 1,058,715.27	\$ 575,508.88	46%

**4 YR AVERAGE 41%**

<b>Board Hours</b>			
Name	Date	Description	Credit Recieved
<b>Rick Cummings</b>	5/22/17	Boarismanship Training	3
	6/8/17	Delegate Assembly	6
	6/9/17	June Leadership Symposium	6
	8/9/17	Athletics/Hot Topics Symposium	6
	9/27/17	Back to School Legal Primer	6
	9/27/17	MHSA Rules for Boards, Clubs, & Organizations	2
	10/18/17	MCEL	12
		<b>Total</b>	<b>41</b>
<b>Erin Wombold</b>	5/22/2017	Boardsmanship Training	3
		MHSA Rules for Boards, Clubs, & Organizations	2
		<b>Total</b>	<b>5</b>
<b>Blake Standley</b>	5/22/2017	Boardsmanship Training	3
		<b>Total</b>	<b>3</b>
<b>Val Fowler</b>	5/22/2017	Boardsmanship Training	3
	7/13/2017	Summer Leadership Symposium	7
	9/27/17	MHSA Rules for Boards, Clubs, & Organizations	2
		<b>Total</b>	<b>12</b>
<b>Chris Boland</b>	5/22/2017	Boardsmanship Training	3
	10/18/2017	MCEL	14
		<b>Total</b>	<b>17</b>
<b>Deanna Hastings</b>	5/22/2017	Boardsmanship Training	3
	6/8/17	Delegate Assembly	6
	6/9/17	June Leadership Symposium	6
		<b>Total</b>	<b>15</b>

*\*Board hours are per MTSBA's most recent update. New hourly totals are pending.*

## Committee Report

- A. Finance and Budget
- B. Policy Review
- C. Transportation
- D. Facilities and Grounds
- E. Negotiations
- F. Technology

## Announcements (I)

- A. MTSBA HR Symposium Feb 6-21, locations statewide plus video workshop
- B. Regular School Board Meeting February 20, 2018 at 6:00 pm
- C. **MTSBA Budget Symposium March 5-29, locations statewide plus video workshop**
- D. MTSBA Employment Hot Topic Training April 25, 8:30-5:00pm, Helena
- E. MTSBA Newly Elected Trustee Orientation May in Great Falls/Helena

## Adjournment (A)