



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

1.	2.	3.	4.	5.	6.	7.	8.
Commit to a vision of high expectations for student achievement and quality instruction. Define clear goals for that vision.	Share 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.	Accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.	Collaborative 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.	Data savvy. Embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.	Align and sustain resources, such a professional development, to meet district goals.	Lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.	Take part in team development and training to build shared knowledge, values and commitments for their improvement efforts.

Regular Meeting of the Board of Trustees

6:30 p.m.

October 16, 2018

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

Agenda

Call to Order

6:30

Reading of Notice Regarding Public Comment 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)

6:35

Informational

New Business (A)

6:40

- A. Policy Revisions and Updates–Second Reading
 - a. Policy 2150–Suicide Awareness and Prevention
 - b. Policy 4350–Website Accessibility and Nondiscrimination
 - c. Policy 5220–Prohibition on Aiding Sexual Abuse
 - d. Policy 8205–Meal Charge Policy
 - e. Policy 8210–Procurement Policy for School Food Purchases
 - f. Policy 8410–Operation and Maintenance of District Facilities
 - g. Policy 1310–District Policies and Procedures
 - h. Policy 1400–Board Meetings
- B. Schoolhouse IT Telephone Lease Agreement
- C. Recommendation HS Wrestling Head Coach–Neal Coon
- D. Consent Agenda
 - 1. Minutes Regular Board Meeting September 18, 2018
 - 2. Business Claims
 - 3. Student Activity Account
 - 4. Student Attendance Agreements
 - 5. Individual Transportation Contracts
 - 6. Sub List

Superintendent Report (I)

6:50

- A. Staff Reports
- B. Current Enrollment
- C. Handbook Attendance Policy
- D. Auditor Contract
- E. Modified School Day

- F. Data
- G. Substitute and Absence Report
- H. General Fund Budget

Committee Report

7:00

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

Board Report

- A. Board Training Hours, Board & Administrator Publication
- B. Norms
- C. Goals–Superintendent

Announcements (I)

- A. MCEL, Missoula, Oct 17-19, 2018
- B. Regular School Board Meeting November 20, 2018 at 6:30 pm
- C. School Law & Technology Symposium, Helena, Dec 3-4, 2018

Board Meeting Evaluation

- A. Complete the evaluation and turn into Mr. Miller

Adjournment (A)

7:10

Old Business (A)

Informational

New Business (A)

A. Policy Revisions and Updates–Second Reading (Tabled by the board in April 2018)

Strategic Planning Goal Area:

Presented by: Rick Miller

Attachments: Policies attached as Appendix A at end of packet for easier reading with summary of changes.

Facts to Consider: A summary of the changes to affected policies is listed below as provided by Joe Brott, Director of Policy Services, MTSBA. All are new and required except for 8410, which was adopted in 2001. The last two policies (item g and h) have minor revisions that need to be updated by the Board.

Superintendent Recommendation: Approve the second reading of each policy as listed.

- a. **Policy 2150 – Suicide Awareness and Prevention (Required)** – This policy is a newly required policy upon the passage of HB 381. OPI is working on language to add under 10.55.719, ARM guiding school districts on development of the program.
- b. **Policy 4350 – Website Accessibility and Nondiscrimination (Required)** – OCR is finding school districts to be in non-compliance by not having a policy outlining the equal opportunity of individuals with disabilities as those without disabilities, including those opportunities delivered through electronic and information technology. This policy was developed by MTSBA to help school districts meet that compliance. Cascade School's website is ADA compliant per this policy.
- c. **Policy 5220 – Prohibition on Aiding Sexual Abuse (Strongly Recommended)** – This new policy is a required policy under ESSA section 8038, §8546.
- d. **Policy 8205 – Meal Charge Policy (Required)** – This is a **REQUIRED** policy. OPI is requiring the Procurement Policy. Information can be obtained from the OPI website. MTSBA has developed four **model** meal charge policies covering elementary, middle, and high school students. It is extremely hard to develop one policy to fit all schools. These model policies cover the following areas (as required by law): Charging meals, alternate meals, different avenues of paying for meals, contacting parents regarding charges and payments, adult meals, and a la carte meals. The policy will most likely vary depending on the size and type of school and/or school district. These policies are labeled as Alternate 1, Alternate 2, Alternate 3, and **Alternate 4**. Policy 8205 (Alternate 1) has four samples for an elementary lunch program, 2 samples for a middle school lunch program, and 2 samples for a K-12 lunch program. If choosing this alternate, do not adopt it with all of the samples. A school district can take sections from any of the model policies and combine them into one policy that would fit the needs of the district. A school district can have different meal charge programs for the elementary, middle school, and high school in their district. The three starred and highlighted options are recommended for the Cascade District.
- e. **Policy 8210 – Procurement Policy for School Food Purchases (Required)** – This is a **REQUIRED** policy. As with the Meal Charge policy, this policy is a requirement for Food Service Programs. As stated on lines 13-14, other language can be used, adjusted, utilized, or added to meet the needs of your district.
- f. **Policy 8410 – Operation and Maintenance of District Facilities (Required)** – This policy was adopted in 2001 and reviewed in 2016. The recommended addition applies to District housing.
- g. **Policy 1310– District Policies and Procedures** – This policy describes the adoption and amendments of policies. Giving the Board the ability to adopt and/or amend a policy on the first reading will be more efficient when adopting policies that are required by law or have very minor changes.

- h. **Policy 1400 – Board Meetings** – This policy defines the board meetings. There is a change of board meeting time from 6:00 p.m. to 7:00 p.m.

B. Schoolhouse IT Telephone Lease Agreement

Strategic Planning Goal Area:

Presented by: Rick Miller

Attachments: Quote attached. Full multi-page lease document available to trustees.

Facts to Consider: Schoolhouse IT is providing a no-cost lease to update the District phone system, improve line quality, improve bell system and operate more efficiently.

Superintendent Recommendation: Approve the business telephone lease through Schoolhouse IT.

Schoolhouse IT Inc.
417 Central Ave. Ste 2a
Great Falls, MT 59401
(406) 235-7020
info@schoolhouseit.com
www.schoolhouseit.com



ADDRESS

Karsen Drury
Cascade Public Schools
321 Central Ave. West
PO Box 529
Cascade, MT 59421

ESTIMATE # 1165

DATE 09/26/2018

EXPIRATION DATE 10/31/2018

ACTIVITY	QTY	RATE	AMOUNT
GS-GXP2170 - Administrative Phones comes with 1 year warranty	8	125.99	1,007.92
GS-GXP2200EXT - Expansion Module for VoIP Phone	8	99.99	799.92
GS-GXP2135 - comes with 1 year warranty	50	115.00	5,750.00
GS-UCM6510 - Grandstream private branch exchange mid sized office, comes with 1 year warranty	1	1,999.00	1,999.00
1 Year extended warranty 2135	50	7.88	394.00
1 Year extended warranty PBX	1	67.50	67.50
1 Year extended warranty 2170	8	11.25	90.00
Consulting. Configure PBX for: - configuration of the existing service lines to PBX - confirmation that FAX still works as expected - configuration for voicemail transmission as email attachment to extension owner's email - Per SIP endpoint tuning (for multicast participation, volume, etc.)	58	224.99	13,049.42

TOTAL

\$23,157.76

Accepted By

Accepted Date

PLEASE NOTE OUR NEW MAILING ADDRESS

Thank you for trusting us with your technology!

C. Recommendation HS Wrestling Head Coach–Neal Coon

Strategic Planning Goal Area:

Presented by: Rick Miller

Attachments: None

Facts to Consider: Mr. Coon is being recommended for HSW Head Coach.

Superintendent Recommendation: Approve Mr. Neal Coon for HSW Head Coach.

D. Consent Agenda

1. Minutes Regular Board Meeting September 18, 2018

Regular Meeting

DRAFT

Cascade School District 3B

Subject to change upon approval of the board

Board of Trustees

September 18, 2018 - 6:00 pm

Board Members Present

High School Board

Val Fowler - Chair

Deanna Hastings - Vice Chair

Chris Boland

John Rumney

Ruth Mortag

Elementary Board

Deanna Hastings - Vice Chair

Chris Boland

John Rumney

Ruth Mortag

Not Present: Blake Standley

Others Present: Karsen Drury - District Clerk, Rick Miller - Superintendent, Eric Tilleman, Jean Blackman, Jen Wright, Lara Tait.

Val Fowler - Board Chair, called the Board of Trustees meeting to order at 6:09 pm. Mrs. Fowler asked for public comment on **non**-agenda items. No public comment.

Informational

A. Negotiations - Will begin process of negotiations.

B. National Association of Agricultural Educators - Thank you from Mr. Tilleman.

New Business

A. Request for Out-of-State Travel, FFA

John Rumney moved, seconded by Deanna Hastings to approve the request for Out-of-State Travel for FFA.

Jean Blackman, FFA President, addressed the board with the request to leave the state for National FFA in Indianapolis on October 23rd- 29th. All funds will be raised through the program for travel expenses. The sales teams will compete and Jean Blackman will be playing in the band.

Passed unanimously.

B. Recommendation for Co-BPA Advisor - Linda Cotton

Deanna Hastings moved, seconded by John Rumney to approve Linda Cotton as Co-BPA Advisor for 2018-2019. The advisor stipend will be split between Linda Cotton and co-advisor, Cathy Workman.

Passed unanimously.

- C. Recommendation for General Kitchen - Brenda Langenderfer
Ruth Mortag moved, seconded by John Rumney to approve Benda Langenderfer for the general kitchen position.
Passed unanimously.
- D. Recommendation for Bus Driver - Bobbi King
John Rumney moved, seconded by Ruth Mortag to approve Bobbi King for bus driver.
King will be an activity bus driver. He is in the process of obtaining his CDL, but will be operating the 15 passenger and vans to activities in the meantime.
Passed unanimously.
- E. Recommendation for Substitute Custodian - Andrea Ethridge
Deanna Hastings moved, seconded by Ruth Mortag to approve Andrea Etheridge for substitute custodian.
Passed unanimously.
- F. Recommendation for Substitute Custodian - Jeb Boettger
John Rumney moved, seconded by Deanna Hastings to approve Jeb Boettger for substitute custodian.
Passed unanimously.
- G. Recommendation for Substitute Custodian - Oliver Wood
Deanna Hastings moved, seconded by John Rumney to approve Oliver Wood for substitute custodian.
Passed unanimously.
- H. Recommendation for Substitute Teacher - Amanda Iverson
Deanna Hastings moved, seconded by John Rumney to approve Amanda Iverson for substitute teacher.
Passed unanimously.
- I. Policy Revisions and Updates - First Reading
- a. Policy 2150–Suicide Awareness and Prevention
 - b. Policy 4350–Website Accessibility and Nondiscrimination
 - c. Policy 5220–Prohibition on Aiding Sexual Abuse
 - d. Policy 8205–Meal Charge Policy
 - e. Policy 8210–Procurement Policy for School Food Purchases
 - f. Policy 8410–Operation and Maintenance of District Facilities
 - g. Policy 1310–District Policies and Procedures
 - It was decided that the required policies will be approved upon first reading.
 - h. Policy 1400–Board Meetings
 - It was decided that Regular Board Meetings will be changed to 6:30 pm.
- John Rumney moved, seconded by Deanna Hastings to approve the First Reading of the Policy Revisions and Updates.
Changes and updates are reflected in the board agenda.
Passed unanimously.

- J. Consent Agenda
1. Minutes Regular Board Meeting August 20, 2018
 2. Business Claims (**5734-5793** , **EXCLUDING: 5737, 5741, 5742, 5790 CANCELED: 5086, 5729**)
 3. Student Activity Account

4. Student Attendance Agreements
5. Individual Transportation Contracts
6. Sub List

John Rumney moved, seconded by Deanna Hastings to approve the consent agenda.
Passed unanimously.

Superintendent Report

A. Staff Reports

- Superintendent Miller reported on behalf of Elementary Principal, High School Principal, Athletic Director, Food Service Supervisor and Maintenance Supervisor.

B. Network Risk Score-MSGIA

C. School Violence Prevention-MSGIA

D. Norms

- *Tabled until all trustees are in attendance*

E. Substitute and Absence Report

- The board requested more information into the total absences, pertaining to reason for leave i.e. school sponsored vs non school sponsored.

F. Technology

- Miller informed the Board of the criteria for technology purchases which include student centered, safety and normal school operation.

G. Benefits of Early Childhood Program

H. Board Training Hours, Board & Administrator Publication

- Chairman Fowler requested that Trustees inform her when they have completed a series to record credits for MTSBA.

I. General Fund Budget

Committee Report

- A. Finance and Budget - none
- B. Policy Review - none
- C. Transportation - none
- D. Facilities and Grounds - Meeting TBD
- E. Negotiations - Meeting TBD
- F. Technology - A committee was established with Ruth Mortag as trustee representation.

Announcements

- A. **Next Regular School Board Meeting October 16, 2018 at 6:30pm**

Board Meeting Evaluation

There were two areas on the evaluation marked as 1's. When giving low scores, Chairman Fowler requests Trustees provide feedback in order to remedy the issue.

Periodic Superintendent Evaluation

Chairman Val Fowler brought the meeting into executive session at 7:25 pm to conduct the periodic Superintendent Evaluation. The meeting was reopened at 8:14 pm.

Adjournment

At 8:14 pm John Rumney moved, seconded by Ruth Mortag **to adjourn.**
Passed unanimously.

Val Fowler, Board Chair

ATTEST: Karsen Drury, District Clerk

Date Signed _____

For additional details on items presented in the minutes of the meeting, please see coinciding board agenda found on Cascade Public Schools' webpage: www.cascade.k12.mt.us/District/1141-Board-Agendas-and-Packet.html

2. Business Claims

10/10/18
10:42:17

CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 9/18

Page: 1 of 16
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
5794	10315S	2927 A.T. KLEMENS & SONS	2,311.00					
Remaining work to be done from the room collapse of the FCS room in Winter of FY17. Using remaining \$ from insurance payout.								
1		CH2214 08/28/18 Fan/Power Pole FCS Room	2,311.00*		260	100-2600	340	
5795	10316S	3994 AWARE	3,748.00					
1		350308 09/03/18 Medicaid Remittance	3,158.04*		115	100-2100	330	555
2		354740 09/10/18 Medicaid Remittance	589.96*		115	100-2100	330	555
5796	10322S	3987 CULLIGAN	190.90					
1		08/31/18 Water Services - August	76.36		101	100-2600	452	
2		08/31/18 Water Services - August	114.54		201	100-2600	452	
5797	10321S	1616 COMMON CURRICULUM, INC	2,580.00					
1		0676-2 08/22/18 Cc for Schools 12 mo Subscript	477.27*		115	412-1000	681	562
2		0676-2 08/22/18 Cc for Schools 12 mo Subscript	2,102.73*		215	412-1000	681	572
5798	10325S	855 ENERGY WEST	994.47					
1		08/27/18 Gas - August 2018	447.52		101	100-2600	411	
2		08/27/18 Gas - August 2018	198.89		110	100-2700	411	
3		08/27/18 Gas - August 2018	149.17		201	100-2600	411	
4		08/27/18 Gas - August 2018	198.89		210	100-2700	411	
5799	10324S	223 EMBARK FEDERAL CREDIT UNION	20.72					
1		08/31/18 Fees	20.72		101	100-2300	610	
5800	10326S	1607 GREENUP	809.25					
1		32444 09/07/18 Sprinkler Service	404.62		101	100-2600	340	
2		32444 09/07/18 Sprinkler Service	404.63		201	100-2600	340	
5801	10328S	561 KELLEY IMAGING SYSTEMS	170.54					
1		IN42783 08/27/18 September Contract	110.00		101	100-2300	350	
2		IN42783 08/27/18 August Overages	60.54		101	100-2300	350	
5802	10317S	1687 BLAKE ELEARNING INC	185.00					
1		CIV0000011 08/10/18 Mathseeds Annual Subscript	185.00		101	100-1000	610	
5803	10330S	48 MEADOW GOLD GREAT FALLS	1,218.99					
1		475466 08/21/18 Dairy	340.23		112	910-3100	630	
2		475943 08/24/18 Dairy	266.78		112	910-3100	630	
3		476305 08/28/18 Dairy	476.10		112	910-3100	630	
4		476768 08/31/18 Dairy	135.88		112	910-3100	630	

10/10/18
10:42:17

CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 9/18

Page: 2 of 16
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
5804	10333S	224 MONTANA WASTE SYSTEMS	754.33					
1		609143 09/01/18 Disposal Services - September	429.97		101	100-2600	431	
2		609143 09/01/18 Disposal Services - September	324.36		201	100-2600	431	
5805	10332S	3460 MONTANA SCHOOL EQUIP. COMPANY	342.50					
1		21708 09/11/18 25 Masterlocks Fl12 - Lockers	156.25		101	100-2600	610	
2		21708 09/11/18 25 Masterlocks Fl12 - Lockers	156.25		201	100-2600	610	
3		21708 09/11/18 Shipping	15.00		101	100-2600	610	
4		21708 09/11/18 Shipping	15.00		201	100-2600	610	
5806	10335S	2788 NATIONAL LAUNDRY	771.30					
1		10432 08/09/18 Maintenance - Mats	28.67		101	100-2600	340	
2		10432 08/09/18 Maintenance - Mats	28.67		201	100-2600	340	
3		12288 08/16/18 Maintenance - Mats	100.35		101	100-2600	340	
4		23399 08/16/18 Maintenance - Mats	100.35		201	100-2600	340	
5		14157 08/23/18 Maintenance - Mats	28.67		101	100-2600	340	
6		14157 08/23/18 Maintenance - Mats	28.67		201	100-2600	340	
7		08509 08/02/18 Kitchen - Supplies	40.75		112	910-3100	340	
8		10433 08/09/18 Kitchen - Supplies	103.36		112	910-3100	340	
9		12289 08/16/18 Kitchen - Supplies	40.75		112	910-3100	340	
10		14158 08/23/18 Kitchen - Supplies	40.75		112	910-3100	340	
11		16052 08/30/18 Kitchen - Supplies	40.81		112	910-3100	340	
12		08089 08/01/18 Kitchen - Supplies	59.00		112	910-3100	340	
13		13657 08/22/18 Kitchen - Supplies	54.09		112	910-3100	340	
14		S16441 08/30/18 Kitchen - Supplies	76.41		112	910-3100	340	
5807	10334S	1272 NAPA AUTO PARTS	413.07					
1		201202 08/28/18 Oil Filters, Air Filters, Oil	231.77		110	100-2700	610	
2		201202 08/28/18 Oil Filters, Air Filters, Oil	231.78		210	100-2700	610	
3		07/31/18 Credit	-25.24		110	100-2700	610	
4		07/31/18 Credit	-25.24		210	100-2700	610	
5808	10336S	400 NORTHWESTERN ENERGY	8.00					
1		08/24/18 Electricity - August 2018	2.32		101	100-2600	412	
2		08/24/18 Electricity - August 2018	1.92		110	100-2700	412	
3		08/24/18 Electricity - August 2018	1.36		201	100-2600	412	
4		08/24/18 Electricity - August 2018	2.40		210	100-2700	412	
5809	10337S	1324 OETC	1,086.47					
1		40802 10/04/18 Imagine Academy	1,086.47	200	201	300-1000	610	508
		WORKMAN C						

10/10/18
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CASCADE PUBLIC SCHOOLS
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Page: 3 of 16
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
5810	10346S	2134 UNIVERSITY OF OREGON	460.00					
1		00047019 09/01/18 SWIS Annual License	230.00*		128	100-2400	681	
2		00047019 09/01/18 SWIS Annual License	230.00*		228	100-2400	681	
5811	10339S	3774 SELSTADS LAWN RANGER	520.10					
1		478919 08/31/18 Lawn Care - Summer Application	260.05		101	100-2600	340	
2		478919 08/31/18 Lawn Care - Summer Application	260.05		201	100-2600	340	
5812	10340S	3876 SUPPLYWORKS	16.30					
1		452872070 08/28/18 Clutch Plate	9.13		101	100-2600	610	
2		452872070 08/28/18 Clutch Plate	7.17		201	100-2600	610	
5813	10341S	616 SYSCO FOOD SERVICES OF MONTANA	9,625.44					
1		143896126 08/17/18 CREDIT	-28.98		112	910-3100	630	
2		143893689 08/15/18 Food	2,156.27		112	910-3100	630	
3		143903979 08/22/18 Food	3,973.23		112	910-3100	630	
4		143905492 08/23/18 Food	353.31		112	910-3100	630	
5		143914584 08/29/18 Food	3,171.61		112	910-3100	630	
5814	10342S	2026 THE PARTS STORE	279.85					
1		489982 08/28/18 Bus Barn Supplies	139.92		110	100-2700	610	
2		489982 08/28/18 Bus Barn Supplies	139.93		210	100-2700	610	
5815	10344S	1074 TRACTOR & EQUIPMENT CO.	173.75					
1		0365290 08/23/18 Oil Tube & Gasket	86.88		110	100-2700	610	
2		0365290 08/23/18 Oil Tube & Gasket	86.87		210	100-2700	610	
5816	10331S	4624 MHSA ALL-STATE MUSIC FESTIVAL	110.00					
1		2018 All STate Music Festival	110.00		201	710-3400	810	
5817	10319S	2163 CENTURY LINK	571.98					
1		09/01/18 Phone Lines - August 2018	64.64		101	100-2600	531	
2		09/01/18 Phone Lines - August 2018	43.10		110	100-2700	531	
3		09/01/18 Phone Lines - August 2018	64.64		201	100-2600	531	
4		09/01/18 Phone Lines - August 2018	96.97		210	100-2700	531	
5		09/01/18 Phone Lines - September 2018	72.63		101	100-2600	531	
6		09/01/18 Phone Lines - September 2018	48.42		110	100-2700	531	
7		09/01/18 Phone Lines - September 2018	72.63		201	100-2600	531	
8		09/01/18 Phone Lines - September 2018	108.95		210	100-2700	531	
5818	10318S	407 CENTURY LINK	24.83					
1		1449373421 08/31/18 Long Distance - August 201	5.96		101	100-2600	531	
2		1449373421 08/31/18 Long Distance - August 201	5.96		110	100-2700	531	
3		1449373421 08/31/18 Long Distance - August 201	3.97		201	100-2600	531	
4		1449373421 08/31/18 Long Distance - August 201	8.94		210	100-2700	531	

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Report ID: AP100

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
5819	10323S	1268 DIAMOND PRODUCTS INC.	61.00					
1		60328 09/12/18 All Temp 5 Gallon	61.00*		112	910-3100	610	
5820	10320S	1559 CHARTER COMMUNICATIONS	14.77					
1		9184409061 09/06/18 Spectrum BusinessTV	7.38*		128	100-1000	681	
2		9184409061 09/06/18 Spectrum BusinessTV	7.39*		228	100-1000	681	
5821	10338S	2731 PITNEY BOWES	172.86					
1		3307032743 09/07/18 Postage Meter Lease	172.86		201	100-2300	452	
5822	10347S	1270 WEX BANK	2,464.17					
1		55659581 08/31/18 September Fuel - Route	1,156.49		110	100-2700	624	
2		55659581 08/31/18 September Fuel - Route	1,156.49		210	100-2700	624	
3		55659581 08/31/18 September Fuel - Maintenance	41.39		201	100-2600	624	
4		55659581 08/31/18 September Fuel - Activities	33.60		115	434-1000	582	419
5		55659581 08/31/18 September Fuel - Activities	38.89		201	710-3400	624	
6		55659581 08/31/18 September Fuel - Athletics	37.31		201	720-3500	624	
5823	10329S	1310 MASTERCARD CORPORATE CLIENTS	11,039.37					
1		CC-200 08/08/18 Bright White Paper Co	256.36		101	625		
		BOARD OF TRUSTEES						
		MISC. VENDOR.						
		CC Accounting: 101-				-100-2300-610		
2		CC-200 08/08/18 Bright White Paper Co	256.36		201	625		
		BOARD OF TRUSTEES						
		MISC. VENDOR.						
		CC Accounting: 201-				-100-2300-610		
3		CC-200 08/09/18 Office/Classroom Supplies	329.42		101	625		
		BOARD OF TRUSTEES						
		SAMS CLUB						
		CC Accounting: 101-				-100-1000-610		
4		CC-200 08/09/18 Office/Classroom Supplies	329.42		201	625		
		BOARD OF TRUSTEES						
		SAMS CLUB						
		CC Accounting: 201-				-100-1000-610		
5		CC-200 08/10/18 Office/Classroom Supplies	47.12		101	625		
		BOARD OF TRUSTEES						
		SAMS CLUB						
		CC Accounting: 101-				-100-2300-610		
6		CC-200 08/10/18 Office/Classroom Supplies	47.12		201	625		
		BOARD OF TRUSTEES						
		SAMS CLUB						
		CC Accounting: 201-				-100-2300-610		
7		CC-200 08/10/18 Big Paper Rolls	150.35		101	625		
		BOARD OF TRUSTEES						
		MISC. VENDOR.						
		CC Accounting: 101-				-100-1000-610		

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
8	CC-200 08/10/18 Big Paper Rolls	150.35		201 625		
	BOARD OF TRUSTEES					
	MISC. VENDOR.					
		CC Accounting: 201-		-100-1000-610		
9	CC-200 08/09/18 Paper	35.47		101 625		
	BOARD OF TRUSTEES					
	SAMS CLUB					
		CC Accounting: 101-		-100-2300-610		
10	CC-200 08/09/18 Paper	35.47		201 625		
	BOARD OF TRUSTEES					
	SAMS CLUB					
		CC Accounting: 201-		-100-2300-610		
11	CC-200 08/14/18 Birthday Cards	15.07		201 625		
	BOARD OF TRUSTEES					
	TARGET					
		CC Accounting: 201-		-100-2300-610		
12	CC-200 08/16/18 Summit Hotels	157.15		101 625		
	BOARD OF TRUSTEES					
	MISC HOTELS OUT-OF-DIST					
		CC Accounting: 101-		-100-2300-582		
13	CC-200 08/16/18 Summit Hotels	157.15		101 625		
	BOARD OF TRUSTEES					
	MISC HOTELS OUT-OF-DIST					
		CC Accounting: 101-		-100-2300-582		
14	CC-200 08/16/18 Summit Hotels	157.15		101 625		
	BOARD OF TRUSTEES					
	MISC HOTELS OUT-OF-DIST					
		CC Accounting: 101-		-100-2300-582		
15	CC-200 08/16/18 Summit Hotels	157.15		201 625		
	BOARD OF TRUSTEES					
	MISC HOTELS OUT-OF-DIST					
		CC Accounting: 201-		-100-2300-582		
16	CC-200 08/21/18 AP Style Books	99.27		201 625		507
	BOARD OF TRUSTEES					
	MISC. VENDOR.					
		CC Accounting: 201-		-300-1000-610-507		
17	CC-200 08/21/18 PIR Staff Lunch	354.30		101 625		
	BOARD OF TRUSTEES					
	BIG MOUTH BARBECUE					
		CC Accounting: 101-		-100-2400-630		
18	CC-200 08/21/18 PIR Staff Lunch	250.00		201 625		
	BOARD OF TRUSTEES					
	BIG MOUTH BARBECUE					
		CC Accounting: 201-		-100-2400-630		
19	CC-200 08/22/18 Safety Glasses	69.95		201 625		507
	BOARD OF TRUSTEES					
	AMAZON.COM					
		CC Accounting: 201-		-100-1000-610-507		

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20	CC-201 08/06/18 Erase Board Kit, Fans, Faucet	165.14		101 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 101-		-100-2600-610		
21	CC-201 08/06/18 Erase Board Kit, Fans, Faucet	165.14		201 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 201-		-100-2600-610		
22	CC-201 08/06/18 Keurig Cups	33.84		101 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 101-		-100-2300-610		
23	CC-201 08/07/18 Office Supplies	8.45		201 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 201-		-100-2300-610		
24	CC-201 08/09/18 Bus Safety Supplies	66.32		210 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 210-		-100-2700-610		
25	CC-201 08/10/18 Amazon Business	14.95		201 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 201-		-100-2300-610		
26	CC-201 08/10/18 Office/Classroom Supplies	57.18		101 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 101-		-100-2300-610		
27	CC-201 08/10/18 Office/Classroom Supplies	57.19		201 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 201-		-100-2300-610		
28	CC-201 08/11/18 Replacement Classroom Furnitur	560.00		115 625		519
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 115-		-421-1000-610-519		
29	CC-201 08/19/18 Cell Phone Holders	88.34		201 625		
	BUSINESS OFFICE					
	WALMART					
		CC Accounting: 201-		-100-2400-610		
30	CC-201 08/22/18 Binder Dividers	26.18		101 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 101-		-100-2300-610		
31	CC-201 08/22/18 Printer Ink	283.38		101 625		
	BUSINESS OFFICE					
	AMAZON.COM					
		CC Accounting: 101-		-100-2400-610		

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
32	CC-201 08/22/18 Printer Ink	283.39		201 625			
	BUSINESS OFFICE						
	AMAZON.COM						
		CC Accounting: 201-		-100-2400-610			
33	CC-201 08/23/18 Makita Drill Battery	127.99		101 625			
	BUSINESS OFFICE						
	AMAZON.COM						
		CC Accounting: 101-		-100-2600-610			
34	CC-201 08/24/18 Contract Payout	95.46		101 625			
	BUSINESS OFFICE						
	AT&T						
		CC Accounting: 101-		-100-2300-531			
35	CC-201 08/24/18 Contract Payout	95.47		201 625			
	BUSINESS OFFICE						
	AT&T						
		CC Accounting: 201-		-100-2300-531			
36	CC-201 08/25/18 Floor Mats New Van	152.98		210 625			
	BUSINESS OFFICE						
	AMAZON.COM						
		CC Accounting: 210-		-100-2700-610			
37	CC-201 08/26/18 Birthday Cards	21.00		101 625			
	BUSINESS OFFICE						
	AMAZON.COM						
		CC Accounting: 101-		-100-2300-610			
38	CC-202 08/07/18 Admin Meeting	30.25		101 625			
	DIST SUPERINTENDENT						
	SMITHS						
		CC Accounting: 101-		-100-2400-630			
39	CC-202 08/13/18 Water Conn	13.46		101 625			
	DIST SUPERINTENDENT						
	HOME DEPOT						
		CC Accounting: 101-		-100-2600-610			
40	CC-202 08/17/18 Back To School BBQ	116.67		101 625			
	DIST SUPERINTENDENT						
	SAMS CLUB						
		CC Accounting: 101-		-100-2400-630			
41	CC-202 08/17/18 Back To School BBQ	116.67		201 625			
	DIST SUPERINTENDENT						
	SAMS CLUB						
		CC Accounting: 201-		-100-2400-630			
42	CC-202 08/19/18 Dist House Supplies	124.90		101 625			
	DIST SUPERINTENDENT						
	HOME DEPOT						
		CC Accounting: 101-		-100-2600-610			
43	CC-202 09/05/18	6.43		101 625			
	DIST SUPERINTENDENT						
	MASTERCARD CORPORATE CLIENTS						
		CC Accounting: 101-		-100-2300-610			

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
44	CC-203 08/04/18 NFHS Learn	35.00		101 625			
	ELEM PRINCIPAL NFHS NETWORK	CC Accounting: 101-		-100-1000-610			
45	CC-203 08/08/18 Furniture CREDIT	-122.09		115 625			519
	ELEM PRINCIPAL AMAZON.COM	CC Accounting: 115-		-421-1000-610-519			
46	CC-203 08/08/18 Furniture CREDIT	-122.09		115 625			519
	ELEM PRINCIPAL AMAZON.COM	CC Accounting: 115-		-421-1000-610-519			
47	CC-203 08/08/18 Furniture CREDIT	-122.09		115 625			519
	ELEM PRINCIPAL AMAZON.COM	CC Accounting: 115-		-421-1000-610-519			
48	CC-203 08/08/18 Furniture CREDIT	-122.09		115 625			519
	ELEM PRINCIPAL AMAZON.COM	CC Accounting: 115-		-421-1000-610-519			
49	CC-203 08/10/18 Math Manipulatives	2,239.40		115 625			518
	ELEM PRINCIPAL DIDAX INCORPORATED	CC Accounting: 115-		-421-1000-610-518			
50	CC-203 08/11/18 edHelper	39.98		101 625			
	ELEM PRINCIPAL MISC. VENDOR.	CC Accounting: 101-		-100-1000-610			
51	CC-203 08/28/18 AIMS Web ProComplete	1,072.50		115 625			518
	ELEM PRINCIPAL PEARSON EDUCATION	CC Accounting: 115-		-421-1000-610-518			
52	CC-203 08/28/18 Supplies	64.30		101 625			
	ELEM PRINCIPAL AMAZON.COM	CC Accounting: 101-		-100-2400-610			
53	CC-203 08/29/18 Birthday Treats	24.92		101 625			
	ELEM PRINCIPAL TOMS MARKET	CC Accounting: 101-		-100-1000-610			
54	CC-203 09/05/18	114.26		101 625			
	ELEM PRINCIPAL MASTERCARD CORPORATE CLIENTS	CC Accounting: 101-		-100-2400-610			
55	CC-204 08/09/18 Food	11.98		112 625			
	FOOD SERVICES TOMS MARKET	CC Accounting: 112-		-910-3100-630			

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
56	CC-204 08/09/18 Supplies	267.76		112 625		
	FOOD SERVICES					
	HOME DEPOT					
	CC Accounting: 112-			-910-3100-610		
57	CC-204 08/21/18 Food	28.21		112 625		
	FOOD SERVICES					
	TOMS MARKET					
	CC Accounting: 112-			-910-3100-630		
58	CC-204 09/04/18 Hubert Company	113.83		112 625		
	FOOD SERVICES					
	MISC. VENDOR.					
	CC Accounting: 112-			-910-3100-610		
59	CC-204 09/05/18	1.61		112 625		
	FOOD SERVICES					
	MASTERCARD CORPORATE CLIENTS					
	CC Accounting: 112-			-910-3100-610		
60	CC-205 08/08/18 New Van Gas	15.17		110 625		
	HS PRINCIPAL					
	MISC. VENDOR.					
	CC Accounting: 110-			-100-2700-624		
61	CC-205 08/09/18 New Van Gas	15.02		210 625		
	HS PRINCIPAL					
	MISC. VENDOR.					
	CC Accounting: 210-			-100-2700-624		
62	CC-205 08/20/18 PIR Breakfast	25.33		101 625		
	HS PRINCIPAL					
	SMITHS					
	CC Accounting: 101-			-100-2400-630		
63	CC-205 08/21/18 PIR Breakfast	29.95		201 625		
	HS PRINCIPAL					
	SMITHS					
	CC Accounting: 201-			-100-2400-630		
64	CC-206 08/07/18 Classroom Snacks	66.38		101 625		500
	K-12 STAFF					
	SAM					
	CC Accounting: 101-			-100-1000-610-500		
65	CC-206 08/26/18 Printer Ink	25.99		101 625		
	K-12 STAFF					
	OFFICE DEPOT					
	CC Accounting: 101-			-100-2400-610		
66	CC-206 09/03/18 Tools	195.79		201 625		507
	K-12 STAFF					
	HARBOR FREIGHT					
	CC Accounting: 201-			-300-1000-610-507		
67	CC-206 09/04/18 Oregon Trail	158.70		101 625		503
	K-12 STAFF					
	FOLLETT SCHOOL SOLUTIONS, INC.					
	CC Accounting: 101-			-100-1000-610-503		

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
68	CC-206 09/05/18	10.74		101	625	
	K-12 STAFF					
	MASTERCARD CORPORATE CLIENTS					
	CC Accounting: 101-			-100-2300-610		
69	CC-207 08/06/18 Classroom Blinds	62.96		101	625	
	MAINTENANCE DEPT					
	HOME DEPOT					
	CC Accounting: 101-			-100-2600-610		
70	CC-207 08/06/18 Classroom Blinds	62.96		201	625	
	MAINTENANCE DEPT					
	HOME DEPOT					
	CC Accounting: 201-			-100-2600-610		
71	CC-207 08/07/18 Volleyballs	499.60		201	625	
	MAINTENANCE DEPT					
	AMAZON.COM					
	CC Accounting: 201-			-720-3500-610		
72	CC-207 08/08/18 Fasteners	2.66		101	625	
	MAINTENANCE DEPT					
	GREAT FALLS ACE 10TH					
	CC Accounting: 101-			-100-2600-610		
73	CC-207 08/08/18 Postage	21.07		101	625	
	MAINTENANCE DEPT					
	UPS					
	CC Accounting: 101-			-100-1000-532		
74	CC-207 08/16/18 Admin Meeting	35.65		201	625	
	MAINTENANCE DEPT					
	THE HOMESTEAD OF CASCADE, INC.					
	CC Accounting: 201-			-100-2300-610		
75	CC-207 08/28/18 Stainless Steel Table	89.99		101	625	509
	MAINTENANCE DEPT					
	HOME DEPOT					
	CC Accounting: 101-			-300-1000-610-509		
76	CC-207 09/05/18	68.13		101	625	
	MAINTENANCE DEPT					
	MASTERCARD CORPORATE CLIENTS					
	CC Accounting: 101-			-100-2600-610		
77	CC-208 09/05/18	0.29		128	625	
	TECHNOLOGY DEPT					
	MASTERCARD CORPORATE CLIENTS					
	CC Accounting: 128-			-100-1000-610		
78	CC-209 08/06/18 Ice Machine Filter	120.00		210	625	
	TRANSPORTATION DEPT					
	J&V RESTAURANT SUPPLY					
	CC Accounting: 210-			-100-2700-610		
79	CC-209 08/07/18 First Aid Supplies	27.94		210	625	
	TRANSPORTATION DEPT					
	WALMART					
	CC Accounting: 210-			-100-2700-610		

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
68	CC-206 09/05/18	10.74		101	625	
	K-12 STAFF MASTERCARD CORPORATE CLIENTS	CC Accounting: 101-	101-	-100-2300-610		
69	CC-207 08/06/18 Classroom Blinds	62.96		101	625	
	MAINTENANCE DEPT HOME DEPOT	CC Accounting: 101-	101-	-100-2600-610		
70	CC-207 08/06/18 Classroom Blinds	62.96		201	625	
	MAINTENANCE DEPT HOME DEPOT	CC Accounting: 201-	201-	-100-2600-610		
71	CC-207 08/07/18 Volleyballs	499.60		201	625	
	MAINTENANCE DEPT AMAZON.COM	CC Accounting: 201-	201-	-720-3500-610		
72	CC-207 08/08/18 Fasteners	2.66		101	625	
	MAINTENANCE DEPT GREAT FALLS ACE 10TH	CC Accounting: 101-	101-	-100-2600-610		
73	CC-207 08/08/18 Postage	21.07		101	625	
	MAINTENANCE DEPT UPS	CC Accounting: 101-	101-	-100-1000-532		
74	CC-207 08/16/18 Admin Meeting	35.65		201	625	
	MAINTENANCE DEPT THE HOMESTEAD OF CASCADE, INC.	CC Accounting: 201-	201-	-100-2300-610		
75	CC-207 08/28/18 Stainless Steel Table	89.99		101	625	509
	MAINTENANCE DEPT HOME DEPOT	CC Accounting: 101-	101-	-300-1000-610-509		
76	CC-207 09/05/18	68.13		101	625	
	MAINTENANCE DEPT MASTERCARD CORPORATE CLIENTS	CC Accounting: 101-	101-	-100-2600-610		
77	CC-208 09/05/18	0.29		128	625	
	TECHNOLOGY DEPT MASTERCARD CORPORATE CLIENTS	CC Accounting: 128-	128-	-100-1000-610		
78	CC-209 08/06/18 Ice Machine Filter	120.00		210	625	
	TRANSPORTATION DEPT J&V RESTAURANT SUPPLY	CC Accounting: 210-	210-	-100-2700-610		
79	CC-209 08/07/18 First Aid Supplies	27.94		210	625	
	TRANSPORTATION DEPT WALMART	CC Accounting: 210-	210-	-100-2700-610		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
5828	10348S	901 MCGRAW-HILL	278.80						
1		1049743410 09/10/18 Reading Wonders Gr 2	234.00	198	101	100-1000	640		
		PEDERSON S							
2		1049743410 09/10/18 Shipping	18.72	198	101	100-1000	640		
		PEDERSON S							
3		1049743410 09/10/18 Additional Shipping	26.08		101	100-1000	640		
5829	10349S	3994 AWARE	2,221.07						
1		359274 09/17/18 Medicaid Remittance	2,221.07*		115	100-2100	330	555	
5830	10350S	1157 BUG DOCTOR	163.00						
1		9157 09/11/18 Pest Control - School	57.50		101	100-2600	340		
2		9157 09/11/18 Pest Control - School	57.50		201	100-2600	340		
3		9157 09/11/18 Pest Control - Dist House	24.00		101	100-2600	340		
4		9157 09/11/18 Pest Control - Dist House	24.00		201	100-2600	340		
5831	10351S	603 BUILDERS FIRSTSOURCE	204.71						
1		2269611 09/04/18 Toe-Kick Saw, Sand Paper, Woo	204.71		201	300-1000	610	507	
5832	10352S	92 CASCADE COURIER	116.00						
1		5495 08/31/18 AD - Budget Meeting	28.00		201	100-2300	540		
2		5495 08/31/18 AD - Budgeted Funds	88.00		201	100-2300	540		
5833	10355S	2047 FOOD SERVICES OF AM.	2,362.37						
1		5582946 08/29/18 Food	2,362.37		112	910-3100	630		
5834	10356S	1655 GENERAL DISTRIBUTING CO	128.56						
1		1337867274 08/20/18 Wire for Welders	128.56		201	300-1000	610	507	
5835	10359S	3233 KEN'S REFRIGERATION	6,700.00						
1		22879 08/22/18 W/I Cooler & Freezer Maint	3,350.00*		161	100-2600	440		
2		22879 08/22/18 W/I Cooler & Freezer Maint	3,350.00*		261	100-2600	440		
5836	10362S	901 MCGRAW-HILL	6,397.21						
1		1049916980 09/10/18 LrnSmrt 6yr Student	3,026.70*	199	201	100-1000	640		
		WRIGHT J							
2		1049916980 09/10/18 US Mod Student	3,120.30*	199	201	100-1000	640		
		WRIGHT J							
3		1049916980 09/10/18 Shippin	250.21*	199	201	100-1000	640		
		WRIGHT J							
5837	10363S	3313 MONTANA BPA	350.00						
1		09/17/18 MT BPA Fall Conference	350.00		215	451-1000	330	319	

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5838	10365S	3876 SUPPLYWORKS	658.34					
1		455072736 09/14/18 Supplies	368.67		101	100-2600	610	
2		455072736 09/14/18 Supplies	289.67		201	100-2600	610	
5839	10357S	1611 GREAT MINDS LLC	8,225.00					
1		INV022223 09/24/18 Algebra I Modules 1-5	475.00*	196	115	421-1000	640	518
	HATHHORN S							
2		INV022223 09/24/18 Geometry Modules 1-5	380.00*	196	115	421-1000	640	518
	HATHHORN S							
3		INV022223 09/24/18 Gr 1 Fluency Modules 1-6	60.00*	196	115	421-1000	640	518
	HATHHORN S							
4		INV022223 09/24/18 Gr 1 Learn Modules 1-6	285.00*	196	115	421-1000	640	518
	HATHHORN S							
5		INV022223 09/24/18 Gr 1 Succeed Modules 1-6	195.00*	196	115	421-1000	640	518
	HATHHORN S							
6		INV022223 09/24/18 Gr 2 Fluency Modules 1-8	100.00*	196	115	421-1000	640	518
	HATHHORN S							
7		INV022223 09/24/18 Gr 2 Learn Modules 1-8	475.00*	196	115	421-1000	640	518
	HATHHORN S							
8		INV022223 09/24/18 Gr 2 Succeed Modules 1-8	325.00*	196	115	421-1000	640	518
	HATHHORN S							
9		INV022223 09/24/18 Gr 2 Fluency Modules 1-7	80.00*	196	115	421-1000	640	518
	HATHHORN S							
10		INV022223 09/24/18 Gr 3 Learn Modules 1-7	380.00*	196	115	421-1000	640	518
	HATHHORN S							
11		INV022223 09/24/18 Gr 3 Succeed Moudles 1-7	260.00*	196	115	421-1000	640	518
	HATHHORN S							
12		INV022223 09/24/18 Gr 4 Fluency Modules 1-7	100.00*	196	115	421-1000	640	518
	HATHHORN S							
13		INV022223 09/24/18 Gr 4 Learn Modules 1-7	475.00*	196	115	421-1000	640	518
	HATHHORN S							
14		INV022223 09/24/18 Gr 4 Succeed Modules 1-7	325.00*	196	115	421-1000	640	518
	HATHHORN S							
15		INV022223 09/24/18 Gr 5 Fluency Modules 1-6	60.00*	196	115	421-1000	640	518
	HATHHORN S							
16		INV022223 09/24/18 Gr 5 Learn Modules 1-6	285.00*	196	115	421-1000	640	518
	HATHHORN S							
17		INV022223 09/24/18 Gr 5 Succeed Modules 1-6	195.00*	196	115	421-1000	640	518
	HATHHORN S							
18		INV022223 09/24/18 Gr 6 Ratios Modules 1-6	570.00*	196	115	421-1000	640	518
	HATHHORN S							
19		INV022223 09/24/18 Gr 7 Ratios Modules 1-6	285.00*	196	115	421-1000	640	518
	HATHHORN S							
20		INV022223 09/24/18 Gr 8 Ratios Modules 1-7	570.00*	196	115	421-1000	640	518
	HATHHORN S							
21		INV022223 09/24/18 Gr K Fluency Modules 1-6	100.00*	196	115	421-1000	640	518
	HATHHORN S							

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CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 9/18

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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
22		INV022223 09/24/18 Gr K Learn Modules 1-6	475.00*	196	115	421-1000	640	518
	HATHHORN S							
23		INV022223 09/24/18 Gr K Succeed Modules 1-6	325.00*	196	115	421-1000	640	518
	HATHHORN S							
24		INV022223 09/24/18 Pre Calc Modules 1-5	95.00*	196	115	421-1000	640	518
	HATHHORN S							
25		INV022223 09/24/18 Digital Assessment Gr 1-9	640.00*	196	115	421-1000	640	518
	HATHHORN S							
26		INV022223 09/24/18 Shipping	710.00*	196	115	421-1000	640	518
	HATHHORN S							
27		INV022223 09/24/18 Discount Rounding Errors	0.00*	196	115	421-1000	640	518
	HATHHORN S							
5840	10354S	3212 FICO	584.00					
1		16664 09/20/18 Boilers Turned On, Pipe Leak	116.00		101	100-2600	440	
2		16664 09/20/18 Boilers Turned On, Pipe Leak	116.00		201	100-2600	440	
3		16663 09/20/18 Boiler Training - Bryan Smith	176.00		101	100-2600	340	
4		16663 09/20/18 Boiler Training - Bryan Smith	176.00		201	100-2600	340	
5841	10358S	1690 HOLDEN, BARB	150.00					
1		09/24/18 Bullying Speaker	150.00		201	100-2400	330	
5842	10360S	1630 MARLIN BUSINESS BANK	379.67					
1		16307757 09/18/18 Auto Scrubber Contract - Oct	189.83		101	100-2600	350	
		16307757						
2		16307757 09/18/18 Auto Scrubber Contract - Oct	189.84		201	100-2600	350	
		16307757						
5843	10366S	505 TOWN OF CASCADE	2,361.83					
1		08/24/18 Water/Sewer Services - Septemb	590.46		101	100-2600	421	
2		08/24/18 Water/Sewer Services - Septemb	543.22		110	100-2700	421	
3		08/24/18 Water/Sewer Services - Septemb	543.22		201	100-2600	421	
4		08/24/18 Water/Sewer Services - Septemb	684.93		210	100-2700	421	
5844	10368S	2726 WHALEN TIRE	940.00					
1		478951 09/25/18 Bus Tires	470.00		110	100-2700	610	
2		478951 09/25/18 Bus Tires	470.00		210	100-2700	610	
5845	10361S	1054 MASBO	80.00					
1		6264 09/24/18 Elections Workshop - Drury	80.00		101	100-2300	330	
5846	10369S	1683 XZERES	26.82					
1		09/11/18 Shipping	26.82		110	100-2700	532	

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CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 9/18

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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
5847	10364S	1691 SCHOOLHOUSE IT	3,400.00					
1		1010 09/01/18 Tech Management Service	1,700.00*		128	100-1000	350	
2		1010 09/01/18 Tech Management Service	1,700.00*		228	100-1000	350	
5848	10349S	3994 AWARE	2,342.49					
1		363659 09/24/18 Medicaid Remittance	2,342.49*		115	100-2100	330	555
5849	10367S	1692 ULM SCHOOL DIST 85	127.52					
Ulm XCELL wages reimbursement - August								
1		AUGUST 09/20/18 Kinane, R - Wages	117.96		115	434-1000	117	419
2		AUGUST 09/20/18 Kinane, R - Medicare	1.71		115	434-1000	210	419
3		AUGUST 09/20/18 Kinane, R - Social Security	7.31		115	434-1000	210	419
4		AUGUST 09/20/18 Kinane, R - Unemployment	0.54*		115	434-1000	240	419
5850	10353S	1334 ELECTRIC CITY BRAKE	617.48					
1		71220 09/25/18 Drive Line for 4x4	308.74		110	100-2700	610	
2		71220 09/25/18 Drive Line for 4x4	308.74		210	100-2700	610	
5851	10370S	1557 AMERICAN EXPRESS	1,764.25					
1		CC-212 08/22/18 Projectors	639.82		128	625		
AMEX								
CDW GOVERNMENT								
2		CC-212 08/22/18 Projectors	639.83		228	625		
AMEX								
CDW GOVERNMENT								
3		CC-212 08/30/18 FFA Advisor Nationals Ticket	484.60		215	625		319
MISC AIRLINES OUT-OF-DISTRICT								
5852	10371S	1092 CASCADE HIGH SCHOOL	724.45					
The JMG Activity account has a deficiet. Making up with JMG grant								
1		09/11/18 JMG Activity Account Reimb	724.45*		215	329-1000	610	218
# of Claims			59	Total:		88,265.05		

88,265.05

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CASCADE PUBLIC SCHOOLS
Fund Summary for Claims
For the Accounting Period: 9/18

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Fund/Account	Amount
101 General Fund	
101	\$9,624.10
110 Transportation	
101	\$4,545.78
112 Food Services	
101	\$14,147.11
115 Federal Programs	
101	\$20,601.63
128 Technology	
101	\$2,577.49
161 Building Reserve	
101	\$3,350.00
201 General Fund	
101	\$15,727.19
210 Transportation	
101	\$5,791.75
215 Federal Programs	
101	\$3,661.78
228 Technology	
101	\$2,577.22
260 Building Fund	
101	\$2,311.00
261 Building Reserve	
101	\$3,350.00
Total:	\$88,265.05

3. Student Activity Account

10/10/18
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CASCADE PUBLIC SCHOOLS
Statement of Activity by Account Name for 09/01/18 to 09/30/18

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Report ID: S100

Account	Opening Balance	Receipts			Transfers (+)	Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)			Earnings (+)	Charges (-)	
21 3-4-5TH GRADE	91.99	0.00	0.00	0.00	0.00		0.02	0.00	92.01
8 6-7-8TH GRADE	297.79	0.00	0.00	0.00	0.00		0.06	0.00	297.85
1 ANNUAL	-1733.78	0.00	0.00	0.00	0.00		0.00	0.00	-1733.78
2 ATHLETICS	4267.41	3252.61	0.00	6837.72	0.00		1.58	423.30	7430.80
69 BADGER STORE	240.08	0.00	0.00	0.00	0.00		0.05	0.00	240.13
5 BAND	3015.15	334.19	0.00	110.00	0.00		0.59	0.00	2791.55
51 BOOK FAIR	811.66	0.00	0.00	0.00	0.00		0.17	0.00	811.83
3 BPA	921.12	0.00	0.00	802.40	0.00		0.37	0.00	1723.89
4 CHEER/PEP CLUB	111.22	312.76	-45.00	1366.50	0.00		0.22	68.95	1051.23
7 CHOIR	-5.94	0.00	0.00	0.00	0.00		0.00	0.00	-5.94
48 CLASS OF 2019	3104.39	0.00	0.00	0.00	0.00		0.66	0.00	3105.05
59 CLASS OF 2020	706.99	0.00	0.00	0.00	0.00		0.15	0.00	707.14
60 CLASS OF 2021	268.86	0.00	0.00	0.00	0.00		0.06	0.00	268.92
16 CLASS OF 2022	100.25	0.00	0.00	0.00	0.00		0.02	0.00	100.27
13 CONCESSIONS	9728.34	4183.09	0.00	3504.86	0.00		1.92	0.00	9052.03
99 CONVERSION ACCOUNT	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
47 COUNSELING	1474.92	612.31	0.00	0.00	0.00		0.18	0.00	862.79
65 DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
18 ELEM EARN & LEARN	2791.17	0.00	0.00	0.00	0.00		0.59	0.00	2791.76
11 FCCLA	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
32 FCS	-342.11	37.72	0.00	462.50	0.00		0.02	0.00	82.69
15 FFA	-2138.06	4443.16	0.00	1689.66	0.00		0.00	0.00	-4891.56
64 FOOD SERVICE CLEARING	7229.58	8174.01	0.00	3742.73	0.00		0.62	4.62	2794.30
12 HS BOYS' BB	317.18	0.00	0.00	168.60	0.00		0.10	0.00	485.88
46 HS CROSS COUNTRY	297.56	0.00	0.00	373.60	0.00		0.14	0.00	671.30
38 HS FOOTBALL	3497.59	2502.50	0.00	460.25	0.00		0.31	0.00	1455.65
40 HS GIRLS' BB	1471.27	0.00	0.00	168.60	0.00		0.35	0.00	1640.22
66 HS GOLF	-681.28	0.00	0.00	0.00	0.00		0.00	0.00	-681.28
19 HS HONOR SOCIETY	1015.84	0.00	0.00	0.00	0.00		0.22	0.00	1016.06
29 HS STUDENT COUNCIL	460.98	0.00	0.00	0.00	0.00		0.10	0.00	461.08
37 HS TRACK	-20.34	0.00	0.00	0.00	0.00		0.00	0.00	-20.34
10 HS VOLLEYBALL	50.11	498.76	0.00	566.54	0.00		0.02	0.00	117.91
34 HS WRESTLING	31.94	0.00	0.00	0.00	0.00		0.01	0.00	31.95
63 INTEREST EARNINGS	-63.17	0.00	0.00	0.00	0.00		0.00	0.00	-63.17
57 JH BOYS BB	333.42	0.00	0.00	0.00	0.00		0.07	0.00	333.49
39 JH FOOTBALL	1.72	0.00	0.00	0.00	0.00		0.00	0.00	1.72
56 JH GIRLS BB	24.14	0.00	0.00	0.00	0.00		0.01	0.00	24.15
35 JH HONOR SOCIETY	204.31	0.00	0.00	0.00	0.00		0.04	0.00	204.35
27 JH STUDENT COUNCIL	-31.24	0.00	0.00	0.00	0.00		0.00	0.00	-31.24
53 JH TRACK	0.00	0.00	0.00	778.30	0.00		0.17	0.00	778.47
54 JH VOLLEYBALL	277.40	0.00	0.00	0.00	0.00		0.06	0.00	277.46
43 JMG	-724.45	0.00	0.00	724.45	0.00		0.00	0.00	0.00
26 LIVING 2 SERVE	-1200.48	0.00	0.00	0.00	0.00		0.00	0.00	-1200.48
30 PAWS/MBI	1094.38	0.00	0.00	0.00	0.00		0.23	0.00	1094.61
25 REVOLVING	4494.30	4.00	0.00	0.00	0.00		0.95	0.00	4491.25
24 ROBOTICS	22.17	0.00	0.00	0.00	0.00		0.00	0.00	22.17
68 SAM YOUTH ENDOWMENT	1005.69	0.00	0.00	0.00	0.00		0.21	0.00	1005.90
9 SCHOLARSHIP	2906.06	250.00	0.00	0.00	0.00		0.56	0.00	2656.62
33 SHOP FUND	761.79	0.00	0.00	0.00	0.00		0.16	0.00	761.95
31 TECHNOLOGY	4991.83	20.00	-720.00	2430.00	0.00		1.42	0.00	6683.25
17 XCELL	2537.85	1167.61	0.00	740.63	0.00		0.45	0.00	2111.32
898 MISC EARNINGS	182.25	0.00	0.00	0.00	0.00		0.00	0.00	182.25

Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
			in Transit (+)	Deposits (+)	Transfers (+)				
899 MISC CHARGES	25.00	0.00	0.00	0.00	0.00		0.00	0.00	25.00
Total for Student Accounts	54224.85	25792.72	-765.00	24927.34			12.86	496.87	52110.46
Bank Account Totals	54224.85	25792.72	-765.00	24927.34	0.00		12.86	496.87	52110.46
							Bank Balance		52110.46
							Plus Outstanding Checks		7932.52
							Minus Outstanding Deposits		3140.38
							Balance		56902.60
							Minus Receipts in Transit		0.00
							Statement Balance		56902.60

4. Student Attendance Agreements

Student Attendance Agreements 2018-2019 School Year Students attending school in Cascade from out of district

Helena School Dist.				Great Falls Dist.			
R	BA	Grade		R	BA	Grade	
X	X	12	Blackman, Raina "Jean"	X	X	12	Anderson, Kendra
		11	Lummer, Kaitlynn	X	X	11	Carpenter, Jeremey
X		9	Orem, Gracie	X	X	9	Jorgensen, Teagan
X		8	Orem Sallie	X	X	5	Jorgensen, Kaden
X	X	8	Otheim, Carter	X	X	4	Jorgensen, Avery
		7	Park, Johnny				
		7	Runstrom, Zack	Ulm School Dist.			
X	X	9	Smith, Skye	R	BA	Grade	
X	X	12	Tweten, Ty	X	X	7	Crowell, Colby
X		10	Waters, Gabriel	X	X	3	Dougherty, Faith
X		8	Waters, Kaydence	X		5	Ferrara, Lisa
		10	Wenzel, Austin	X	X	8	Gutierrez, Sydney
				X	X	4	Kohn-Faldzinski, Natalie
				X	X	6	Kline, Kristene
				X	X	4	Lange, Drake
				X	X	8	Leveque, Chase
				X	X	8	Lewis, James
				X	X	8	Lynn, Kodiann
				X	X	K	Maxwell, Brooklyn
						8	Olson, Kayler
				X		3	Smith Bryson
				X		5	Smith, Novah
Wolf Creek School Dist.				Sun River Valley District			
R	BA	Grade		R	BA	Grade	
X	X	5	Bloomquist, Finnah	X	X	10	Fredrickson, Carynn
		1	Burcusa, Rose				
X	X	4	Cloninger, Tannalee				
X	X	1	Hunter, Izabel				
X	X	5	Ligameri, Brant				
		2	King, Alex				
X	X	6	McGee, Sonee Free River				
X	X	6	Otheim, Carsyn				
X		6	Orem, Hattie				
		3	Park, Alexandria				
		5	Park, Cody				
		5	Shuck, Landon				
		1	Wood, William				

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. Individual Transportation Contracts

Individual Transportation Contracts 2017-2018

Elementary	R	BA	Miles to School	Miles To Bus Stop	Rate	Grade
Hunter, Salina	X	X		4	0.7	6
Ogden, Dustin	X	X	16.3	9.8	4.76	1
Chaetrand, Kathlee	X					
Mickel, Monica						

High School	R	BA	Miles to School	Miles To Bus Stop	Rate	Grade
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"x" ITC received

R=Received

BA=Board Approved

New contract received since last Bd Mtg

6. Sub List

Substitute Teachers		Bus Drivers	
Name		Name	
CERTIFIED			
Burcusa, Michael	FP/C	Faulkner, Byron	TB/FP
Carpenter, Allen	FP/C	Hall-Elmore, Roberta	TB/FP/PH
Eisenzimer, Joann	C/TB/FP	Nelson, Mark	TB/FP
Gist, Virginia	C/FP	O'Brien, John	TB/FP/PH
Gondeiro, Kailee	C/FP	Skogley, Jeff	TB/FP
Halmes, Tara	C/TB/FP	Tilleman, Eric	TB/FP
Iverson, Amanda*	FP pending	Custodian	
LaLiberty, Frank	C/TB	Name	
Manning, Diana	C/TB/FP	Boettger, Jeb	PH/FP
McKamey, Jeanne	C/TB/FP	Cope, September	PH/FP
Nelson, Mallory	FP/C	Hall-Elmore, Roberta	TB/FP/PH
Skogley, Melody	C/TB/FP	Johnson, Angela	TB/FP/PH
Speidel, Kelly	C/FP	O'Brien, John	TB/FP/PH
Wells, Carol	C/TB/FP	Schrecengost, Mindy	TB/FP/PH
		Smith, Megan	FP/PH
NON-CERTIFIED		Sukut, Earl	FP/TB/PH
Castellanos, Toni Marie	TB/FP	Wood, Oliver	Pending PH/FP
Ethridge, Andrea	FP	Kitchen	
Mann, Tina	FP	Name	
Mortag, Mary	TB/FP	Baker, Iris	TB/FP/PH
		Creveling, Tracy	pending PH/FP
Secretarial		Gottlob, Erin	TB/FP/PH
Name		Sukut, Earl	FP/TB/PH
Thaut, Niki	TB/FP	Volunteers	
		Name	
		Lewis, James (JHBB)	FP
		Nelsen, Jessica (piano)	
*Need Approval by the Trustees		XCELL! Afterschool Program	
T.B. Approved (No longer required)		Name	
C - Some teaching certification		Creveling, Tracy	TB/FP
FP - FINGERPRINTED		Pepos, Alyssa	FP
PH - Physical Approved		Pepos, April	FP

Substitute teachers are compensated for their level of education. A substitute teacher is considered certified if a minimum of two years of college education with 30% of completed coursework in the field of education can be verified through official transcripts. A certified substitute teacher is compensated at a higher daily rate than a non-certified.

Superintendent Report (I)

A. Staff Reports

1. Elementary: Siobhan Hathhorn K-6 Principal

2. High School: Kevin Sukut, 7-12 Principal

We are working on ACT improvement by implementing ACT test prep for all Juniors and Seniors who want to retake the test. This will take place during 8th hour study skills class.

3. Athletic Director: Sonja Mazaira

ACTIVITIES REPORT:

The fall season is winding down and we are starting to prepare for the winter season.

Volleyball

Varsity Volleyball concluded their Pink Out week this past week. They held a silent auction and raised money to donate to a local breast cancer awareness organization. Senior night is Friday Oct. 12. Currently volleyball has an overall record of 4-7 with a conference record of 1-6. We have one week left of regular season play with the tournament being held on October 25-26 at Great Falls Central. The Junior High teams did well this year. Skill development was a focus and both teams improved in all areas of skill and game knowledge. As of this writing, the Junior High A team is seeded 2nd in the District Tournament held on Oct. 11-12.

Football

Our final game will be on Wednesday Oct. 17th with Belt at Belt. The season has been tough for the Varsity team. We are young and small compared to the other teams in our conference. I have been impressed with how positive the team remains. The future looks good. Our Junior High team has played strong this year and has a strong winning record. Our JV team played exceptionally well and dominated most of the conference.

Frontier has sent trainers to our home games and I am looking forward to working with them next year.

Cross-Country

Cross-Country has competed in seven meets this season. The runners have continued to PR with their last two competitions. We are preparing for the State Meet which will be held in Missoula on October 20th.

Cheer

Our cheer program continues to add to the spirit of Cascade by cheering at our sporting events. They participate in stunting clinics and continue to find ways to become better at what they do.

FFA

The FFA National Conference will be held during Oct. 24-27th.

Current results from Ruby Valley Competition:

4th Place Jr. Livestock team Ruby Valley 3rd Place Individual Gracie Orem 2nd Place Range Individual Jean Blackman

BPA

Cathy took the BPA officers to the Fall Leadership Conference in Fairmont last weekend. They had two days of beneficial workshops

Band

Cascade High School has a student in an All-State group this year! We are very proud of Oliver Wood for getting into the All-State Choir. Oliver is a senior this year, and is singing bass in the choir. The Festival will take place during the MMEA (Montana Music Educator's Association) convention, October 17-19, 2018, in Missoula

Jean Blackman and Oliver Wood have been selected, by audition, to participate in some awesome musical groups. Cascade is very proud to have them represent our CHS Music Department. Oliver is in the All-State choir and Jean is in the National FFA Honor Band.

Robotics

Eric Tilleman has started a robotics club with interested Junior Highers. They are building, coding, and programming robots and hopefully they will be competing soon.

B. Current Enrollment

Cascade ANB						
Grade	2014	2015	2016	2017	2018	2019
Kindergarten/EK	16	21	22	26	29	29
1st Grade	24	14	23	11	20	14
2nd Grade	16	20	15	25	15	22
3rd Grade	25	14	26	17	24	17
4th Grade	15	25	16	26	18	24
5th Grade	23	17	27	16	25	25
6th Grade	22	20	17	27	17	29
Elementary Total =	141	131	146	148	148	160
7th Grade	26	26	23	14	28	19
8th Grade	24	28	20	27	13	29
Middle School Total =	50	54	43	41	41	48
9th Grade	25	33	27	28	23	17
10th Grade	27	24	28	25	20	28
11th Grade	22	22	23	32	17	20
12th Grade	21	21	19	21	29	20
HS Total =	95	100	97	106	89	85
Total Enrollment =	286	285	286	295	278	293

- C. Handbook Attendance Policy
- D. Auditor Contract
- E. Modified School Day
- F. Data
- G. Substitute and Absence Report

2017-2018					
Month	Absences	Sub Days	No Sub Required	School Sponsored	Professional Leave
August	12.5	11.0	1.5		
September	59.5	52.0	7.5		
October	93.0	74.0	19.0		
November	43.0	31.0	12.0		
December	23.0	16.0	7.0		
January	55.5	37.0	18.5		
February	61.5	29.0	32.5		
March	62.5	32.0	30.5		
April	46.5	34.0	12.5		
May	45.0	31.0	14.0		
Total	502.0	347.0	155.0	103	118.5

2018-2019					
Month	Absences	Sub Days	No Sub Required	Not Filled	Professional & School Sponsored
August	12.0	3.5	8.5	2	4.5
September	52.0	35.0	11.0	5	23.5
October					
November					
December					
January					
February					
March					
April					
May					
Total	64.0	38.5	19.5	7	28

H. General Fund Budget

CASCADE PUBLIC SCHOOLS
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: June 2014, 2015, 2016, 2017

Month	Year	Fund		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
September	2017	101	General	\$ 177,385.28	\$ 245,040.82	\$ 1,312,763.00	\$ 1,312,763.00	\$ 1,067,722.18	19%
September	2017	201	General	\$ 152,555.29	\$ 210,788.91	\$ 1,063,555.00	\$ 1,063,555.00	\$ 852,766.09	20%
September	2016	101	General	\$ 190,663.53	\$ 279,579.52	\$ 1,299,858.00	\$ 1,299,858.00	\$ 1,020,278.48	22%
September	2016	201	General	\$ 134,267.03	\$ 211,373.56	\$ 1,016,540.00	\$ 1,016,540.00	\$ 805,166.44	21%
September	2015	101	General	\$ 114,188.14	\$ 213,414.88	\$ 1,290,979.00	\$ 1,290,979.00	\$ 1,077,564.12	17%
September	2015	201	General	\$ 110,554.68	\$ 189,938.32	\$ 1,000,389.00	\$ 1,000,389.00	\$ 810,450.68	19%
September	2014	101	General	\$ 108,579.51	\$ 206,492.72	\$ 1,208,590.00	\$ 1,208,590.00	\$ 10,002,097.00	17%
September	2014	201	General	\$ 98,051.51	\$ 179,703.40	\$ 1,005,859.00	\$ 1,005,859.00	\$ 826,155.60	18%
4 YR AVERAGE									19%

10/10/18
10:43:16

CASCADE PUBLIC SCHOOLS
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 9 / 18

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 General Fund	9,624.10	138,611.96	1,339,509.00	1,339,509.00	1,200,897.04	10 %
201 General Fund	15,727.19	122,749.90	1,063,303.00	1,063,303.00	940,553.10	12 %
Grand Total:	25,351.29	261,361.86	2,402,812.00	2,402,812.00	2,141,450.14	11 %

Committee Report

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

Board Report

A. Board Training Hours, Board & Administrator Publication

Board Hours			
NAME	DATE	DESCRIPTION	CREDIT RECEIVED
Val Fowler	05/23/18	Orientation for Newly Elected Trustees - Video Series - Free	6
	06/08/18	MTSBA's June Leadership Symposium - Video Option - Free	6
	08/15-16/18	MT-PEC	11
	10/18-19/18	MCEL	12
		TOTAL	Pending
Deanna Hastings	08/26/18	MTSBA's June Leadership Symposium - Video Option - Free	6
		TOTAL	6
Chris Boland	10/18-19/18	MCEL	12
		TOTAL	Pending
Blake Standley		TOTAL	0
Ruth Mortag	05/23/18	Orientation for Newly Elected Trustees - Video Series - Free	6
	08/20/18	MTSBA's June Leadership Symposium - Video Option - Free	6
		TOTAL	12
John Rumney	05/23/18	Orientation for Newly Elected Trustees - Video Series - Free	6
	06/08/18	MTSBA's June Leadership Symposium - Video Option - Free	6
	08/20/18	Policy and Negotiations Symposium	10
	08/24/18	2018 School Activities Hot Topic Seminar	6
		TOTAL	28

B. Norms

C. Goals–Superintendent

Announcements (I)

A. MCEL, Missoula, Oct 17-19, 2018

B. Regular School Board Meeting November 20, 2018 at 6:30 pm

C. School Law & Technology Symposium, Helena, Dec 3-4, 2018

Board Meeting Evaluation

A. Complete the evaluation and turn into Mr. Miller

Adjournment (A)



CONTINGENT BALLOT – TO BE USED ONLY IN THE CASE OF THE ABSENCE OF A QUORUM AT THE OCTOBER 19, 2018 ANNUAL MEMBERSHIP MEETING IN MISSOULA DURING MCEL 2018

Issue #	Issue Type	MTSBA Ballot Issue Description	Current Status of Issue	Delegate Assembly Vote	C A S T	Mark "X" in Box Below to Vote "YES"	Mark "X" the Box Below to Vote "No"
1	Dues	Proposed Adoption of MTSBA FY 2020 Dues Revenue Estimate	Seconded "Do Pass" Motion of MTSBA Board of Directors	Not voted upon at Delegate Assembly	Y		
2	Principles and Guidelines	Proposed Adoption of MTSBA Principles and Guidelines, with Amendment to Principle V	Seconded "Do Pass" Motion of Delegate Assembly	41-0, MTSBA Delegate Assembly	O		
3	2017 Resolution Amendment	Proposed Amendment to Previously-Approved School Funding Resolution (Resolution previously approved by MTSBA members in December 2017)	Seconded "Do Pass" Motion of the MTSBA Board of Directors	Not voted upon at Delegate Assembly	V		
4	2018 Resolution	Proposed Adoption of K-12 Vision Group Legislative Priorities for the 2019 Legislature	Requested "Do Pass" Motion from K-12 Vision Group Members	Not voted upon at Delegate Assembly	O		
5	2018 Resolution	2018 Proposed Resolution, MTSBA Board – Analyze and resolve gaps between the definition of quality and the school funding formula.	Seconded "Do Pass" Motion of Delegate Assembly	42-0, MTSBA Delegate Assembly	N		
6	2018 Resolution	2018 Proposed Resolution, Billings – Raise upper AHB age limit from 19 to 20	Seconded "Do Pass" Motion of Delegate Assembly	36-1, MTSBA Delegate Assembly	O		
7	2018 Resolution	2018 Proposed Resolution, Billings, Lockwood – Increase HS CTE Funding (Billings), expand to grades 6, 7 and 8 (Lockwood)	Seconded "Do Pass" Motion of Delegate Assembly	38-1 on increase for high school, 27-18 on expansion of middle grades, MTSBA Delegate Assembly	T		
8	2018 Resolution	2018 Proposed Resolution, Billings, K-12 BAGE Aid for Synchronous Distance Learning	Seconded "Do Pass" Motion of Delegate Assembly	23-19, MTSBA Delegate Assembly	H		
9	2018 Resolution	2018 Proposed Resolution, Powell County, Vaughn and Bitterroot Valley Coop - Apply inflation to special education formula, increase funding % for special education cooperatives	Seconded "Do Pass" Motion of Delegate Assembly	40-0, Powell County/Bitterroot Valley, 38-2 on Vaughn, MTSBA Delegate Assembly	E		
10	2018 Resolution	2018 Proposed Resolution, Bozeman - Authorize trustees to impose nonvoted and/or propose voted levy for operational costs of school safety	Seconded "Do Pass" Motion of Delegate Assembly	38-2, MTSBA Delegate Assembly	S		
11	Election	Kristal Zentner (Bridger Trustee/MTSBA Region 9 Director) as the MTSBA Director to the MTSBA Board of Directors	Seconded Nomination, MTSBA Board of Directors	Not voted upon at Delegate Assembly	T		
12	Election	Barb Riley (Columbia Falls Trustee/MTSBA Region 1 Director) as MTSBA's President-Elect	Seconded Nomination, MTSBA Board of Directors	Not voted upon at Delegate Assembly	H		
13	Election	Luke Mustinets (Helena Municipal Director) as MTSBA's Vice-President	Seconded Nomination, MTSBA Board of Directors	Not voted upon at Delegate Assembly	E		

I hereby attest that the completed ballot above is an accurate account of the votes cast by a majority of my Board of Trustees at a properly noticed public meeting.

Signature of Chairperson or District Clerk

Date

Printed Name

MTSBA Member Organization's Name (Full name please, no numbers)

Please refer to the Annual Meeting Booklet for an explanation and summary of each ballot issue. The booklet was previously emailed to all trustees on September 13, 2018 in the notice of the annual meeting.

Link to Annual Meeting Booklet: https://www.dnrcdn.com/s/5qarjdfahjg/2018_Annual_Meeting_Booklet.pdf?#:~:q=0



Board Meeting Evaluation

Each member of the board should complete this instrument following each meeting. Comments should apply to the board meeting itself. A single individual should collect the data and it should be shared back with the board in a frequency distribution mode, rather than averages (see the explanation which follows the assessment tool).

FOCUS	Not Satisfied		Satisfied		Not Sure	
	1	2	3	4	NS	
How satisfied are you that:						
We conducted the meeting with an emphasis on outward vision, rather than internal preoccupation?						
We focused our thinking at a strategic level?						
We focused on the future, rather than the past or the present?						

Comments:

RESPECT	Not Satisfied		Satisfied		Not Sure	
	1	2	3	4	NS	
How satisfied are you that:						
We made collective rather than individual decisions?						
We encouraged diversity of viewpoints?						
We were sensitive to our stakeholders' needs?						
We gave adequate emphasis to the ethics of each issue?						

Comments:

INFORMATION		Not Satisfied		Satisfied		Not Sure
		1	2	3	4	NS
How satisfied are you that:						
	We had the right information to make wise decisions?					
	We acknowledged those times when we lacked information or knowledge and made plans to get what we needed?					
	We used the presence of staff appropriately?					

Comments:

AGENDA		Not Satisfied		Satisfied		Not Sure
		1	2	3	4	NS
How satisfied are you that:						
	The agenda was structured in a way that enhanced our ability to focus strategically?					
	We spent the right amount of time on most issues?					

Comments:

Analyze the Results

Place the responses for each competency in the appropriate scale below. Use a frequency distribution, not a mean or average numbers. For Example

Rankings	1	2	3	4
Frequency Chosen	2	3	2	6

Items rated between 1 and 2: suggests an area of vulnerability that requires purposeful attention.

Items ranked between 2 and 3: suggests an area of competence with opportunity/need for

improvements. Items ranked between 3 and 4: suggests and area of strength to build upon.

Items ranked between 1 and 4: suggests that participants are having very different experiences in the same area and that time should be spent trying to understand differing perceptions of what the board members expect in this area.

CASCADE SCHOOL DISTRICT

Adopted on:
Reviewed on:

2150 - R

INSTRUCTION

Revised on:

Suicide Awareness and Prevention

The Administration shall develop and implement a youth suicide prevention program meeting minimum requirements set forth in 10.55.719, ARM.

The District will provide professional development on youth suicide awareness and prevention to each employee of the district who work directly with any students enrolled in the school district. The training materials will be approved by the Office of Public Instruction (OPI).

The District will provide at least two (2) hours of youth suicide and prevention training beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of youth suicide awareness and prevention training every five (5) years thereafter. All new employees who work directly with any student enrolled in the school district will be provided training the first year of employment.

Youth suicide and prevention training may include:

- A. In-person attendance at a live training;
- B. Videoconference;
- C. An individual program of study of designated materials;
- D. Self-review modules available online; and
- E. Any other method chosen by the local school board that is consistent with professional development standards.

No cause of action may be brought for any loss or damage caused by any act or admission resulting from the implementation of the provisions of this policy or resulting from any training, or lack of training, related to this policy. Nothing in this policy shall be construed to impose a specific duty of care.

Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training

CASCADE SCHOOL DISTRICT

4350

COMMUNITY RELATIONS

Adopted on:
Reviewed on:
Revised on:

Page 1 of 2

Website Accessibility and Nondiscrimination

The District is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility

In order to assure that people with disabilities have an opportunity equal to that of their nondisabled peers to access information delivered through electronic and information technology, all pages on the District's website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Website Accessibility

With regard to the District's website and any official District web presence which is developed by, maintained by or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, which substantially equivalent ease of use; and that they are not excluded from participation in, denied benefits or, or otherwise subjected to discrimination in any District programs, services, and activities delivered online.

All existing web content produced by the District, and new, updated, and existing web content provided by third party developers, will conform to the WCAG 2.0 Level AA and the WAI-ARIA 1.0 techniques for web content or updated equivalents. This policy applies to all new, updated, and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.

Website Accessibility Concerns, Complaints, and Grievances

The following statement will appear on the District's website homepage and all subsidiary pages:

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official District web presence that is developed by, maintained by, or offered through the District, third party vendors and/or open sources may complain directly to a school administrator. The initial complaint or grievance should be made using the District's Uniform Grievance Form, upon request at the District office, however, a verbal complaint or grievance may be made. When a school administrator receives the information, they shall immediately inform the District's **IT Department**. The Complainant need not wait for the investigation of any grievance or complaint in order to receive the information requested.

Whether or not a formal complaint or grievance is made, once the District has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information.

Testing and Accountability

The District will ensure website accessibility training to all appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. The **Administration** will be responsible for reviewing and evaluating new material that is published by **IT Department** and uploaded to the website for accessibility on a periodic basis. The **Administration** will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be corrected in a timely manner.

This policy shall be available to the public via a link entitled "Accessibility," which shall be located on the District's homepage.

Cross Reference: Policy 1700 Uniform Grievance Procedure

Legal Reference: Title II of the Americans with Disabilities Act of 1990
Section 504 of the Rehabilitation Act

CASCADE SCHOOL DISTRICT

Adopted on:
Reviewed on:

5220

PERSONNEL

Revised on:

Prohibition on Aiding Sexual Abuse

The district prohibits any employee, contractor or agent from assisting a school employee, contractor or agent in obtaining a new job if the individual or district knows or has probable cause to believe that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or a student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

1. The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;
2. The individual has been acquitted or otherwise cleared of the alleged misconduct, or;
3. The case remains open without charges for more than 4 years after the information was reported to a law enforcement agency.

Legal Reference: ESSA section 8038, § 8546

CASCADE SCHOOL DISTRICT

8205 – R

NONINSTRUCTIONAL OPERATIONS

Adopted on:
Reviewed on:
Revised on:

Page 1 of 2

Meal Charge Policy

Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.

The goal of the Cascade School District is to allow children to receive the nutrition they need to stay focused during the school day. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The District complies with Federal USDA policies on meal charging and debt collection. All meal charges must be paid directly to the Cascade School District.

If a student is without meal money, the administration will take action deemed necessary to collect unpaid meal charges while ensuring the nutritional needs of the student are met in providing the student with a regular meal. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child(ren).

Below are examples that could be incorporated into the district meal charge policy.

Meal Charges

Option: A student is allowed to charge no more than _____ meals. After the ____ meal is charged, the parent must send money to pay the charges or send meals from home with your child. If there are financial problems, please contact the school and we will implement a payment program. [A la carte items may not be charged.]

Option: Students will pay for meals at the district's published standard rate [each day, weekly, monthly]. A student will be allowed to charge a maximum of ____ meals to their account after their balance reaches zero. Once a student has charged those ____ meals, he/she will not be allowed to charge a la carte items.

Option: Students/Parents pay for meals in advance via [enter website address if applicable] or with a check payable to _____. Further details are available on our webpage at [enter web address]. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

*** Option:** If there are no available funds in the student's account, he/she will be given a breakfast or lunch on account. A notice and/or letter will be sent home with the child requesting payment. A regular meal will be served until the account is balanced or if the student has money in hand for the current meal.

Zero-Balance Prevention

Option: Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

Option: Parents can track balances themselves online [insert web address], sign up for meal notification for free, and set up an auto payment low-balance threshold by following the links to the [insert web address].

Option: Every student may access their meal account at [insert web address].

*** Option:** The student may check with the [cashiers, lunch supervisor] to see the balance of their account at any time.

Refunds for withdrawn or graduating students. A written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

*** Option:** Unclaimed Funds must be requested within one school year. Unclaimed funds will become the property of the Cascade School District Food Service Program.

Uncollected meal debt will be sent to collections per state and/or federal guidelines.

~~The language below is to be used for those school districts who are on the Community Eligibility Provisions (CEP) program.~~

~~The Cascade School/School District has eliminated the risk for unpaid meal charges by participating in the Community Eligibility Provisions (CEP) program, which is a meal service option for schools and school districts operating the school meal programs in high-poverty communities. CEP allows the school to provide breakfast and lunch at no cost to all enrolled children without the need to collect applications or establish individual eligibility for a four-year period, thereby increasing access to school meals and eliminating unpaid meal charges.~~

Legal Reference: <https://www.fns.usda.gov/school-meals/policy>
Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265
Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.
Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485
7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220

CASCADE SCHOOL DISTRICT

8210 - R

NONINSTRUCTIONAL OPERATIONS

Adopted on:

Reviewed on:

Revised on:

Page 1 of 2

Procurement Policy for School Food Purchases

The School District will adhere to the following requirements for any procurement related to food service:

Below are samples only and other language can be used, adjusted, or utilized. Please feel free to make changes, additions or add any other necessary items to meet the needs of your district.

Purchases:

- Purchases greater than \$80,000:
 - If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.
 - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.
- Purchases greater than **\$10,000** and less than \$80,000:
 - Any purchase greater than **\$10,000** and less than eighty thousand (\$80,000) will be handled in a fair and equitable manner consistent with district policy on purchasing.
 - The Cascade School District will obtain two or more estimates when any purchase will cost more than **\$10,000** and less than eighty thousand (\$80,000).
 - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

~~Bid Specifications: (OPTIONAL)~~

~~The Cascade School District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language. The district must take care that any bids for services and supplies are written in the broadest possible terms to allow for participation by the largest number of potential vendors.~~

~~Identical bid specifications and/or request for proposals will be provided to all potential vendors.~~

Geographic Preference: (OPTIONAL)

~~No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School Cascade District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.~~

Buy American: (OPTIONAL)

~~The District will adhere to “Buy American” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, exceptions are allowed when:~~

- ~~_____ Food preferences can only be met with foreign goods~~
- ~~_____ Insufficient quantity and/or quality is available in the USA~~
- ~~_____ Domestic cost is **significantly** higher~~

Standards of Conduct for District Employees:

- The Cascade School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district’s need to obtain quality services and supplies.
- No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
 - The employee
 - Any member of his/her immediate family
 - People with whom there is an intimate personal relationship
 - An organization which employs or is about to employ any of the above
- The District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.

Cascade School District

NONINSTRUCTIONAL OPERATIONS

8410

Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with principals, fire chief, and county sanitarian, will periodically inspect plant and facilities. The facilities manager will develop a program to maintain the District physical plant by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations will be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager will formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve District resources in their buildings.

The Superintendent, head maintenance, and appointed trustee will schedule a time (once per year) with the occupant(s) of district-owned housing to inspect the house for conditions and needs.

Legal Reference: 10.55.908, ARM School Facilities

Policy History:

Adopted on: May 15, 2001

Reviewed on: November 21, 2016

THE BOARD OF TRUSTEES

1310

District Policy and Procedures

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District Clerk prior to the second reading. The final vote for adoption shall take place not earlier than at the second reading of the particular policy. **New or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the board agenda.**

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the District's policy manual. Policies of the District shall be reviewed on a regular basis.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students and other residents, shall have ready access to the manual.

Suspension of Policies

Under circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension.

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References: § 20-3-323, MCA
10.55.701, ARM

District policy and record of acts
Board of trustees

Policy History:

Adopted on: May 21, 2001
Revised on: November 20, 2007, April 15, 2014
Reviewed on: Nov 17, 2016

Board Meetings

Meetings of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

Regular Meetings

Unless otherwise specified, all meetings will take place in the Conference Room at Cascade High School. Regular meetings shall take place at ~~6:00 p.m.~~ **6:30 p.m.** on the third Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the District. If regular meetings are scheduled at places other than as stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. The trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the District's boundaries. When a meeting date falls on a school holiday, the meeting may take place the next business day.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the *Cascade Courier*.

On the date and at the time and place stated in the published notice (on or before August 20), trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt a final budget not later than August 25.

Special Meetings

Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-eight (48) hours before the time of the meeting, except that the forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention.

Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting.**

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-1-305, MCA	School Holidays
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on: May 15, 2001

Reviewed on:

Revised on: October 16, 2007, October 20, 2009, September 7, 2011, November 18, 2014, October 25, 2016

Reviewed on: Nov 17, 2016