

CASCADE SCHOOL DISTRICT 3 & B

Meeting of the Board of Trustees



APPENDICES

September 14, 2021 Regular Board Meeting

APPENDIX A

Board Report

Section I – Policy Committee Report

Section II – Technology Committee Report

Section III – Board Training Hours

Section IV – Board Evaluation

Section V - MTSBA Connect Letter

Section I - Policy Committee Report

Policy Committee Meeting

September 2, 2021

5:30 p.m.

Board Room

Attendees:

John Rumney, Val Fowler(virtual), Ruth Mortag, Rick Miller, Karsen Drury

Topics of Discussion:

- MTSBA Policy Review - the committee reviewed the proposed changes that MTSBA sent regarding the policy manual.
 - Policy 1105 - Line 7 - Cascade School District B shall have one representative on the high school Board of Trustees from Ulm School District #85.
 - Policy 1113 - delete redundant line
 - Policy 1113P - looks like it was adopted, but not showing in policy manual; first 2 paragraphs are redundant
 - Policy 1114 - remove policy
 - Policy 1135 & 1135P - adopt as new policy (recommended)
 - Policy 1240 - legal references need updated 3rd line (22)
 - Policy 1310 - legal references need updated
 - Policy 1312 - remove policy
 - Policy 1420 - add "if the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting." page 2 of 3 under "Minutes." Update legal references.
 - Policy 1441 - doesn't match model
 - Policy 1512/F - make proposed MTSBA changes - affinity and consanguinity
 - Policy 1610 - adopt as new policy (required)
 - Policy 1620 - adopt as new policy (optional)
 - Policy 1630 - adopt as new policy (optional)
 - Policy 1700 - doesn't match model
 - Policy 2110 - remove legal reference
 - Policy 2150 - make proposed MTSBA changes - updated language for 2 hours of training the first year
 - Policy 2151 - make proposed MTSBA changes - cascade reference MHSA as HAS. Model language doesn't reference MHSA
 - Policy 2160P - make proposed MTSBA changes - updated language for equitability
 - Policy 2161P - make proposed MTSBA changes - updated language regarding annual application and legal references
 - Policy 2162 - make proposed MTSBA changes - updated legal references
 - Policy 2168 - make proposed MTSBA changes - updated legal and cross reference

- Policy 2311 - make proposed MTSBA changes - updated language/legal references
- Policy 2314 - make proposed MTSBA changes - updated language to include reference to Policy 1700
- Policy 2320 - make proposed MTSBA changes - updated language for valid first-aid and Legal Reference
- Policy 2334 - make proposed MTBSA changes - updated language, students may not have absence counted when attending religious activities - Option 1
- Policy 2410 - make proposed MTSBA changes - model policy includes MCA for Meetings and Quorum
- Policy 2500 - make proposed MTSBA changes - model language include informing and updating the public every three years.

Adjourned 7:29 p.m.

Section II - Technology Committee Report

Technology Committee Meeting

September 7, 2021

5:30 p.m.

Board Room

Attendees:

Chris Wilson, Rick Cummings, Ruth Mortag, Bryan Smith, James Kripps, Rick Miller, Karsen Drury

Topics of Discussion:

- Business/HS Lab refresh - 50 computers coming from state to replace and upgrade the labs and some teacher's PCs
 - Current lab devices are about 8 years old - new PCs will be about 4 years old.
- 2 factor authentication for staff Google accounts
 - Increase in MT school employees, OPI, and some vendor accounts being compromised recently.
 - Push back from teachers? Try out on staff first. 30 days between sign-ins and new devices
- Cybersecurity awareness training for staff
 - PIR with Schoolhouse
 - Go over social engineering and phishing emails
- Chromebook updates
 - Service Level agreements with Google
 - Software updates - Schoolhouse IT does all updates remotely if able, so they don't use up "boots" time.
 - Need outlined process for chromebook damage/problems
 - Warranty services - 4 year warranty and will replace chromebooks when damaged or broken - no questions asked - about \$450/device
 - Buy new chromebooks at 6th grade and freshman and have the student keep same chromebook throughout hs
 - 362 active chromebook - 150 no longer getting updates come June
- Schoolhouse IT Responsibilities
 - \$550 a day to add an additional Schoolhouse IT boots day
- School computer program needs
- Inventory tracking system
- What are all of our "tech" assets

Adjourned 7:36 p.m.

Section III - Board Training Hours

Cascade Board Hours 2021-2022			
NAME	DATE	DESCRIPTION	CREDIT RECEIVED
Chris Wilson			
		TOTAL	0
Iain McGregor			
		TOTAL	0
John Rumney			
		TOTAL	0
Rick Cummings			
		TOTAL	
Ruth Mortag			
		Total	0
Val Fowler		MTSBA Think Tank Thursdays	8
	7/2021	2021 Summer Series	6
		TOTAL	14

Section IV - Board Evaluation

Board Meeting Date

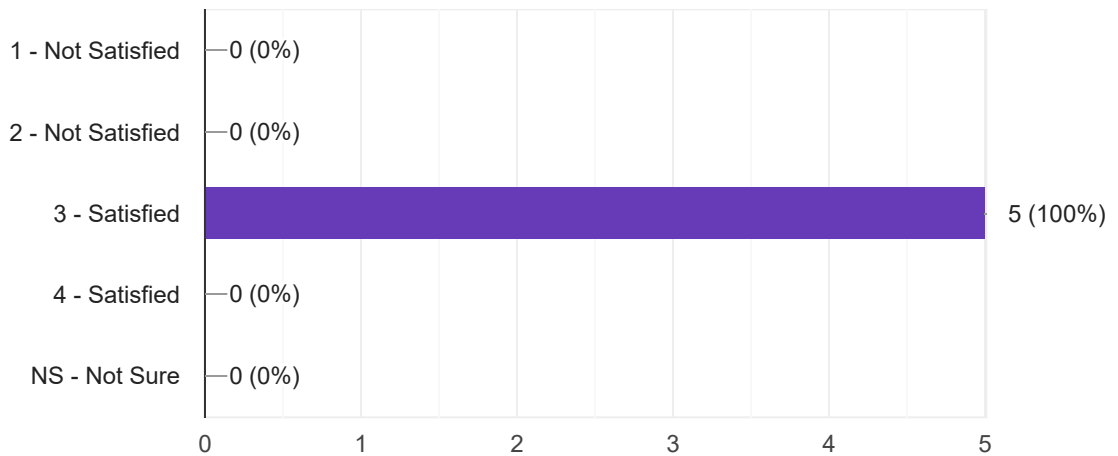
5 responses

Aug 21	17
Aug 2021	17 4

Focus

We conducted the meeting with an emphasis on outward vision, rather than internal preoccupation?

5 responses



Comment

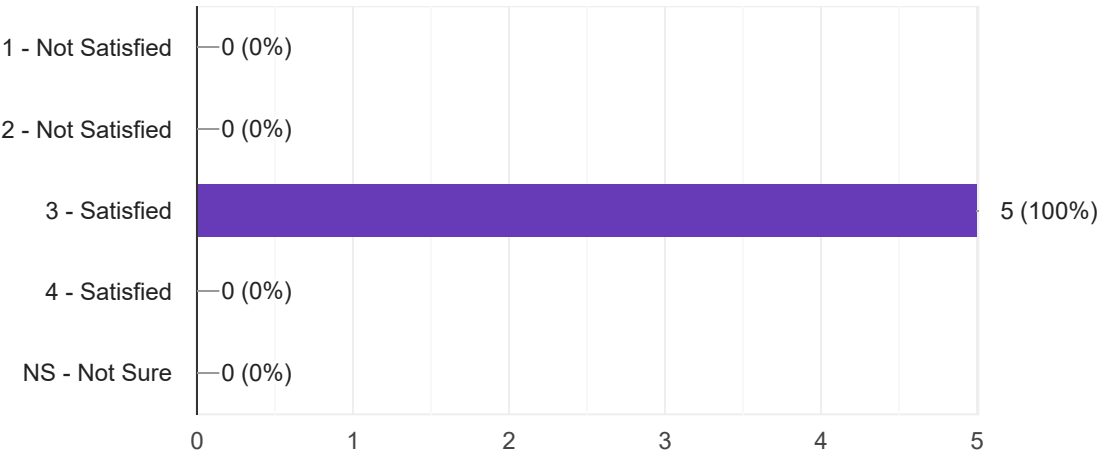
0 responses

No responses yet for this question.



We focused our thinking at a strategic level?

5 responses



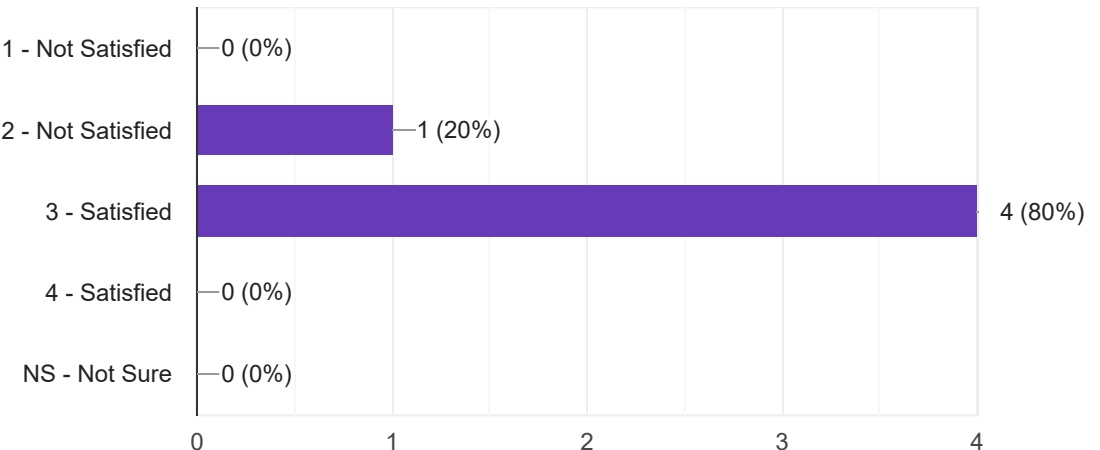
Comment

0 responses

No responses yet for this question.

We focused on the future, rather than the past or the present?

5 responses



Comment

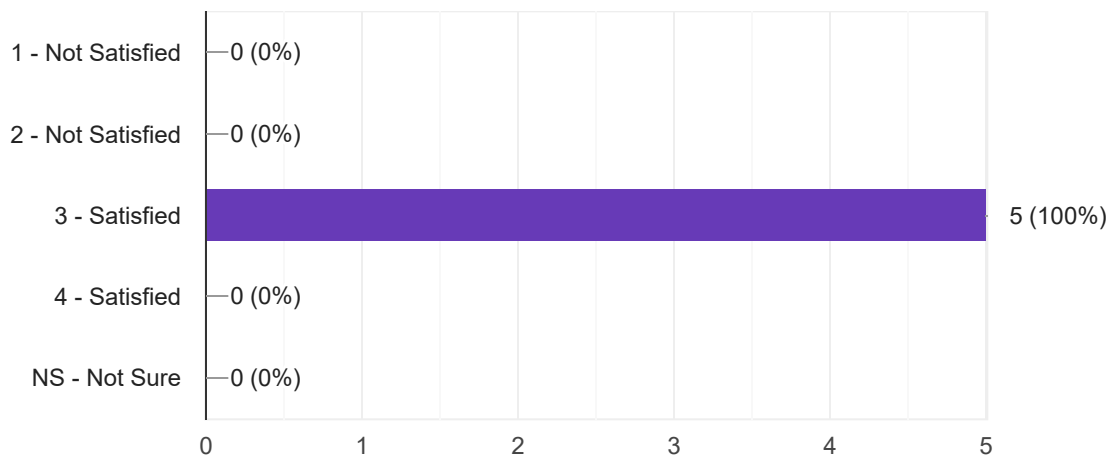
1 response

We all know the problems of the past admin and now need to move on.

Respect

We made collective rather than individual decisions?

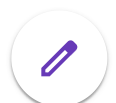
5 responses



Comment

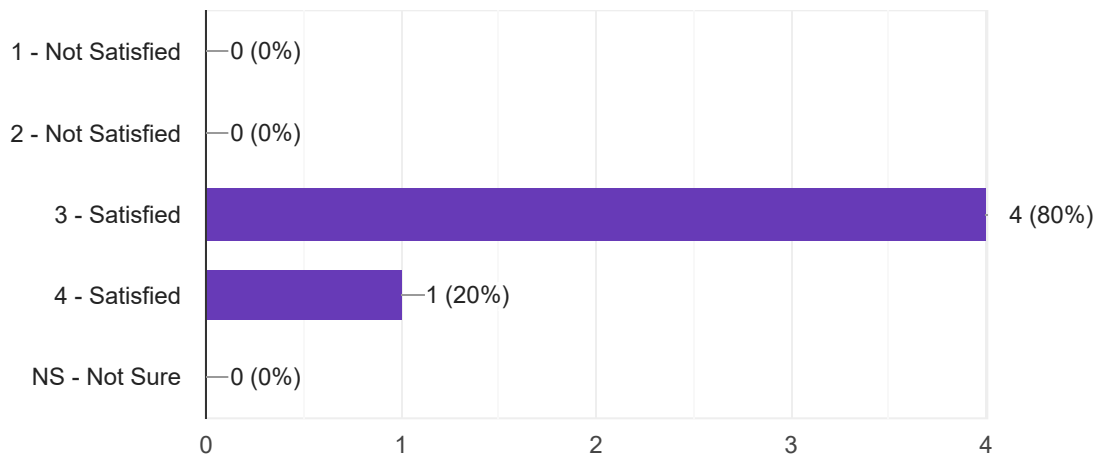
0 responses

No responses yet for this question.



We encouraged diversity of viewpoints?

5 responses



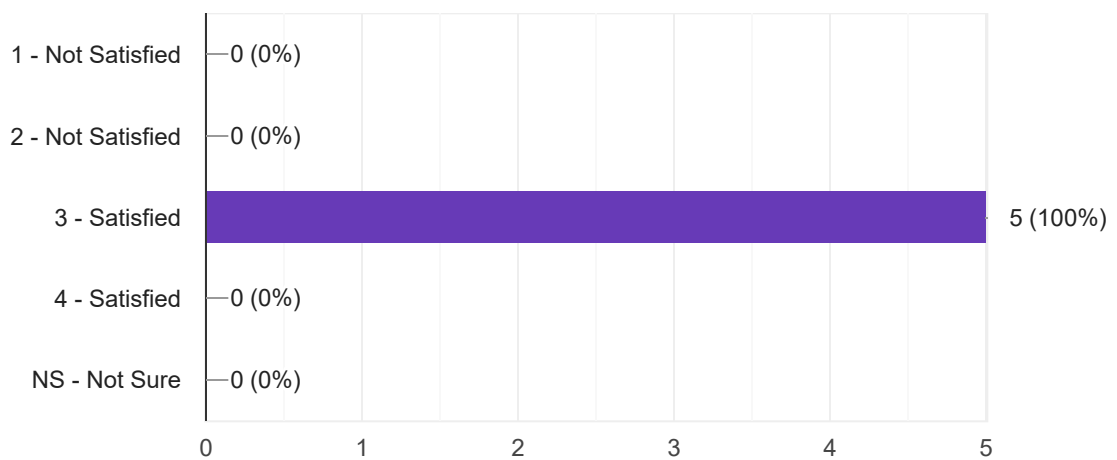
Comment

0 responses

No responses yet for this question.

We were sensitive to our stakeholder's needs?

5 responses



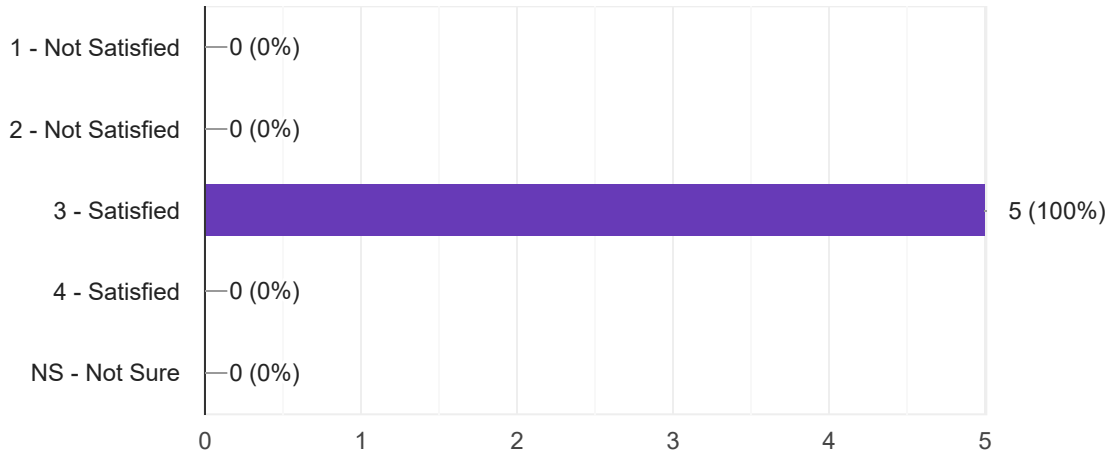
Comment

0 responses

No responses yet for this question.

We gave adequate emphasis to the ethics of each issue?

5 responses



Comment

0 responses

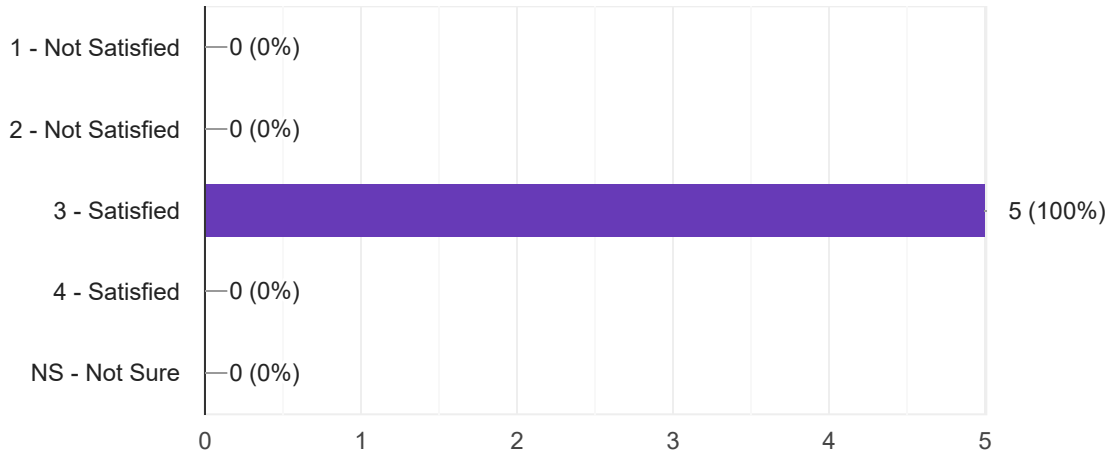
No responses yet for this question.

Information



We had the right information to make wise decisions?

5 responses



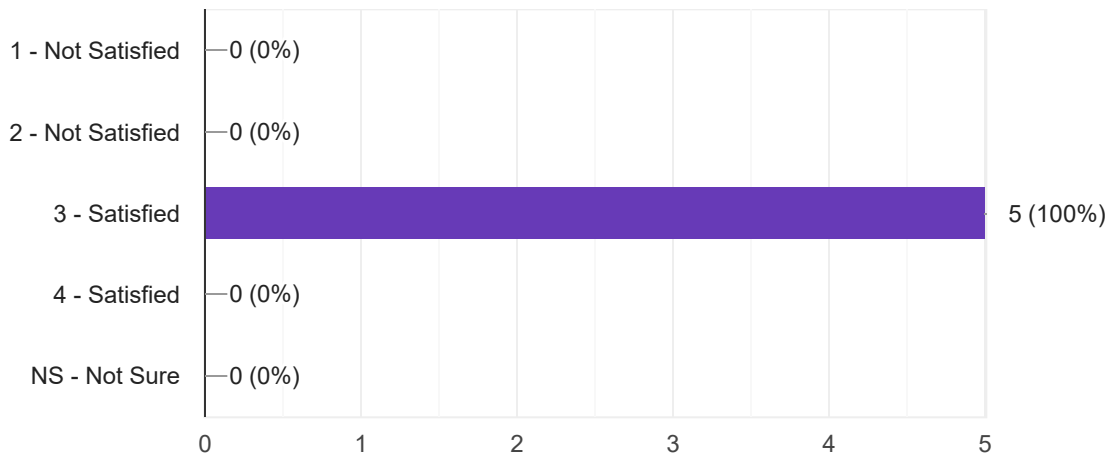
Comment

0 responses

No responses yet for this question.

We acknowledged those times when we lacked information or knowledge and made plans to get what we needed?

5 responses



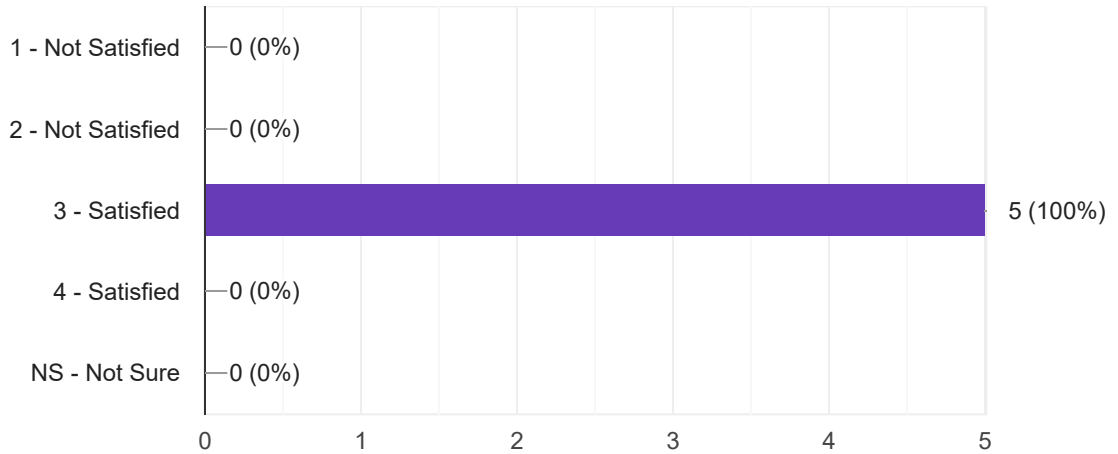
Comment

0 responses

No responses yet for this question.

We used the presence of staff appropriately?

5 responses



Comment

1 response

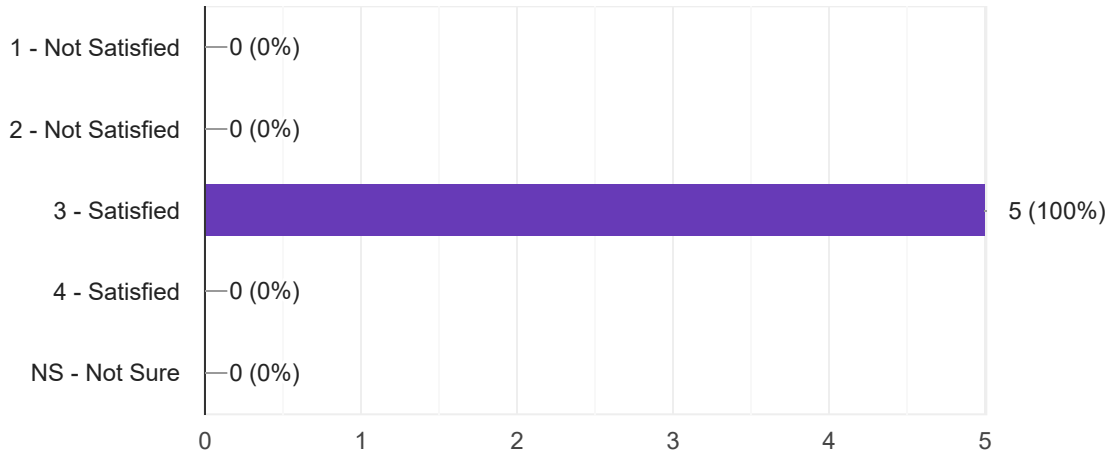
Staff reports are informational.

Agenda



The agenda was structured in a way that enhanced our ability to focus strategically?

5 responses



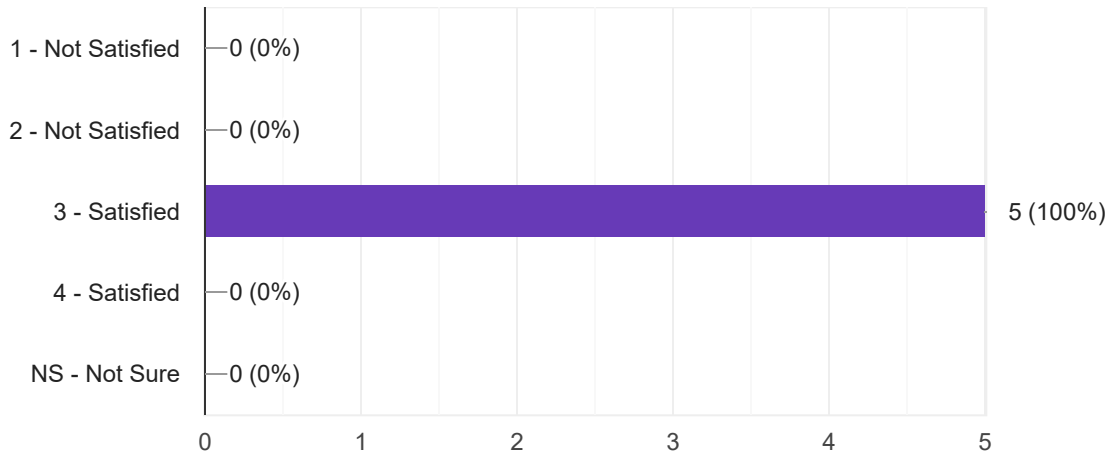
Comment

0 responses

No responses yet for this question.

We spent the right amount of time on most issues?

5 responses



Comment

0 responses

No responses yet for this question.

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Google Forms



Section V - MTSBA Connect

MTSBA Connect



Sep 9, 2021 9:45 AM

[Lance Melton](#)

The Demonstration of Support, Unity, Courage, and Focus During Polarized Times

In the middle of summer, just when we thought things had a reasonable chance of getting back to normal for our public schools, things started spinning out of control again. The arrival of the Delta Variant of COVID-19 arrived with unnerving similarity to the uptick in cases that we experienced in late October 2020, scuttling our plans for, if not a return to normalcy, a path toward some semblance of it. This time, the clock has sped up and the stakes have risen, with nearly a ten-fold year to year increase in daily average cases, a 300% increase in total cases, a nearly 200% increase in hospitalizations despite several hundred thousand Montanans who have either been vaccinated or caught and recovered from COVID. The timing of these developments, occurring just in time for the beginning of school, could not be worse.

See MREA's [year-to-year analysis](#) of COVID-related statistics.

Local trustees in each community in this state have worked hard to ensure that all students reach their full potential. Some of you have decided to require masks as recommended by CDC guidance while others have decided to make masks optional. Given the significant diversity of Montana, ranging from one-room schoolhouses in counties with only 2-3 people per square mile and no current COVID cases to schools located in communities with more than 3,000 people per square mile with several hundred active cases, differences in approaches to ensuring a safe and effective learning environment are to be expected and respected. Trustees are making those decisions with a commitment to developing the full educational potential of each person and they are making the decisions as intended under the "supervision and control" clause of the Montana Constitution (Article X, Section 8).

So, despite your best efforts, here we are again, with a chorus of critics to tell you what they perceive to be your mistakes. Federal agencies, state and local officials, parents deeply divided on opposite sides of one another, and others fanning the flames of controversy have all applied pressure, often with mutually exclusive solutions, and each certain their way is not only better than anyone else's but is the only way.

Only one thing is certain; no matter what your board has decided on masks, part of your community disagrees and among those who disagree, some are angry. Even more, certainly is another truism that is equally valid – you continue to get better at

what you do every day as you work through and overcome your current difficulties. You have learned and stood tall, becoming better trustees, better boards, better administrators, better business managers. Most importantly, you have improved as leaders by enduring these circumstances. Once we have weathered these struggles, the lasting strength of your increased abilities will serve your communities and the children of Montana well into the future.

In the meantime, what piece of advice can I lend to you? Perhaps that things will soon calm down? No one can make such a promise. What's next? Who knows? Perhaps it will be Lambda, MU, or one of the other "variants of concern" which we have not yet met face to face. I wish all it would take is a simple article, but that is not the way it works. And yet, as many have said over the years, this too shall pass. I also like the words of Franklin Roosevelt, who gave some particularly good advice for elected school boards right about now: "When you come to the end of your rope, tie a knot and hang on."

As individuals, trustees have viewpoints spanning the continuum of politics from far left to far-right and everything between for decades, but I have always admired how elected trustees refrain from applying a partisan lens in crafting solutions. I have come to firmly believe nonpartisan, community-connected school boards, administrators and business managers will get it right more often than anyone else for the schools in each of your communities. Each time a polarized issue has temporarily arisen and worked its way into the spotlight, you have delivered. You live, work, serve and dedicate yourself to others in the community most impacted by the decisions you make, uncompensated, standing firm with equal respect for those pleased and displeased with the results of your deliberations.

MTSBA's Commitment to You:

1. MTSBA believes in each community's right to make decisions regarding their public schools.
2. We are grateful for leaders willing to run for office and serve without compensation of any kind.
3. We empathize with the difficulty of making decisions on polarizing issues.
4. We embrace the process of community engagement, compliance with open meeting laws, and accountability to the voters rooted in Article X, Section 8 of the Montana Constitution and engrained in decisions made at the school board level in Montana.

Our Advice:

1. Don't bite the hook. You have an obligation to ensure an opportunity for public comment *before* you make a significant decision. You are not, however, obligated to provide an unending opportunity to obstruct the work of the district forever thereafter. This solemn responsibility to uphold the public's right to

participate in government has limits. Engaging in a back and forth with those vehemently or irrationally opposed to a decision you already made, whether at the board meeting, on social media, or at the front door of the school, won't help. You have listened to people carefully, tried to discern the collective will of your community, and have incorporated the views of those you serve the best you can without sacrificing your ideals. No one has a right to ask more. Trust in the difficult decisions you have made. If the input at meetings becomes repetitive and divisive, there is nothing wrong with politely acknowledging the comment and moving on.

2. Mutually support one another (trustee to trustee, board to staff, staff to board) and take pride and ownership in bearing the weight of decisions on the board's collective shoulders together, to ensure that individuals are not unfairly targeted and so that your board does not become vulnerable through division from within.
3. Stand tall for what you believe in but recognize not everyone agrees. Leave room for the possibility of being persuaded, just as you hope others will remain open to your persuasion. Find a way to disagree agreeably when possible and when not possible, walk away. You do not owe anyone the right to abuse you. You deserve individual dignity and respect for your service, just as you owe, demand, and protect the same for others.
4. When things get complicated, call MTSBA. I won't say we have seen it all - yet - but there is very little that we have not seen through this pandemic. There are mutual benefits for each member when MTSBA helps. We become increasingly well acquainted with the various iterations of opinion, strategy, and attempts to manipulate your process, which makes us better prepared upon completion of our service for the next call from a member. Know that MTSBA is proud to stand for every one of you and we are committed to help you be your best as a school board member, as a school board, and as a board/staff leadership team.

Regardless of where your board comes down on a particular issue, you can always rely on MTSBA to advocate for and defend you as part of our organizational commitment to the "supervision and control" of each school district by people elected within that community as intended under Article X, Section 8 of the Montana Constitution.

Thank you each for all that you do for each child in every public school. We each notice, value, and take pride in your amazing contributions during these difficult times.

Lance Melton
Executive Director
Montana School Boards Association

APPENDIX B

New Business

Section I – NCLRC Board Rep Appointment Form

Section II – Required Policy Updates & Revisions from MTSBA Review

Section III – Recommended Policy Updates & Revisions from MTSBA Review

Section IV – Termination of Obsolete Policies

Section V – Required Policy Updates & Revisions (New)

Section VI – Recommended Policy Updates & Revisions (New)

Section VII – Extra and Co-Curricular Compensation Matrix

Section VIII – Policy 1910F1

Section I - NCLRC Board Rep Form

School District: _____
(Name of District)

At a regular school board meeting held on

_____, the _____ School
(Date of Board Meeting) (Name of District)

Board designated _____ as
(School Administrator Name)

their district representative for the Northcentral Learning
Resource Center Advisory Board.

School Board Chairman Signature

Date

Section II – Required Policy Updates & Revisions from MTSBA Review

Cascade School District Board of Trustees
Policy Review and Revision
Summary of Policy Series 1000 – *The Board of Trustees*

R = Required REC = Recommended OP = Optional

EXISTING POLICY	PROPOSED POLICY	STATUS	TITLE	NOTES
x	1000	<u>R</u>	Legal Status, Operation and Organization	Updated language references goals and handbooks
x	1105	<u>R</u>	Membership	Needs to be updated—Has Ulm as District
x	1110	<u>REC</u>	Taking Office	ok
x	1111	<u>REC</u>	Election	ok
x	1111P	<u>OP</u>	Candidate Orientation	ok
x	1112	<u>REC</u>	Resignation	ok
x	1113	<u>REC</u>	Vacancies	First two paragraphs are the same
x	1113P	<u>REC</u>	Vacancies	ok
x	1120	<u>REC</u>	Annual Organization Meeting	ok
x	1130	<u>REC</u>	Committees	ok
	1135	<u>REC</u>	School Board Advocacy	
	1135P	<u>REC</u>	School Board Advocacy Procedure	
x	1210	<u>REC</u>	Qualifications, Terms, and Duties of Board Officers	ok
x	1230	<u>REC</u>	Clerk	ok
x	1240	<u>R</u>	Duties of Individual Trustees	ok
x	1310	<u>R</u>	District Policy and Procedures	ok
x	1332	<u>OP</u>	Authorization of Signatures	ok
x	1400	<u>R</u>	Board Meetings	ok
x	1401	<u>REC</u>	Records Available to Public	ok
x	1402	<u>REC</u>	School Board Use of Electronic Mail	ok
x	1420	<u>R</u>	School Board Meeting Procedure	One legal reference has been removed from the model. Cascade has additional language in the first paragraph.
x	1420F	<u>OP</u>	Notice Regarding Public Comment	ok
x	1425	<u>REC</u>	Abstentions From Voting	ok

x	1441	<u>R</u>	Audience Participation	ok
x	1511	<u>REC</u>	Code of Ethics for School Board Members	ok
x	1512	<u>OP</u>	Conflict of Interest	Affinity and Consanguinity became 1512F
	1512F		Relationships Defined and Chart	
x	1513	<u>R</u>	Management Rights	ok
x	1520	<u>OP</u>	Board/Staff Communications	ok
x	1521	<u>R</u>	Board-Superintendent Relationship	ok
x	1531	<u>REC</u>	Trustee Expenses	ok
	1531F	<u>OP</u>	Trustee Mileage Reimbursement Form	
x	1532	<u>REC</u>	Trustee Insurance	ok
	1610	<u>R</u>	Annual Goals and Objectives	
	1620	<u>OP</u>	Evaluation of Board	
x	1621	<u>OP</u>	In-Service Conference for Trustees	ok
	1630	<u>OP</u>	Utilization of Montana School Boards Association	
x	1635	<u>REC</u>	Internships	ok
x	1640	<u>OP</u>	Board Participation in Activities	ok
x	1700	<u>R</u>	Uniform Complaint Procedure	ok

Specific to Cascade:

- 1100 Organization. This became 1000 for Legal Status, Operation, and Organization
- 1101 Education Philosophy and Mission Statement
- 1114 Student Participation
- 1312 Administrative Procedures

4
5 Legal Status, Operation and Organization

6
7 The legal name of this District is Cascade School District No. 3 & B, Cascade County, State of
8 Montana. The District is classified as a class “C” district and is operated according to the laws and
9 administrative rules pertaining to a class “C” district.

10
11 The Board of Trustees of “County of Cascade” (legal name) dba “Cascade County School Dist 3&B”
12 is the governmental entity established by the state of Montana and constitutionally charged of the
13 supervision and control of all aspects of the District’s operations.

14
15 To achieve its primary goal of providing each child with a basic system of free quality education as
16 required by Montana Law, the Board shall exercise the full authority granted to it by the laws of the
17 state. Its legal powers, duties, and responsibilities are derived from the Montana Constitution and
18 state statutes and administrative rules.

19
20 Policies of the District define and frame the manner via which the District conducts its official
21 business. The policies of the District are modified/updated from time to time to reflect the operation
22 of the District.

23
24 All handbooks approved by the Board are regarded as and given the same significance as District
25 policy.

26		
27		
28		
29	Legal Reference:	§ 20-3-323, MCA District policy and record of acts
30		§ 20-3-324, MCA Powers and duties
31		§ 20-6-101, MCA Definition of elementary and high school districts
32		§ 20-6-201, MCA Elementary district classification
33		§ 20-6-301, MCA High school district classification
34		§ 20-9-309, MCA Basic system of free quality public elementary and
35		secondary schools defined – identifying educationally
36		relevant factors – establishment of funding formula
37		and budgetary structure – legislative review
38		<hr/> Article X, Section 8, MT Constitution

39
40
41 Policy History:

42 Adopted on: May 15, 2001
43 Reviewed on: July 15, 2008, September 2, 2021
44 Revised on: November 17, 2016

2
3 **THE BOARD OF TRUSTEES**

4
5 Membership and Terms of Office

6
7 The District is governed by a Board of Trustees consisting of six members. Cascade School
8 District #B shall have one representative on the high school Board of Trustees from Ulm School
9 District #85. Therefore, six (6) members make up the high school Board and five (5) members
10 make up the elementary Board. The powers and duties of the Board include the broad authority
11 to adopt and enforce all policies necessary for the management, operations and governance of the
12 District. Except as otherwise provided by law, trustees shall hold office for terms of three (3)
13 years, or until their successors are elected and qualified. Terms of trustees shall be staggered as
14 provided by law.

15
16 All trustees shall participate on an equal basis with other members in all business transactions
17 pertaining to the high school maintained by the District. Only those trustees elected from the
18 elementary district may participate in business transactions pertaining to the elementary schools
19 maintained by the District.
20

21		
22	Legal References:	§ 20-3-301, MCA Election and term of office
23		§ 20-3-302, MCA Legislative intent to elect less than majority of
24		trustees
25		§ 20-3-305, MCA Candidate qualification, filing deadline, and
26		withdrawal
27		<u>§ 20-3-306, MCA Conduct of election</u>
28		§ 20-3-307, MCA Qualification and oath
29		§ 20-3-341, MCA Number of trustee positions in elementary districts
30		– transition
31		§ 20-3-351, MCA Number of trustee positions in high school districts
32		§ 20-3-352, MCA Request and determination of number of high
33		school district additional trustee positions –
34		nonvoting trustee
35		§ 20-3-361, MCA Joint board of trustees organization and voting
36		membership

37 Policy History:

38 Adopted on: May 15, 2001

39 Revised on: September 18, 2007, November 18, 2014

40 Reviewed on: November 17, 2016, March 28, 2018, September 2, 2021

41

2
3 THE BOARD OF TRUSTEES

4
5 Duties of Individual Trustees

6
7 The authority of individual trustees is limited to participating in actions taken by the Board as a
8 whole when legally in session. Trustees shall not assume responsibilities of administrators or
9 other staff members. The Board or staff shall not be bound by an action taken or statement made
10 by an individual trustee, except when such statement or action is pursuant to specific instructions
11 and official action taken by the Board.
12

13 Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be
14 prepared to participate in discussion and decision making for each agenda item. Each trustee
15 shall visit every school (except in 1st class districts) at least once per year to examine its
16 management, conditions, and needs.
17

18 All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall
19 give advance notice to the Chairperson or Superintendent, of the trustee’s inability to attend a
20 Board meeting. A majority of the Board may excuse a trustee’s absence from a meeting if
21 requested to do so.
22

23 **Board members, as individuals, have no authority over school affairs, except as provided**
24 **by law or as authorized by the Board.**

25
26 Cross Reference: 1113 Vacancies

27
28 Legal References: § 20-3-301, MCA Election and term of office
29 § 20-3-308, MCA Vacancy of trustee position
30 § 20-3-324(22), MCA Powers and duties
31 § 20-3-332, MCA Personal immunity and liability of trustees
32
33

34 Policy History:

35 Adopted on: May 15, 2001
36 Revised on: March 10, 2014
37 Reviewed on: Nov 17, 2016

2
3 **THE BOARD OF TRUSTEES**

4
5 District Policy and Procedures

6 The policies contained in this manual are adopted, implemented, and enforced in accordance with the
7 supervisory authority vested with the Board of Trustees in accordance with Article X, section 8 of the
8 Montana Constitution and related statutes, regulations and court decisions.
9

10 Adoption and Amendment of Policies

11 Proposed new policies and proposed changes to existing policies shall be presented in writing for reading
12 and discussion at a regular or special Board meeting. Interested parties may submit views, present data or
13 arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement
14 by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to
15 the final reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of
16 the particular policy. New or revised policies that are required, or have required language changes based
17 on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st)
18 reading if sufficient notice has been given through the board agenda.
19

20 All new or amended policies shall become effective on adoption; unless a specific effective date is stated
21 in the motion for adoption. Policies, as adopted or amended, shall be made a part of the minutes of the
22 meeting at which action was taken and also shall be included in the District’s policy manual. Policies of
23 the District shall be reviewed on a regular basis.
24

25 Policy Manuals

26 The Superintendent shall develop and maintain a current policy manual which includes all policies of the
27 District. Every administrator, as well as staff, students, and other residents, shall have ready access to
28 District policies.
29

30 Suspension of Policies

31 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of
32 the trustees present. To suspend a policy, however, all trustees must have received written notice of the
33 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such
34 proposed suspension.
35

36 Administrative Procedures

37 The Superintendent shall develop such administrative procedures as are necessary to ensure consistent
38 implementation of policies adopted by the Board.
39

40 When a written procedure is developed, the Superintendent shall submit it to the Board as an information
41 item.
42

43 Legal References: Article X, Section 8 Montana Constitution
44 § 20-3-323, MCA District policy and record of acts
45 10.55.701, ARM Board of Trustees

46 Policy History:

47 Adopted on: May 21, 2001
48 Reviewed on: November 17, 2016, September 2, 2021
49 Revised on: November 20, 2007, April 15, 2014, October 16, 2018, May 18, 2021

THE BOARD OF TRUSTEES

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. 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: Nov 17, 2016 , September 2, 2021

Revised on: October 16, 2007, October 20, 2009, September 7, 2011, November 18, 2014, October 25, 2016, October 16, 2018, August 20, 2019

2
3 THE BOARD OF TRUSTEES

4
5 School Board Meeting Procedure

6
7 Agenda

8
9 The authority to set the board agenda lies with the Board Chair in consultation with board members
10 and the administration. The act of preparing the board meeting agendas can be delegated to the
11 Superintendent.

12
13 The Board Chairperson must approve any items submitted by Board members or members of the
14 public, to be placed on the agenda. Citizens wishing to make brief comments about school programs
15 or procedures will follow the public comment procedures in district policy.

16
17 The agenda also must include a “public comment” portion to allow members of the general public to
18 comment on any public matter under the jurisdiction of the District which is not specifically listed on
19 the agenda, except that no member of the public will be allowed to comment on contested cases,
20 other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable
21 time limits on any “public comment” period to maintain and ensure effective and efficient operations
22 of the Board. The Board shall not take any action on any matter discussed, unless the matter is
23 specifically noticed on the agenda, and the public has been allowed opportunity to comment.

24
25 With consent of a majority of members present, the order of business at any meeting may be
26 changed. Copies of the agenda for the current Board meeting, minutes of the previous Board
27 meeting, and relevant supplementary information will be prepared and distributed to each trustee at
28 least twenty-four (24) hours in advance of a Board meeting and will be available to any interested
29 citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda for
30 other types of Board meetings will be prepared, if circumstances require an agenda.

31
32 Consent Agenda

33
34 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes
35 those items considered to be routine in nature. Any item that appears on the consent agenda may be
36 removed by a member of the Board. Any Board member who wishes to remove an item from the
37 consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items
38 will be voted on by a single motion. The approved motion will be recorded in the minutes, including
39 a listing of all items appearing on the consent agenda.

40
41 Minutes

42
43 Appropriate minutes of all meetings required to be open must be kept and must be available for
44 inspection by the public. If an audio recording of a meeting is made and designated as official, the
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4 recording constitutes the office record of the meeting. If an official recording is made, a written
5 record of the meeting must also be made and must also include:
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- 7 • Date, time, and place of the meeting;
- 8 • Presiding officer;
- 9 • Board members recorded as absent or present;
- 10 • Summary of discussion on all matters discussed (including those matters discussed during the
11 “public comment” section), proposed, deliberated, or decided, and a record of any votes
12 taken;
- 13 • Detailed statement of all expenditures;
- 14 • Purpose of recessing to closed session; and
- 15 • Time of adjournment.

16
17 If the minutes are recorded and designated as the official record, a log or time stamp for each main
18 agenda item is required for the purpose of providing assistance to the public in accessing that portion
19 of the meeting.
20

21 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
22 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an
23 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be
24 maintained in the office of the Clerk, to be made available for inspection upon request. A written
25 copy shall be made available within five (5) working days following approval by the Board.
26

27 Quorum

28
29 No business shall be transacted at any meeting of the Board unless a quorum of its members is
30 present. A majority of the full membership of the Board shall constitute a quorum, whether the
31 individuals are present physically or electronically. A majority of the quorum may pass a resolution,
32 except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.
33

34 Electronic Participation

35
36 The Board may allow members to participate in meetings by telephone or other electronic means.
37 Board members may not simply vote electronically but must be connected with the meeting
38 throughout the discussion of business. If a Board member electronically joins the meeting after an
39 item of business has been opened, the remotely located member shall not participate until the next
40 item of business is opened.
41

42 If the Board allows a member to participate electronically, the member will be considered present
43 and will have his or her actual physical presence excused. The member shall be counted present for
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purposes of convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact, and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert’s Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Rescind a Motion

A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to rescind must be properly noticed on the Board’s agenda for the meeting. It is in order any time prior to accomplishment of the underlying action addressed by the motion.

Cross Reference: 1441 Audience Participation

Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	<u>§ 2-3-202, MCA</u>	<u>Meeting defined</u>
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 20-1-212, MCA	Destruction of records by school officer
	<u>§ 20-3-323, MCA</u>	<u>Meetings and quorum</u>
	§ 20-3-323, MCA	District policy and record of acts
	<i>Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005</i>	

Policy History:

Adopted on: May 15, 2001

Reviewed on: November 17, 2016, September 2, 2021

Revised on: January 18, 2005, August 15, 2006, January 20, 2009, January 18, 2011, September 7, 2011, November 19, 2019

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5 Audience Participation

6

7 The Board recognizes the value of public comment on educational issues and the importance of
8 involving members of the public in its meetings. The Board also recognizes the statutory and
9 constitutional rights of the public to participate in governmental operations. To allow fair and
10 orderly expression of public comments, the Board will permit public participation through oral or
11 written comments during the “public comment” section of the Board agenda and prior to a final
12 decision on a matter of significant interest to the public. The Chairperson may control such
13 comment to ensure an orderly progression of the meeting in the manner described in Policy
14 1420F.

15

16 Cross Reference: 1420 School Board Meeting Procedure

17

18 Legal Reference: Article II, Section 8, Montana Constitution – Right of participation
19 Article II, Section 10, Montana Constitution – Right of privacy
20 Chapter 2, Part 1, MCA Notice and Opportunity to Be Heard

21

22 Policy History:

23 Adopted on: May 15, 2001

24 Reviewed on: November 17, 2016, September 2, 2021

25 Revised on:

5 Uniform Complaint Procedure

6
7 The Board establishes this Uniform Complaint Procedure as a means to address complaints
8 arising within the District. This Uniform Complaint Procedure is intended to be used for all
9 complaints except those governed by a specific process in state or federal law that supersedes
10 this process or collective bargaining agreement. Matters covered by a collective bargaining
11 agreement will be reviewed in accordance with the terms of the applicable agreement.

12
13 The District requests all individuals to use this complaint procedure, when the individual
14 believes the Board or its employees or agents have violated the individual’s rights under state or
15 federal law or Board policy. Complaints against a building administrator shall be filed with the
16 Superintendent. Complaints against the Superintendent or District administrator shall be filed
17 with the Board.

18
19 The District will endeavor to respond to and resolve complaints without resorting to this formal
20 complaint procedure and, when a complaint is filed, to address the complaint promptly and
21 equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder
22 will not be impaired by a person’s pursuit of other remedies. Use of this complaint procedure is
23 not a prerequisite to pursue other remedies and use of this complaint procedure does not extend
24 any filing deadline related to pursuit of other remedies.

25
26 Deadlines requiring District action in this procedure may be extended for reasons related but not
27 limited to the District’s retention of legal counsel and District investigatory procedures.

28
29 Level 1: Informal

30
31 An individual with a complaint is first encouraged to discuss it with the appropriate employee or
32 building administrator with the objective of resolving the matter promptly and informally. An
33 exception is that a complaint of sexual harassment should be discussed directly with an
34 administrator not involved in the alleged harassment.

35
36 Level 2: Building Administrator

37
38 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed
39 and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event
40 or incident giving rise to the complaint, including any school personnel involved; and (3) the
41 remedy or resolution requested. The written complaint must be filed within thirty (30) calendar
42 days of the event or incident or from the date an individual could reasonably become aware of
43 such event or incident. The applicability of the deadline is subject to review by the
44 Superintendent to ensure the intent of this uniform complaint procedure is honored.

45
46 When a complaint alleges violation of Board policy or procedure, the building administrator will

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4 investigate and attempt to resolve the complaint. The administrator will respond in writing to the
5 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.
6

7 If the complainant has reason to believe the administrator's decision was made in error, the
8 complainant may request, in writing, that the Superintendent review the
9 administrator's decision. (See Level 3.) This request must be submitted to the Superintendent
10 within fifteen (15) calendar days of the administrator's decision.
11

12 When a complaint alleges sexual harassment or a violation of Title IX of the Education
13 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of
14 1990, or Section 504 of the Rehabilitation Act of 1973, the Administrator shall turn the
15 complaint over to the applicable District nondiscrimination coordinator. The coordinator shall
16 ensure an investigation is completed in accordance with the applicable procedure. In the case of
17 a sexual harassment or Title IX complaint the applicable investigation and appeal procedure is
18 Policy 3225P or 5012P. In the case of a disability complaint, the coordinator shall complete an
19 investigation and file a report and recommendation with the Administrator for decision. Appeal
20 of a decision in a disability complaint will be handled in accordance with this policy.
21

22 Level 3: Superintendent

23
24 If the complainant appeals the administrator's decision provided for in Level 2, the
25 Superintendent will review the complaint and the administrator's decision. The Superintendent
26 will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's
27 receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with
28 the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3)
29 engage an outside investigator or other District employees to assist with the appeal; and/or (4)
30 take other steps appropriate or helpful in resolving the complaint.
31

32 If the complainant has reason to believe the Superintendent's decision was made in error, the
33 complainant may request, in writing, that the Board consider an appeal of the Superintendent's
34 decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within
35 fifteen (15) calendar days of the Superintendent's written response to the complaint, for
36 transmission to the Board.
37

38 Level 4: The Board

39
40 Upon written appeal of a complaint alleging a violation the individual's rights under state or
41 federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board
42 may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for
43 appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board
44 meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make
45 a recommendation to the Board, or (3) respond to the complaint with an explanation of why the
46 appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair

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4 appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make
5 written recommendation to the full Board. The Board will report its decision on the appeal, in
6 writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board
7 considered the appeal or the recommendation of the panel. A decision of the Board is final,
8 unless it is appealed pursuant to Montana law within the period provided by law.
9

10 Cross Reference: 3210 - Equal Educational Opportunity and Nondiscrimination
11 5010 - Equal Employment Opportunity and Nondiscrimination
12 3225-3225P – Sexual Harassment of Students
13 5012-5012P – Sexual Harassment of Employees
14

15 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
16 Title II of the Americans with Disabilities Act of 1990
17 § 504 of the Rehabilitation Act of 1973
18

19 Policy History:

20 Adopted on: May 15, 2001

21 Reviewed on: November 21, 2016, September 2, 2021

22 Revised on: January 16, 2007, February 17, 2009, July 16, 2019, November 19, 2019

**Cascade School District Board of Trustees
Policy Review and Revision
Summary of Policy Series 2000 – Instruction**

R = Required REC = Recommended OP = Optional

EXISTING POLICY	PROPOSED POLICY	STATUS	TITLE	NOTES
x	2000	<u>R</u>	Goals	ok
x	2050	<u>OP</u>	Student Instruction	ok
x	2100	<u>R</u>	School Year Calendar and Day	ok
x	2105	<u>R</u>	Grade Organization	
x	2110	<u>OP</u>	Objectives	Model policy does not have legal reference
	2113	<u>OP</u>	Pre-Kindergarten Programs	
x	2120	<u>R</u>	Curriculum and Assessment	
x	2123	<u>OP</u>	Lesson Plan	ok
x	2130	<u>REC</u>	Program Evaluation and Diagnostic Tests	ok
x	2132	<u>R</u>	Student and Family Privacy Rights	ok
x	2140	<u>REC</u>	Guidance and Counseling	ok
x	2150	<u>R</u>	Suicide Awareness and Prevention	Updated language for two hours of training the first year
x	2151	<u>REC</u>	Interscholastic Activities	Cascade reference MHSA as HAS. Model language doesn't reference MHSA in 4 th paragraph.
x	2151F	<u>REC</u>	Assumption of Risk Sign-Off Form	
x	2158	<u>R</u>	Family Engagement Policy	ok
x	2160	<u>R</u>	Title I Parent Involvement	ok
x	2160P	<u>R</u>	Title I Parent Involvement	Updated language for equitability
x	2161	<u>R</u>	Special Education	ok
x	2161P	<u>R</u>	Special Education	Updated language regarding annual application and legal References
x	2162	<u>R</u>	Section 504 of the Rehabilitation Act of 1973 (“Section 504”)	Updated legal References
x	2162P	<u>R</u>	Section 504 of the Rehabilitation Act of 1973	Ok

			("Section 504")	
X	2163	<u>OP</u>	Traffic Education	Ok
X	2166	<u>REC</u>	Gifted Program	Ok
X	2167	<u>REC</u>	Correspondence Courses	Ok
X	2168	<u>R</u>	Distance Learning Courses	Updated Legal and Cross Reference--2100
X	2170	<u>REC</u>	Digital Academy	Recent update 7/21
X	2170P	<u>REC</u>	Digital Academy Procedures	Recent update 7/21
X	2171	<u>R</u>	Significant Writing Program	Ok
X	2221	<u>REC</u>	School Closure	Ok
X	2221P	<u>REC</u>	School Closure	Ok
X	2240	<u>OP</u>	Summer School	Ok
X	2250	<u>R</u>	Community and Adult Education	Ok
X	2309	<u>R</u>	Library Materials	Ok
X	2310	<u>R</u>	Selection of Library Materials	Ok
X	2310P	<u>R</u>	Selection of Library Materials	Ok
X	2311	<u>R</u>	Instructional Materials	Updated Language/Legal Reference
x	2311P	<u>R</u>	Selection, Adoption, and Removal of Textbooks and Instructional Materials	ok
x	2312	<u>R</u>	Copyright	ok
x	2312P	<u>R</u>	Copyright Compliance	ok
x	2314	<u>R</u>	Learning Materials Review	Updated language to include reference to Policy 1700
x	2320	<u>OP</u>	Field Trips, Excursions, and Outdoor Education	Updated language for valid first-aid and Legal Reference
x	2322	<u>OP</u>	Contests for Students	ok
x	2330	<u>R</u>	Controversial Issues and Academic Freedom	ok
x	2332	<u>REC</u>	Religion and Religious Activities	Recent update 7/21
x	2333	<u>R</u>	Participation in Commencement Exercises	ok
x	2334	<u>REC</u>	Release Time for Religious Instruction	Updated language. Students may not have absence counted when attending religious activities.
x	2335	<u>REC</u>	Health Enhancement	ok
x	2375	<u>OP</u>	Advancement Requirements (9-12)	ok
x	2410	<u>REC</u>	High School Graduation Requirements	Model Policy includes MCA for Meetings and

				Quorum
x	2410P	<u>REC</u>	High School Graduation Requirements	ok
x	2413	<u>R</u>	Credit Transfer and Assessment for Placement	Ok. Cascade has additional language in the last paragraph.
x	2420	<u>OP</u>	Grading and Progress Reports	ok
x	2421	<u>OP</u>	Promotion and Retention	ok
x	2430	<u>OP</u>	Homework	ok
x	2450	<u>R</u>	Recognition of Native American Cultural Heritage	ok
x	2500	<u>REC</u>	English Language Learner Program	Updated Language LEP to ELL
x	2510	<u>R</u>	School Wellness	Model Language include informing and updating the public every three years. Cascade has an additional bullet for Goals/Legal Reference
x	2600	<u>OP</u>	Work Experience Policy	Recent Update 7/21
x	2600F	<u>OP</u>	Work Experience Forms	Recent Update 7/21
	2600P	<u>OP</u>	Work Experience Procedures	Recent Update 7/21

2412. Early Out Program—For dual credit and work release

2520. Animals—Pets in School

2
3 INSTRUCTION

5
6 Suicide Awareness and Prevention

7
8 Professional Development

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

12
13 The District will provide, at a minimum, two (2) hours of youth suicide awareness and
14 prevention training every five (5) years. All new employees who work directly with any student
15 enrolled in the school district will be provided two (2) hours of training the first year of
16 employment.

17
18 Youth suicide and prevention training may include:

- 19
- 20 A. In-person attendance at a live training;
- 21 B. Videoconference;
- 22 C. An individual program of study of designated materials;
- 23 D. Self-review modules available online; and
- 24 E. Any other method chosen by the local school board that is consistent with professional
- 25 development standards.

26
27 Prevention and Response

28 The Board authorizes the Administration and appropriate District staff to develop procedures to
29 address matters related to suicide prevention and response that:

- 30
- 31 A. Promote collaboration with families and with community providers in all aspects of
- 32 suicide prevention and response;
- 33 B. Include high quality intervention services for students;
- 34 C. Promote interagency cooperation that enables school personnel to identify and access
- 35 appropriate community resources for use in times of crisis;
- 36 D. Include reintegration of youth into a school following a crisis, hospitalization, or
- 37 residential treatment;
- 38 E. Provide for leadership, planning, and support for students and school personnel to ensure
- 39 appropriate responses to attempted or completed suicides.

40
41 No cause of action may be brought for any loss or damage caused by any act or admission
42 resulting from the implementation of the provisions of this policy or resulting from any training,
43 or lack of training, related to this policy. Nothing in this policy shall be construed to impose a
44 specific duty of care.

45
46 This policy will be reviewed by the Board of Trustees on a regular basis.

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Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training
 ARM 10.55.720 Suicide Prevention and Response

Policy History:

Adopted on: October 16, 2018
Reviewed on: September 2, 2021
Revised on: November 11, 2019

2
3 INSTRUCTION

4
5 Title I – Equivalency/Comparability

6
7 A. To assure that state and local services are provided in Title I schools at least equivalent to
8 such services in non-Title I schools, these policies will be observed in the School District.

9
10 1. Salary Scales

11
12 The District-wide salary scales will be applicable to all staff whether assigned to
13 Title I or non-Title I schools.

14
15 2. Assignment of Teachers, Administrators, and Support Personnel

16
17 Assignment of teachers, administrators, and support personnel will be made in
18 such a way to assure that the numbers of students per staff person in Title I
19 schools shall be equivalent to the average number of students per staff person in
20 relevant comparison schools (i.e., non-Title I or other Title I schools).

21
22 3. Curriculum Materials and Instructional Supplies

23
24 Curriculum materials and instructional supplies will be provided to schools with
25 the same grade spans on a per-pupil cost factor to assure that all children have
26 access to the same level of state and local resources regardless of whether they
27 attend a Title I or non-Title I school.

28
29 Title I Parent Involvement

30
31 In order to achieve the level of Title I parent involvement desired by District policy on this topic,
32 these procedures guide the development of each school’s annual plan designed to foster a
33 cooperative effort among parents, school, and community.

34
35 Guidelines

36
37 Parent involvement activities developed at each school will include opportunities for:

- 38
39 • Volunteering;
40 • Parent education;
41 • Home support for the child’s education;
42 • Parent participation in school decision making.

43
44 The school system will provide opportunities for professional development and resources for
45 staff and parents/community regarding effective parent involvement practices.

1
2
3 Roles and Responsibilities
4

5 **Parents**
6

7 It is the responsibility of the parent to:

- 8 • Actively communicate with school staff;
9 • Be aware of rules and regulations of school;
10 • Take an active role in the child’s education by reinforcing at home the skills and
11 knowledge the student has learned in school;
12 • Utilize opportunities for participation in school activities.
13

14 **Staff**
15

16 It is the responsibility of staff to:

- 17 • Develop and implement a school plan for parent involvement;
18 • Promote and encourage parent involvement activities;
19 • Effectively and actively communicate with all parents about skills, knowledge, and
20 attributes students are learning in school and suggestions for reinforcement;
21 • Send information to parents of Title I children (including parents of migrant children if
22 applicable) in a format and, to the extent practicable, in a language the parents can
23 understand.
24

25 **Community**
26

27 Community members who volunteer in the schools have the responsibility to:

- 28 • Be aware of rules and regulations of the school;
29 • Utilize opportunities for participation in school activities.
30

31 **Administration**
32

33 It is the responsibility of the administration to:

- 34 • Facilitate and implement the Title I Parent Involvement Policy and Plan;
35 • Provide training and space for parent involvement activities;
36 • Provide resources to support successful parent involvement practices;
37 • Provide in-service education to staff regarding the value and use of contributions of
38 parents and how to communicate and work with parents as equal partners;
39 • Send information to parents of Title I children (including parents of migrant children if
40 applicable) in a format and, to the extent practicable, in a language the parents can
41 understand.
42

43 Policy History:

44 Adopted on: May 15, 2001

45 Reviewed on: December 5, 2016, September 2, 2021

46 Revised on: March 20, 2007

2
3 INSTRUCTION

5 Special Education

6
7 Child Find

8
9 The District shall be responsible for the coordination and management of locating, identifying,
10 and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff
11 will design the District’s Child Find plan in compliance with all state and federal requirements
12 and with assistance from special education personnel who are delegated responsibility for
13 implementing the plan.

14
15 The District’s plan will contain procedures for identifying suspected disabled students in private
16 schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled,
17 homeless children, as well as public facilities located within the geographic boundaries of the
18 District. These procedures shall include screening and development criteria for further
19 assessment. The plan must include locating, identifying, and evaluating highly mobile children
20 with disabilities and children who are suspected of being a child with a disability and in need of
21 special education, even though the child is and has been advancing from grade to grade. The
22 District’s Child Find Plan must set forth the following:

- 23
- 24 1. Procedures used to annually inform the public of all child find activities, for children zero
- 25 through twenty-one;
- 26 2. Identity of the special education coordinator;
- 27 3. Procedures used for collecting, maintaining, and reporting data on child identification;
- 28 4. Procedures for Child Find Activities (including audiological, health, speech/language,
- 29 and visual screening and review of data or records for students who have been or are
- 30 being considered for retention, delayed admittance, long-term suspension or expulsion or
- 31 waiver of learner outcomes) in each of the following age groups:
- 32 A. Infants and Toddlers (Birth through Age 2)
- 33 Procedures for referral of infants and toddlers to the appropriate early intervention
- 34 agency, or procedures for conducting child find.
- 35 B. Preschool (Ages 3 through 5)
- 36 Part C Transition planning conferences; frequency and location of screenings;
- 37 coordination with other agencies; follow-up procedures for referral and
- 38 evaluation; and procedures for responding to individual referrals.
- 39 C. In-School (Ages 6 through 18)
- 40 Referral procedures, including teacher assistance teams, parent referrals, and
- 41 referrals from other sources; and follow-up procedures for referral and evaluation.
- 42 D. Post-School (Ages 19 through 21)
- 43 Individuals who have not graduated from high school with a regular diploma and
- 44 who were not previously identified. Describe coordination efforts with other
- 45 agencies.
- 46

1
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4 E. Private Schools (This includes home schools.)
5 Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-
6 up procedures for referral and evaluation.

7 F. Homeless Children

8 G. Dyslexia

9 The School District shall establish procedures to ensure that all resident children
10 with disabilities, including specific learning disabilities resulting from dyslexia,
11 are identified and evaluated for special education and related services as early as
12 possible. The screening instrument must be administered to:

13 (A) a child in the first year that the child is admitted to a school of the
14 district up to grade 2; and

15 (B) a child who has not been previously screened by the district and who
16 fails to meet grade-level reading benchmarks in any grade;

17
18 The screening instrument shall be administered by an individual with an
19 understanding of, and training to identify, signs of dyslexia designed to assess
20 developmentally appropriate phonological and phonemic awareness skills.

21
22 If a screening suggests that a child may have dyslexia or a medical professional
23 diagnosis a child with dyslexia, the child's school district shall take steps to
24 identify the specific needs of the child and implement best practice interventions
25 to address those needs. This process may lead to consideration of the child's
26 qualification as a child with a disability under this policy.

27
28 Procedures for Evaluation and Determination of Eligibility

29
30 Procedures for evaluation and determination of eligibility for special education and related
31 services are conducted in accordance with the procedures and requirements of 34 C.F.R.
32 300.301-300.311 and the following state administrative rules:

33
34 10.16.3320 - Referral;

35 10.60.103 - Identification of Children with Disabilities;

36 10.16.3321 - Comprehensive Educational Evaluation Process;

37
38 Procedural Safeguards and Parental Notification

39
40 The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 -
41 300.530.

42
43 A copy of the procedural safeguards available to the parents of a child with a disability must be
44 given to the parents only one (1) time a school year, except that a copy also must be given to the
45 parents:

- 1
- 2
- 3
- 4 • Upon initial referral or parent request for evaluation;
- 5 • Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and
- 6 upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- 7 • In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on
- 8 which the decision is made to make a removal that constitutes a change of placement of a
- 9 child with a disability because of a violation of a code of student conduct, the LEA
- 10 must...provide the parents the procedural safeguards notice); and
- 11 • Upon request by a parent.
- 12

13 A public agency also may place a current copy of the procedural safeguard notice on its internet
14 website, if a website exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

15
16 The referral for special education consideration may be initiated from any source, including
17 school personnel. To initiate the process, an official referral form must be completed and signed
18 by the person making the referral. The District shall accommodate a parent who cannot speak
19 English and therefore cannot complete the District referral form. Recognizing that the referral
20 form is a legal document, District personnel with knowledge of the referral shall bring the
21 referral promptly to the attention of the Evaluation Team.

22
23 The District shall give written notice to the parent of its recommendation to evaluate or not to
24 evaluate the student. The parent will be fully informed concerning the reasons for which the
25 consent to evaluate is sought. Written parental consent will be obtained before conducting the
26 initial evaluation or before reevaluating the student.

27
28 The recommendation to conduct an initial evaluation or reevaluation shall be presented to the
29 parents in their native language or another mode of communication appropriate to the parent. An
30 explanation of all the procedural safeguards shall be made available to the parents when their
31 consent for evaluation is sought. These safeguards will include a statement of the parents' rights
32 relative to granting the consent.

33 34 Evaluation of Eligibility

35
36 Evaluation of eligibility for special education services will be consistent with the requirements of
37 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of
38 Eligibility; and shall also comply with A.R.M. 10.16.3321.

39 40 Individualized Education Programs

41
42 The District develops, implements, reviews, and revises individualized education programs (IEP)
43 in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

44 45 Least Restrictive Environment

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3
4 To the maximum extent appropriate, children with disabilities, including children in public or
5 private institutions or other care facilities, are educated with children who are nondisabled, and
6 special classes, separate schooling, or other removal of children with disabilities from the regular
7 class occurs only if the nature or severity of the disability is such that education in regular
8 classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.
9 Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the
10 requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is
11 available as required in 34 C.F.R. 300.551.

12
13 Children in Private Schools/Out-of District Placement

14
15 Children with a disability placed in or referred to a private school or facility by the District, or
16 other appropriate agency, shall receive special education and related services in accordance with
17 the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

18
19 As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private
20 school or facility by parents do not have an individual right to special education and related
21 services at the District's expense. When services are provided to children with disabilities
22 placed by parents in private schools, the services will be in accordance with the requirements and
23 procedures of 34. C.F.R. 300.130 through 300.144, and 300.148.

24
25 Impartial Due Process Hearing

26
27 The District shall conduct the impartial hearing in compliance with the Montana Administrative
28 Rules on matters pertaining to special education controversies.

29
30 Special Education Records and Confidentiality of Personally Identifiable Information

31
32 A. Confidentiality of Information

33
34 The District follows the provisions under the Family Educational Rights and Privacy Act and
35 implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M.
36 10.16.3560.

37
38 B. Access Rights

39
40 Parents of disabled students and students eighteen (18) years or older, or their representative,
41 may review any educational records which are designated as student records collected,
42 maintained, and used by the District. Review shall normally occur within five (5) school days
43 and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or
44 interpretation of information contained in the record. Non-custodial parents shall have the same
45 right of access as custodial parents, unless there is a legally binding document specifically
46 removing that right.

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4 C. List of Types and Locations of Information.
5

6 A list of the records maintained on disabled students shall be available in the District office.
7 Disabled student records shall be located in the _____, where they are available for review
8 by authorized District personnel, parents, and adult students. Special education teachers will
9 maintain an IEP file in their classrooms. These records will be maintained under the direct
10 supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet
11 in each special education file will specify the District personnel who have a legitimate interest in
12 viewing these records.
13

14 D. Safeguards
15

16 The District will identify in writing the employees who have access to personally identifiable
17 information, and provide training on an annual basis to those staff members.
18
19

20 E. Destruction of Information
21

22 The District will inform parents five (5) years after the termination of special education services
23 that personally identifiable information is no longer needed for program purposes. Medicaid
24 reimbursement records must be retained for a period of at least six years and three months from
25 the date on which the service was rendered or until any dispute or litigation concerning the
26 services is resolved, whichever is later. The parent will be advised that such information may be
27 important to establish eligibility for certain adult benefits. At the parent's request, the record
28 information shall either be destroyed or made available to the parent or to the student if eighteen
29 (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty
30 (60) days prior to taking any action on destruction of records. Unless consent has been received
31 from the parent to destroy the record, confidential information will be retained for five (5) years
32 beyond legal school age.
33

34 F. Children's Rights
35

36 Privacy rights shall be transferred from the parent to an adult student at the time the student
37 attains eighteen (18) years of age, unless some form of legal guardianship has been designated
38 due to the severity of the disabling condition.
39

40 Discipline
41

42 Students with disabilities may be suspended from school the same as students without disabilities
43 for the same infractions or violations for up to ten (10) consecutive school days. Students with
44 disabilities may be suspended for additional periods of not longer than ten (10) consecutive
45 school days for separate, unrelated incidents, so long as such removals do not constitute a change
46 in the student's educational placement. However, for any additional days of removal over and

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4 above ten (10) school days in the same school year, the District will provide educational services
5 to a disabled student, which will be determined in consultation with at least one (1) of the child's
6 teachers, determining the location in which services will be provided. The District will
7 implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.
8
9

10	Legal Reference:	34 CFR 300.1, et seq.	Individuals with Disabilities Act (IDEA)
11		§ 20-1-213, MCA	Transfer of school records
12		10.16.3122 ARM	Local Educational Agency Responsibility for
13			Students with Disabilities
14		10.16.3220 ARM	Program Narrative
15		10.16.3321 ARM	Comprehensive Educational Evaluation Process
16		10.16.3340 ARM	Individualized Education Program and Placement
17			Decisions
18		10.16.3560 ARM	Special Education Records
19		10.60.103 ARM	Identification of Children with Disabilities
20		<u>37.85.414 ARM</u>	<u>Maintenance of Records and Auditing (Medicaid)</u>
21		Chapter 227 (2019)	Montana Dyslexia Screening and Intervention Act
22			

23
24 Policy History:

25 Adopted on: May 15, 2001

26 Reviewed on: December 5, 2016, September 2, 2019

27 Revised on: March 20, 2007, January 20, 2009, November 19, 2019

2
3 **INSTRUCTION**

4
5 Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

6
7 It is the intent of the District to ensure that students who are disabled within the definition of
8 Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with
9 appropriate educational services. For those students who need or are believed to need special
10 instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the
11 District shall establish and implement a system of procedural safeguards. The safeguards shall
12 cover students’ identification, evaluation, and educational placement. This system shall include:
13 notice, an opportunity for the student’s parent or legal guardian to examine relevant records, an
14 impartial hearing with opportunity for participation by the student’s parent or legal guardian, and
15 a review procedure.
16

17	19 Legal Reference:	Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
18		<u>ADA Amendments Act of 2008</u>
19		<u>34 C.F.R. §104.1 et seq.</u> <u>Purpose</u>
20		<u>34 C.F.R. §104.35</u> <u>Evaluation and Placement</u>
21		<u>34 C.F.R. §104.36</u> <u>Procedural safeguards</u>

22
23
24
25 Policy History:

26 Adopted on: May 15, 2001
27 Reviewed on: December 5, 2016, September 2, 2021
28 Revised on:

2
3 INSTRUCTION

5 Distance, Online, and Technology-Delivered Learning

6
7 For purposes of this policy, “distance learning” is defined as: instruction in which students and
8 teachers are separated by time and/or location with synchronous or asynchronous content,
9 instruction, and communication between student and teacher (e.g., correspondence courses,
10 online learning, videoconferencing, streaming video).

11
12 The District may receive and/or provide distance, online, and technology-delivered learning
13 programs, provided the following requirements are met:

- 14
- 15 1. The distance, online, and technology-delivered learning programs and/or courses shall
- 16 meet the learner expectations adopted by the District and be aligned with state content
- 17 and performance standards;
- 18
- 19 2. The District shall provide a report to the Superintendent of Public Instruction,
- 20 documenting how it is meeting the needs of students under the accreditation standards,
- 21 who are taking a majority of courses during each grading period via distance, online, and/
- 22 or technology-delivered programs;
- 23
- 24 3. The District will provide qualified instructors and/or facilitators as described in ARM
- 25 10.55.907(3)(a)(b)(c);
- 26
- 27 4. The District will ensure that the distance, online, and technology-delivered learning
- 28 facilitators receive in-service training on technology-delivered instruction as described in
- 29 ARM 10.55.907(3)(d); and
- 30
- 31 5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a-
- 32 e).
- 33

34 The District will permit a student to enroll in an approved distance learning course, in order that
35 such student may include a greater variety of learning experiences within the student’s
36 educational program.

37
38 Credit for distance learning courses may be granted, provided the following requirements are
39 met:

- 40
- 41 1. Prior permission has been granted by the principal;
- 42
- 43 2. The program fits the education plan submitted by the regularly enrolled student;
- 44
- 45 3. The course does not replace a required course offered by the District;
- 46

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- 3
- 4 4. The course is needed as credit retrieval and cannot fit into the student’s schedule; and
- 5
- 6 5. Credit is granted for schools and institutions approved by the District after evaluation for
- 7 a particular course offering.
- 8

9 The District will not be obligated to pay for a student’s distance learning courses.

10
11 The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant
12 to 20-9-311(4)(d), MCA.

13
14
15 Cross Reference: 2410 and 2410P High School Graduation Requirements
16 2100 School Calendar and Year

17
18 Legal Reference: § 20-9-311(4)(d), MCA Calculation of Average Number Belonging
19 ARM 10.55.705 Administrative Personnel; Assignment of School
20 Administrators/Principals
21 ARM 10.55.906 High School Credit
22 ARM 10.55.907 Distance, Online, and Technology Delivered
23 Learning

24
25 Policy History:

26 Adopted on: June 21, 2011
27 Reviewed on: December 5, 2016, September 2, 2021
28 Revised on: July 16, 2019

2
3 **INSTRUCTION**

2311

4
5 Instructional Materials

6
7 The Board is legally responsible to approve and to provide the necessary instructional materials
8 used in the District. Textbooks and instructional materials should provide quality learning
9 experiences for students and:

- 10
- 11 • Enrich and support the curriculum;
- 12 • Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical
- 13 standards;
- 14 • Provide background information to enable students to make intelligent judgments;
- 15 • Present opposing sides of controversial issues;
- 16 • Be representative of the many religious, ethnic, and cultural groups and their
- 17 contributions to our American heritage;
- 18 • Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of
- 19 American society.
- 20

21 Basic instructional course material in the fundamental skill areas of language arts, mathematics,
22 science, and social studies should be reviewed at intervals not exceeding five (5) years, or
23 consistent with the state’s standards revision schedule that are consistent with the goals of the
24 continuous school improvement plan. All instructional materials must be sequential and must be
25 compatible with previous and future offerings.

26
27 Instructional materials may be made available for loan to students when the best interest of the
28 District and student will be served by such a decision. Students will not be charged for normal
29 wear. They will be charged replacement cost, however, as well as for excessive wear,
30 unreasonable damage, or lost materials. The professional staff will maintain records necessary
31 for the proper accounting of all instructional materials.

32
33
34
35 Cross Reference: 2314 Learning Materials Review

36	Legal Reference:	§ 20-4-402, MCA	Duties of district superintendent or county
37			high school principal
38		§ 20-7-601, MCA	Free textbook provisions
39		§ 20-7-602, MCA	Textbook selection and adoption
40		<u>10.55.603(4)(b), ARM</u>	<u>Curriculum and Assessment</u>
41			

42
43 Policy History:

44 Adopted on: May 15, 2001
45 Reviewed on: December 16, 2016, September 2, 2021
46 Revised on: December 18, 2007

2

3 **INSTRUCTION**

2314

4

5 Learning Materials Review

6

7 Citizens objecting to specific materials used in the District are encouraged to submit a complaint
8 in writing using the Uniform Complaint Procedure (Policy 1700) and discuss the complaint with
9 the building principal prior to pursuing a formal complaint.

10

11 Learning materials, for the purposes of this policy, are considered to be any material used in
12 classroom instruction, library materials, or any materials to which a teacher might refer a student
13 as part of the course of instruction.

14

15

16

17 Cross Reference: 1700 Uniform Complaint Procedure

18

19 Policy History:

20 Adopted on: May 15, 2001

21 Reviewed on: December 16, 2016, September 2, 2021

22 Revised on: December 18, 2007

2
3 INSTRUCTION

2510

4 (Alternative 2)

5 School Wellness

6 The Cascade School District is committed to providing school environments that promote and
7 protect children’s health, well-being, and ability to learn, by supporting healthy eating and
8 physical activity. Therefore, it is the policy of the Cascade School District that:

- 9 • The School District will engage students, parents, teachers (especially teachers of
10 physical education), food service professionals, school health professionals, and other
11 interested community members in developing, implementing, monitoring, and reviewing
12 District-wide nutrition and physical activity policies and procedures.
- 13 • All students in grades K-12 will have opportunities, support, and encouragement to be
14 physically active on a regular basis.
- 15 • The School District will inform and update the public every three years, at a minimum,
16 (including parents, students, and others in the community) about the content and
17 implementation of the local wellness policies. The District will also measure
18 periodically and make available to the public an assessment of the local wellness policy,
19 including:
 - 20 • The extent to which schools are in compliance with the local wellness policy;
 - 21 • The extent to which the LEA’s local wellness policy compares to model local
22 school
23 wellness policies; and
 - 24 • The progress made in attaining the goals of the local wellness policy.
- 25 • Foods and beverages sold or served at school will meet the nutrition recommendations of
26 the *U.S. Dietary Guidelines for Americans*.
- 27 • Qualified child nutrition professionals will provide students with access to a variety of
28 affordable, nutritious, and appealing foods which meet the health and nutrition needs of
29 students; will accommodate the religious, ethnic, and cultural diversity of the student
30 body in meal planning; and will provide clean, safe, and pleasant settings and adequate
31 time for students to eat.
- 32 • To the maximum extent practicable, all schools in the District will participate in available
33 federal school meal programs, including the School Breakfast Program and the National
34 School Lunch Program (including after-school snacks).
- 35 • Schools will provide nutrition education and physical education to foster lifelong habits
36 of healthy eating and physical activity and will establish linkages between health
37 education and school meal programs and with related community services.
- 38 • Goals for nutrition education, nutrition promotion, physical activity, and other school-
39 based activities that are designed to promote student wellness in a manner that the local
40 education agency determines appropriate.

41
42 The Superintendent or his/her designee will develop procedures based on the following five (5)
43 areas of requirement:

- 44 1. Nutrition Education and Promotion Goals
- 45 2. Physical Activity Goals

- 1 3. Nutrition Standards for All Foods and Beverages
- 2 4. Other School-Based Wellness Activities
- 3 5. Governance and Evaluation

4

5 Legal Reference P.L. 108-265 Child Nutrition and WIC Reauthorization Act of 2004

6 P.L. 111-296 The Healthy, Hunger-Free Kids Act of 2010

7 Policy History:

8 Adopted on: February 21, 2006

9 Reviewed on: December 16, 2016, September 2, 2021

10 Revised on: February 17, 2015

1 **Cascade School District**

R

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3 **THE BOARD OF TRUSTEES**

1610

4

5 Annual Goals and Objectives

6

7 Each year, **during the month of January**, the Board will formulate or review the goals of
8 the District that reflect the district’s strategic plan of education. At the conclusion of each
9 school year, the Superintendent shall report to the Board information which reflects the
10 accomplishments towards the goals of the District.

11

12 The Chairperson may appoint a committee of the Board, to include the **Superintendent**
13 to annually review the goals and report to the Board.

14

15 Cross Reference: MTSBA Strategic Governance Policy Series – 1000SG

16

17 Legal Reference: 10.55.701(2)(a), ARM Board of Trustees

18

19 Policy History:

20 Adopted on:

21 Reviewed on:

22 Revised on:

Section III - Recommended Policy Updates & Revisions from MTSBA Review

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1113

4
5 Vacancies

6
7 A trustee position becomes vacant before the expiration of a term, when any of the following
8 occurs:

- 9
- 10 1. Death of the trustee;
 - 11 2. The effective date stipulated in the written resignation of the trustee filed with the Clerk;
 - 12 3. Trustee moves out of the nominating district, establishing residence elsewhere;
 - 13 4. Trustee is no longer a registered elector of the District under the provisions of § 20-20-
14 301, MCA;
 - 15 5. Trustee is absent from the District for sixty (60) consecutive days;
 - 16 6. Trustee fails to attend three (3) consecutive meetings of the trustees without good excuse;
 - 17 7. Trustee has been removed under the provisions of § 20-3-310, MCA; or
 - 18 8. Trustee ceases to have the capacity to hold office under any other provision of law.
 - 19 9. A trustee position also shall be vacant when an elected candidate fails to qualify.
- 20

21 When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill
22 such vacancy by appointment. The Board will receive applications from any qualified persons
23 seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate
24 to fill the position.

25
26 Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the
27 county superintendent shall appoint, in writing, a competent person to fill such vacancy. An
28 appointee shall qualify by completing and filing an oath of office with the county superintendent
29 within fifteen (15) days after receiving notice of the appointment and shall serve until the next
30 regularly scheduled school election and a successor has qualified.

31
32
33
34 Cross Reference: 1240 Duties of Individual Trustees

35 1112 Resignations

36
37 Legal References: § 2-16-501(3), MCA Vacancies created
38 § 20-3-308, MCA Vacancy of trustee position
39 § 20-3-309, MCA Filling vacated trustee position – appointee
40 qualification and term of office

41 Policy History:

42 Adopted on: May 15, 2001

43 Revised on: November 20, 2007, March 10, 2014, July 16, 2019

44 Reviewed on: Nov 17, 2016, September 2, 2021

45

4
5 Conflict of Interest

6
7 A trustee may not:

- 8
- 9 1. Engage in a substantial financial transaction for the trustee’s private business purpose,
10 with a person whom the trustee inspects or supervises in the course of official duties.
11
 - 12 2. Perform an official act directly and substantially affecting, to its economic benefit, a
13 business or other undertaking in which the trustee either has a substantial financial
14 interest or is engaged as counsel, consultant, representative, or agent.
15
 - 16 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
17
 - 18 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when
19 the trustee has more than a ten percent (10%) interest in the corporation. A contract does
20 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments
21 or deposits in financial institutions that are in the business of loaning or receiving money,
22 when such investments or deposits are made on a rotating or ratable basis among
23 financial institutions in the community or when there is only one (1) financial institution
24 in the community; or 3) contracts for professional services other than salaried services or
25 for maintenance or repair services or supplies when the services or supplies are not
26 reasonably available from other sources, if the interest of any Board member and a
27 determination of such lack of availability are entered in the minutes of the Board meeting
28 at which the contract is considered.
29
 - 30 5. Be employed in any capacity by the District, with the exception of officiating at athletic
31 competitions under the auspices of the Montana Officials Association.
32
 - 33 6. Perform an official act directly and substantially affecting a business or other
34 undertaking to its economic detriment when the officer or employee has a substantial
35 personal interest in a competing firm or undertaking.
36
 - 37 7. Appoint or renew to a position of trust or emolument any person related or connected by
38 consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
39
 - 40 a. This prohibition does not apply to the issuance of an employment contract to a
41 person as a substitute teacher who is not employed as a substitute teacher for more
42 than thirty (30) consecutive school days.
 - 43 b. This prohibition does not apply to the renewal of an employment contract of a
44 tenured teacher or classified employee employed without a written contract for a
45 specific term related to a Board member, who was initially hired before the Board
46 member assumed the trustee position.

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3
4 c. This prohibition does not apply if trustees comply with the following
5 requirements: 1) **All trustees**, except the trustee related to the person to be
6 employed or appointed, vote to employ the related person; 2) the trustee related to
7 the person to be employed abstains from voting; and 3) the trustees give fifteen
8 (15) days written notice of the time and place of their intended action in a
9 newspaper of general circulation in the county where the school is located.
10

11 Legal Reference: Section 20-9-204, MCA – Conflicts of Interest
12 Section 20-1-201, MCA – School Officials not to Act as Agents
13 Section 2-2-302, MCA - Nepotism
14 Section 2-2-103, MCA – Public Trust
15 Section 2-2-104, MCA – Rules of Conduct
16 Section 2-2-105, MCA – Ethical Requirements
17 Section 2-2-121, MCA – Rules of Conduct
18

19 Policy History:

20 Adopted on: May 15, 2001

21 Reviewed on: November 30, 2010, November 17, 2016, September 2, 2021

22 Revised on: October 20, 2009, July 16, 2019, November 19, 2019

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

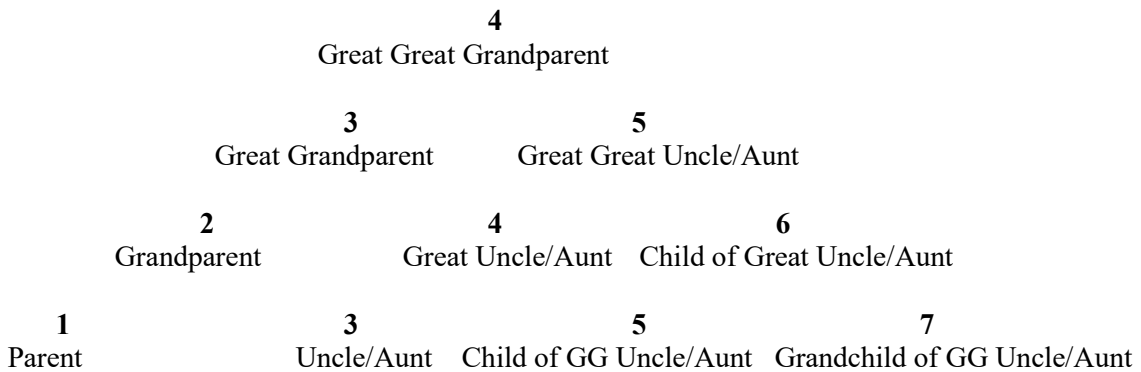
4
5 Relationships Defined and Chart

6
7 Definitions

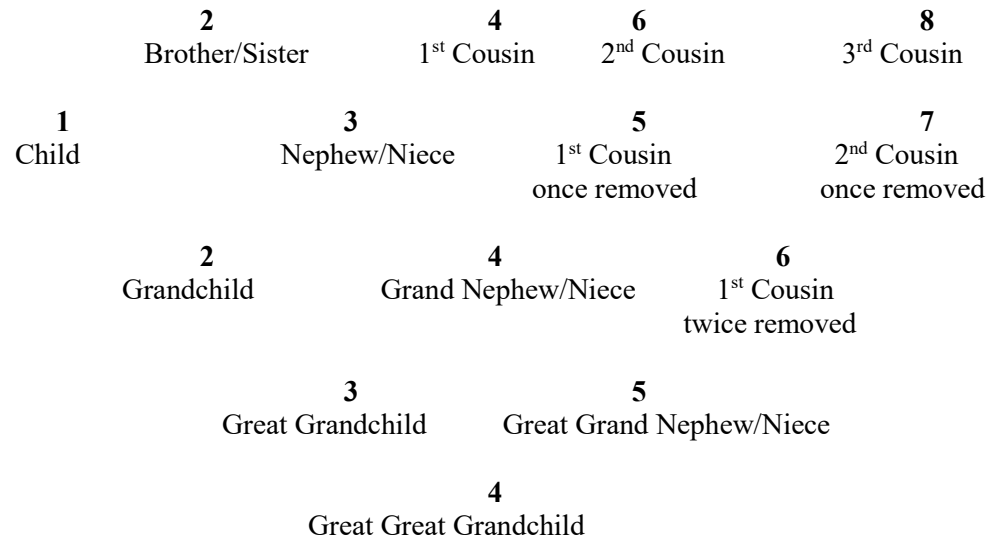
8
9 Affinity is the legal relationship arising as the result of marriage. Relationship by affinity
10 terminates upon the death of one of the spouses or other dissolution of marriage, except when the
11 marriage has resulted in issue still living.

12
13 Consanguinity is a relationship by blood relation. Relationship by consanguinity is confirmed by
14 being descended from the same ancestor. Kinship determined by consanguinity may not be
15 terminated.

16
17 Degrees of Consanguinity



31
32 **Trustee**



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Degrees of Affinity

			3
			Great Grandparent-in-law or Step Great Grandparent
		2	
		Grandparent-in-law or Step Grandparent	
	1		3
	Father/Mother-in-law or Step Parent		Uncle/Aunt-in-law Or Step Uncle/Aunt
Trustee	1	2	
	Spouse	Brother/Sister-in-law Or Step Sibling	
	1		3
	Step Child or Son/Daughter-in-law		Nephew/Niece-in-law or Step Nephew/Niece
		2	
		Step Grandchild or Grandchild-in-law	
			3
			Step Great Grandchild or Great Grandchild-in-law

Policy History:

Adopted on: May 15, 2001
Reviewed on: November 30, 2010, November 17, 2016, September 2, 2021
Revised on: October 20, 2009, July 16, 2019, November 19, 2019

1 **Cascade School District**

2
3 **INSTRUCTION**

2110

4
5 Objectives

6
7
8 Continuous Progress Education

9
10 The Board acknowledges its responsibility to develop and implement a curriculum designed to
11 provide for sequential intellectual and skill development necessary for students to progress on a
12 continuous basis from elementary through secondary school.

13
14 The Superintendent is directed to develop instructional programs which will enable each student
15 to learn at the student’s best rate. The instructional program will strive to provide for:

- 16
17 1. Placement of a student at the student’s functional level;
18
19 2. Learning materials and methods of instruction considered to be most appropriate to the
20 student’s learning style; and
21
22 3. Evaluation to determine if the desired student outcomes have been achieved.

23
24 Each year, the Superintendent will determine the degree to which such instructional programs are
25 being developed and implemented. Accomplishment reports submitted annually will provide the
26 Board with the necessary information to make future program improvement decisions.

27
28
29
30 Policy History:

31 Adopted on: May 15, 2001

32 Reviewed on: December 5, 2016, September 2, 2021

33 Revised on: October 3, 2007, March 10, 2014

1 **Cascade School District**

2
3 **INSTRUCTION**

2151

4
5 Interscholastic Activities

6
7 The District recognizes the value of a program of interscholastic activities as an integral part of
8 the total school experience. The program of interscholastic activities will include all activities
9 relating to competitive sport or intellectual contests, games or events, or exhibitions involving
10 individual students or teams of students of this District, when such events occur between schools
11 outside this District.

12
13 All facilities and equipment utilized in the interscholastic activity program, whether or not the
14 property of the District, will be inspected on a regular basis. Participants will be issued
15 equipment which has been properly maintained and fitted.

16
17 An activity coach must be properly trained and qualified for an assignment as described in the
18 coach’s job description. A syllabus which outlines the skills, techniques, and safety measures
19 associated with a coaching assignment will be distributed to each coach. All personnel coaching
20 intramural or interscholastic activities will hold a current valid first aid certificate.

21
22 The Board recognizes that certain risks are associated with participation in interscholastic
23 activities. While the District will strive to prevent injuries and accidents to students, each parent
24 or guardian will be required to sign an “assumption of risk” statement indicating that the parents
25 assume all risks for injuries resulting from such participation. Each participant will be required
26 to furnish evidence of physical fitness (physical form) prior to becoming a member of an athletic
27 team. A participant will be free of injury and will have fully recovered from illness before
28 participating in any event.

29
30 Coaches and/or trainers may not issue medicine of any type to students. This provision does not
31 preclude the coach and/or trainer from using approved first aid items.

32
33
34
35 Cross Reference: 3416 Administering Medicines to Students
36 2151F Assumption of Risk Form

37
38 Legal Reference: 10.55.707, ARM Teacher and Specialist Licensure
39 37.111.825, ARM Health Supervision and Maintenance

40
41 Policy History:

42 Adopted on: May 15, 2001

43 Reviewed on: December 5, 2016, September 2, 2021

44 Revised on: September 19, 2006

1 **Cascade School District**

2
3 **INSTRUCTION**

2320

4
5 Field Trips, Excursions, and Outdoor Education

6
7 The Board recognizes that field trips, when used as a device for teaching and learning integral to
8 the curriculum, are an educationally sound and important ingredient in the instructional program
9 of the schools. Such trips can supplement and enrich classroom procedures by providing
10 learning experiences in an environment beyond the classroom. The Board also recognizes that
11 field trips may result in lost learning opportunities in missed classes. Therefore, the Board
12 endorses the use of field trips, when educational objectives achieved by the trip outweigh any
13 lost in-class learning opportunities.

14
15 Field trips that will take students out of state must be approved in advance by the Board; building
16 principals may approve all other field trips.

17
18 Building principals will develop procedures with respect to field trips, excursions, and outdoor
19 education.

20
21 Staff members may not solicit students during instructional time for any privately arranged field
22 trip or excursion without Board permission.

23
24 The presence of a person with a currently valid first aid card is required during school-sponsored
25 activities, including field trips, athletic, and other off-campus events.

26
27
28
29 Legal Reference: ARM 37.111.825 Health Supervision and Maintenance

30
31 Policy History:

32 Adopted on: May 15, 2001

33 Reviewed on: December 16, 2016, September 2, 2021

34 Revised on: March 20, 2007

1 **Cascade School District**

2
3 **INSTRUCTION**

2334

4
5 Release Time for Religious Instruction

6
7 The District may provide for a religious instruction released time program, under which a student
8 may be released, on written request of a parent(s) or guardian(s), except that no such program
9 will take place in public school property. Such release will not adversely affect a student's
10 attendance.

11
12 **OR:**

13
14 No student will be released during the school day for religious instruction.
15

16
17
18 Legal Reference: Art. II, Sec. 5, Montana Constitution - Freedom of religion
19 Art. X, Sec. 7, Montana Constitution - Nondiscrimination in education
20 § 20-1-308, MCA Religious instruction released time program
21

22 Policy History:

23 Adopted on:

24 Reviewed on:

25 Revised on:

1 **Cascade School District**

2
3 **INSTRUCTION**

2410

4
5 High School Graduation Requirements

6
7 The Board will award a regular high school diploma to every student enrolled in the District who
8 meets graduation requirements established by the District. The official transcript will indicate
9 the specific courses taken and level of achievement.

10
11 The Board will establish graduation requirements which, at a minimum, satisfy those established
12 by the Board of Public Education (A.R.M. 10.55.904 and 905). Generally, any change in
13 graduation requirements promulgated by the Board will become effective for the next class to
14 enter ninth (9th) grade. Exceptions to this general rule may be made, when it is determined by
15 the Board that proposed changes in graduation requirements will not have a negative effect on
16 students already in grades nine (9) through twelve (12). The Board will approve graduation
17 requirements as recommended by the Superintendent.

18
19 To graduate from Cascade High School, a student must have satisfactorily completed the last
20 quarter prior to graduation as a Cascade High School student. Highly unusual exceptions may be
21 considered by the principal, such as a student exchange program in a recognized school.

22
23 A student with a disabling condition will satisfy those competency requirements incorporated
24 into the individualized education program (IEP). Satisfactory completion of the objectives
25 incorporated in the IEP will serve as the basis for determining completion of a course.

26
27 A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3),
28 MCA. In such instances the diploma will be awarded after the official ceremony has been held.

29	30	31	
32	Legal Reference:	§ 20-5-201, MCA	Duties and sanctions
33		<u>§ 20-3-322 (3), MCA</u>	<u>Meetings and Quorum</u>
34		10.55.904, ARM	Basic Education Program Offerings: High School
35		10.55.905, ARM	Graduation Requirements
36		10.55.906, ARM	High School Credit
37			

38 Policy History:

39 Adopted on: May 15, 2001
40 Reviewed on: December 16, 2016, September 2, 2021
41 Revised on: January 20, 2009

1 **Cascade School District**

2
3 **INSTRUCTION**

2500
page 1 of 2

4
5 English Language Learner Program

6
7 In accordance with the Board’s philosophy to provide a quality educational program to all
8 students, the District shall provide an appropriate planned instructional program for identified
9 students whose dominant language is not English. The purpose of the program is to increase the
10 English proficiency of eligible students, so they can attain academic success. Students who are
11 English Language Learners (ELL) will be identified, assessed, and provided appropriate services.

12
13 The Board shall adopt a program of educational services for each student whose dominant
14 language is not English. The program shall include bilingual/bicultural or English as a second
15 language instruction.

16
17 The Superintendent or his/her designee shall implement and supervise an ELL program which
18 ensures appropriate ELL instruction and complies with applicable laws and regulations.

19
20 The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall
21 develop and disseminate written procedures regarding the ELL program, including:

- 22
23 1. Program goals.
24
25 2. Student enrollment procedures.
26
27 3. Assessment procedures for program entrance, measurement of progress, and program
28 exit.
29
30 4. Classroom accommodations.
31
32 5. Grading policies.
33
34 6. List of resources, including support agencies and interpreters.

35
36 The District shall establish procedures for identifying students whose language is not English.
37 For students whose dominant language is not English, assessment of the student’s English
38 proficiency level must be completed to determine the need for English as a Second Language
39 instruction.

40
41 Students whose dominant language is not English should be enrolled in the District, upon proof
42 of residency and other legal requirements. Students shall have access to and be encouraged to
43 participate in all academic and extracurricular activities of the District.

44
45 Students participating in ELL programs shall be required, with accommodations, to meet
46 established academic standards and graduation requirements adopted by the Board.

1
2
3
4 The ELL program shall be designed to provide instruction which meets each student’s individual
5 needs based on the assessment of English proficiency in listening, speaking, reading, and
6 writing. Adequate content-area support shall be provided while the student is learning English,
7 to assure achievement of academic standards.
8

9 The ELL program shall be evaluated for effectiveness as required, based on the attainment of
10 English proficiency, and shall be revised when necessary.
11

12 At the beginning of each school year, the District shall notify parents of students qualifying for
13 ELL programs about the instructional program and parental options, as required by law. Parents
14 will be regularly apprised of their student’s progress. Whenever possible, communications with
15 parents shall be in the language understood by the parents.
16

17 The District shall maintain an effective means of outreach to encourage parental involvement in
18 the education of their children.
19
20
21

22 Legal Reference: Title VI, Civil Rights Act of 1964
23 Equal Education Opportunities Act as an amendment to the Education
24 Amendments of 1974 Bilingual Education Act
25 20 U.S.C. §§ 7401, et seq., as amended by the English Language
26 Acquisition, Language Enhancement, and Academic Achievement Act
27

28 Policy History:

29 Adopted on: January 15, 2008
30 Reviewed on: December 16, 2016, September 2, 2021
31 Revised on:

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1113P

4
5 Vacancies

6
7 When a vacancy occurs on the Board, it is in the best interest of the District to encourage as
8 many able citizens as possible to consider becoming a trustee. To that end, the following
9 procedures shall be used to identify and appoint citizens to fill Board vacancies:

- 10
11 1. Announcement of the vacancy and the procedure for filling it shall be made in the general
12 news media as well as District publications to patrons.
13
14 2. All citizens shall be invited to nominate candidates for the position, provided that the
15 nominees shall be residents of the District. A letter of application will be required of
16 interested candidates.
17
18 3. The Board shall individually interview the finalists in a regular or special meeting and
19 appoint the candidate who, in the judgment of the Board, is most likely to contribute to
20 the growth and development of the District's education programs and operations. All
21 trustees shall vote on the candidate of their choice.
22
23 4. If no one (1) candidate receives a majority of the votes, the Board may:
24
25 a. Discuss all candidates and vote again;
26
27 b. Discuss all candidates and vote only on those candidates with the most votes; or
28
29 c. Continue voting until one (1) candidate receives a majority vote.
30
31 5. The Board Clerk shall prepare, for the signatures of all trustees, a letter thanking all
32 candidates for the position and commending them for their interest in the District.
33
34

35 Policy History:

36 Adopted on:

37 Reviewed on:

38 Revised on:

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1135

4
5 School Board Advocacy

6
7 The Board of Trustees of Cascade School District believes it has a responsibility to the
8 students, parents, and community to advocate for student achievement and quality education. In
9 order to meet these responsibilities, the District will work vigorously for the passage of new laws
10 designed to advance the cause of good schools and for the repeal or modification of existing laws
11 that impede this cause.

12
13 Trustees must keep themselves and community members informed of pending legislation and
14 actively communicate board positions and concerns to elected representatives at both the state
15 and national level. The Board must work with legislative representatives (both state and federal),
16 with the Montana School Boards Association, the National School Boards Association, and other
17 concerned groups in developing an annual as well as long-range legislative program.

18
19 Each Trustee is encouraged to participate in the MTSBA Delegate Assembly, the MTSBA Board
20 Legislative Contact Program and the caucuses. We also encourage each board and trustee to be
21 aware of the importance of building a relationship with the community, to be used to increase
22 student success.

23
24 In doing so, the Board will:

- 25
26 1. At its annual organizational meeting appoint a member as its Board Legislative Contact
27 (BLC) to the Montana School Boards Association (MTSBA). This person will:
 - 28 a. Serve as the Board’s liaison to MTSBA;
 - 29 b. Attend the Day of Advocacy during each legislative session;
 - 30 c. Attend other state and regional association meetings as approved by the Board;
 - 31 and
 - 32 d. Advise MTSBA of the Board’s views regarding MTSBA’s legislative positions
33 and activities.
- 34
35 2. At least once each month, the Board meeting agenda will include an opportunity for the
36 BLC to report on educational issues pending on the state and federal levels.
- 37
38 3. Work with the BLC, MTSBA, the National School Boards Association (NSBA), and
39 other concerned groups and organizations on matters of mutual interest.

40
41
42
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1135P

4
5 School Board Advocacy

6
7 Once the Board of Trustees has determined that it is in its best interest to actively become an
8 advocate for the education of the students in its District, the following guidelines are established
9 to help facilitate the process.

- 10
- 11 1. An additional item on the agenda of the Annual Organizational Meeting, usually held in
- 12 May of each year, will include the appointment of one (1) of its trustees as the Board
- 13 Legislative Contact (BLC) to the Montana School Boards Association (MTSBA).
- 14
- 15 a. The District Clerk will submit the name to the Administrative Service Specialist
- 16 of the MTSBA no later than one (1) month after the appointment.
- 17
- 18 2. The Board will identify this appointee and/or additional trustees as registered lobbyists
- 19 for the District.
- 20
- 21 a. The District Clerk will make sure that the appointed trustee(s) are sufficiently
- 22 registered as lobbyists for the District.
- 23
- 24 3. The threshold for reimbursement of expenses before the lobbying license requirement
- 25 becomes effective will be determined by the Commissioner of Political Practices.
- 26
- 27 4. The BLC, or designee, will attend the Day of Advocacy during each legislative session.
- 28
- 29 5. The BLC, or designee, will attend the annual Delegate Assembly.
- 30
- 31 6. The Board may set additional parameters, including the number of trips to the
- 32 Legislature, the number of regional and state meetings approved, etc.
- 33
- 34 7. The Board will include an item on its monthly agenda, giving the BLC an opportunity to
- 35 discuss advocacy information.
- 36

39 Legal Reference:	§ 5-7-112, MCA	Payment threshold – inflation adjustment
40	ARM 44.12.204	Payment threshold – inflation adjustment

41
42 Policy History:

43 Adopted on:
44 Reviewed on:
45 Revised on:

1 **Cascade School District**

2

3 **THE BOARD OF TRUSTEES**

1620

4

5 Evaluation of Board

6

7 At the conclusion of each year, the Board may evaluate its own performance in terms of
8 generally accepted principles of successful Board operations.

9

10 The Board may choose to evaluate the effectiveness of the processes it employs in carrying out
11 the responsibilities of the District. Those processes include but are not limited to: team building,
12 decision making, functions planning, communications, motivation, influence, and policy.

13

14

15

16 Policy History:

17 Adopted on:

18 Reviewed on:

19 Revised on:

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1630

4
5 Utilization of Montana School Boards Association

6
7 The Board is a dues-paying member of the Montana School Boards Association (MTSBA).
8 Since the Association provides a variety of dues-based benefits and services in response to
9 members’ needs and develops and implements a legislative program at the direction of its
10 members, Board members are encouraged to participate in the governance and dues-based
11 services of the Association.

12
13 Given the complex nature of both state and federal laws applicable to school districts and the
14 vast resources available through MTSBA to assist our school district as a member, it is essential
15 to the governance and operations of our District that the Board of Trustees and administration
16 take advantage of the dues-based services available through MTSBA on legal, policy, human
17 resource, collective bargaining, training, advocacy and other issues that impact and affect our
18 District.

19 Therefore the Board of Trustees directs trustees and the administration to maximize the value of
20 our membership dues through use of the dues-based services available through MTSBA on
21 routine legal matters, policy issues, collective bargaining matters, human resource, training and
22 advocacy matters. Prior approval from the Board is required prior to expending District funds on
23 services that are otherwise available through MTSBA without a charge beyond dues.

24
25 Legal Reference: § 20-1-211, MCA Expenses of officers or employees attending
26 conventions – education associations

27 Policy History:

28 Adopted on:

29 Reviewed on:

30 Revised on:

Section IV - Termination of Obsolete Policies

Cascade School District

THE BOARD OF TRUSTEES

1114

Student Participation

The President of the Cascade Student Council or a designee may be the representative of the Student Body at all regular or special board meetings. Such designee will not, however, be allowed to participate in executive sessions of the Board.

Policy History:

Adopted on: May 15, 2001

Reviewed on: Nov 17, 2016

5 Administrative Procedures

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

10 When a written procedure is developed, the Superintendent shall submit it to the Board as an
11 information item. Such procedures usually need not be approved by the Board, although the
12 Board may revise them, when it appears they are not consistent with Board intentions as
13 expressed in its policies. On controversial matters the Superintendent shall submit proposed
14 procedures to the Board for review prior to their adoption.

18 Policy History:

19 Adopted on: May 15, 2001

20 Reviewed on: Nov 17, 2016

Section V - Required Policy Updates & Revisions (New)

Cascade School District

STUDENTS

3130

page 1 of 2

Students of Legal Age

Every student eighteen (18) years of age or older like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law. The administration is authorized to make exceptions to this policy for students related to reasons that include but are not limited to homelessness, emancipation, or applicable court order.

Forms

Adult students who reside with parents or guardians and/or are classified as dependents of parents or guardians for tax purposes must have applicable forms completed by parents or guardians.

Admission to School

The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs

Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent.

Absence/Lateness/Tuancy

Absence notes will be signed by parents or guardians. Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

Suspension/Expulsion

All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians.

Withdrawal From School

Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records

1
2
3
4 A student that attains the age of legal majority is an “eligible student” under FERPA. An eligible
5 student has the right to access and inspect their student records. An eligible student may not
6 prevent their parents from accessing and inspecting their student records if they are a dependent
7 of their parents in accordance with Internal Revenue Service regulations.
8

9 Report Cards

10
11 Progress reports will be sent to the parent or legal guardian.
12

13 Excuses From School

14
15 The school will verify requests from students who wish to leave school early for reasons such as
16 job interviews, college visits, driver testing, etc., with the organization being visited. Permission
17 to leave school early may be denied for what is considered a non-valid reason.
18

19 Financial Responsibility

20
21 Adult students can be held financially responsible for damage to school property.
22
23

24 Policy History:

25 Adopted on: May 15, 2001

26 Revised on: January 15, 2008, March 20, 2014 , November 19, 2019

27 Reviewed on: September 10, 2021

2
3 **STUDENTS**

4
5
6 Sexual Harassment Grievance Procedure - Students

7
8 The Board requires the following grievance process to be followed for the prompt and equitable
9 resolution of student complaints alleging any action that would be prohibited as sexual
10 harassment by Title IX. The Board directs the process to be published in accordance with all
11 statutory and regulatory requirements.

12
13 Definitions

14
15 The following definitions apply for Title IX policies and procedures:

16
17 “Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the
18 District’s Title IX Coordinator or any official of the District who has authority to institute
19 corrective measures on behalf of the District, or to any employee of an elementary or secondary
20 school.

21
22 “Education program or activity:” includes locations, events or circumstances over which the
23 District exercised substantial control over both the individual who has been reported to be the
24 perpetrator of conduct that could constitute sexual harassment, and the context in which the
25 sexual harassment occurs.

26
27 “Complainant:” an individual who is alleged to be the victim of conduct that could constitute
28 sexual harassment.

29
30 “Respondent:” an individual who has been reported to be the perpetrator of conduct that could
31 constitute sexual harassment.

32
33 “Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator
34 alleging sexual harassment against a Respondent and requesting that the District investigate the
35 allegation of sexual harassment.

36
37 “Supportive measures:” non-disciplinary, non-punitive individualized services offered as
38 appropriate, as reasonably available and without fee or charge to the Complainant or Respondent
39 before or after the filing of a formal complaint or where no formal complaint has been filed.

40
41 District Requirements

42
43 When the District has actual knowledge of sexual harassment in an education program or activity
44 of the District, the District will respond promptly in a manner that is not deliberately indifferent.
45 When the harassment or discrimination on the basis of sex does not meet the definition of sexual
46 harassment, the Title IX Coordinator will direct the individual to the applicable sex
47

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4 discrimination process, bullying and harassment policy, or public complaint procedure for
5 investigation.
6

7 The District treats individuals who are alleged to be the victim (Complainant) and perpetrator
8 (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive
9 measures. Supportive measures are designed to restore or preserve equal access to the District's
10 education program or activity without unreasonably burdening the other party, including
11 measures designed to protect the safety of all parties or the District's educational environment, or
12 deter sexual harassment. Supportive measures may include counseling, extensions of deadlines
13 or other course-related adjustments, modifications of work or class schedules, mutual restrictions
14 on contact between the parties, leaves of absence, increased security and monitoring of certain
15 areas of the District's property, campus escort services, changes in work locations and other
16 similar measures.
17

18 The Title IX Coordinator is responsible for coordinating the effective implementation of
19 supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly
20 contact the Complainant to discuss the availability of supportive measures, consider the
21 Complainant's wishes with respect to supportive measures, inform the Complainant of the
22 availability of supportive measures with or without the filing of a formal complaint, and explain
23 to the Complainant the process for filing a formal complaint. If the District does not provide the
24 Complainant with supportive measures, then the District must document the reasons why such a
25 response was not clearly unreasonable in light of the known circumstances.
26

27 Timelines

28

29 The District has established reasonably prompt time frames for the conclusion of the grievance
30 process, including time frames for filing and resolving appeals and informal resolution processes.
31 The grievance process may be temporarily delayed or extended for good cause. Good cause may
32 include considerations such as the absence of a party, a party's advisor, or a witness; concurrent
33 law enforcement activity; or the need for language assistance or accommodation of disabilities.
34 In the event the grievance process is temporarily delayed for good cause, the District will provide
35 written notice to the Complainant and the Respondent of the delay or extension and the reasons
36 for the action.
37

38 Response to a Formal Complaint

39

40 At the time of filing a formal complaint, a Complainant must be participating in or attempting to
41 participate in the education program or activity of the District with which the formal complaint is
42 filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by
43 electronic mail, or other means designated by the District.
44

45 The District must follow the formal complaint process before the imposition of any disciplinary
46 sanctions or other actions that are not supportive measures. However, nothing in this policy
47 precludes the District from removing a Respondent from the District's education program or

1
2
3
4 activity on an emergency basis, provided that the District undertakes an individualized safety and
5 risk analysis, determines that an immediate threat to the physical health or safety of any student
6 or other individual arising from the allegations of sexual harassment justifies removal, and
7 provides the Respondent with notice and an opportunity to challenge the decision immediately
8 following the removal. A period of removal may include the opportunity for the student to
9 continue instruction in an offsite capacity. The District may also place a non-student employee
10 Respondent on administrative leave during the pendency of the grievance process. This
11 provision may not be construed to modify any rights under the Individuals with Disabilities
12 Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities
13 Act.
14

15 Upon receipt of a formal complaint, the District must provide written notice to the known parties
16 including:

- 17
18 1. Notice of the allegations of sexual harassment, including information about the
19 identities of the parties involved in the incident, the conduct allegedly constituting
20 sexual harassment, the date and location of the alleged incident, and any sufficient
21 details known at the time. Such notice must be provided with sufficient time to
22 prepare a response before any initial interview;
23
- 24 2. An explanation of the District's investigation procedures, including any informal
25 resolution process;
26
- 27 3. A statement that the Respondent is presumed not responsible for the alleged
28 conduct and that a determination regarding responsibility will be made by the
29 decision-maker at the conclusion of the investigation;
30
- 31 4. Notice to the parties that they may have an advisor of their choice who may be, but
32 is not required to be, an attorney, and may inspect and review any evidence; and
33
- 34 5. Notice to the parties of any provision in the District's code of conduct or policy that
35 prohibits knowingly making false statements or knowingly submitting false
36 information.
37

38 If, in the course of an investigation, the District decides to investigate allegations about the
39 Complainant or Respondent that are not included in the notice initially provided, notice of the
40 additional allegations must be provided to known parties.
41

42 The District may consolidate formal complaints as to allegations of sexual harassment against
43 more than one Respondent, or by more than one Complainant against one or more Respondents,
44 or by one party against the other party, where the allegations of sexual harassment arise out of
45 the same facts or circumstances.

1
2
3
4 Investigation of a Formal Complaint
5

6 When investigating a formal complaint and throughout the grievance process, the District must:
7

- 8 1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach
9 a determination regarding responsibility rests on the District and not the parties’;
- 10 2. Provide an equal opportunity for the parties to present witnesses and evidence;
11
- 12 3. Not restrict either party’s ability to discuss the allegations under investigation or to
13 gather and present relevant evidence;
14
- 15 4. Allow the parties to be accompanied with an advisor of the party’s choice who may be,
16 but is not required to be, an attorney. The District may establish restrictions regarding
17 the extent to which the advisor may participate in the proceedings, as long as the
18 restrictions apply equally to both parties;
19
- 20 5. Provide written notice of the date, time, location, participants, and purpose of any
21 interview or meeting at which a party is expected to participate, with sufficient time for
22 the party to prepare to participate;
23
- 24 6. Provide the parties equal access to review all the evidence collected which is directly
25 related to the allegations raised in a formal complaint and comply with the review
26 periods outlined in this process;
27
- 28 7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
29
- 30 8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who
31 facilitate an informal resolution process, do not have a conflict of interest or bias for or
32 against Complainants or Respondents generally or an individual Complainant or
33 Respondent;
34
- 35 9. Not make credibility determinations based on the individual’s status as Complainant,
36 Respondent or witness;
37
- 38 10. Not use questions or evidence that constitute or seek disclosure of privileged
39 information unless waived.
40

41 Dismissal of Formal Complaints
42

43 If the conduct alleged in the formal complaint would not constitute sexual harassment even if
44 proved, did not occur in the District’s education program or activity, or did not occur against a
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4 person in the United States, then the District must dismiss the formal complaint with regard to
5 that conduct for purposes of sexual harassment under this policy.
6

7 The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any
8 time during the investigation or hearing, if applicable, when any of the following apply:
9

- 10 1. a Complainant provides written notification to the Title IX Coordinator that the
11 Complainant would like to withdraw the formal complaint or any allegations therein;
12
- 13 2. the Respondent is no longer enrolled or employed by the District or;
14
- 15 3. specific circumstances prevent the District from gathering evidence sufficient to reach a
16 determination as to the formal complaint or allegations therein.
17

18 Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the
19 reasons for dismissal simultaneously to both parties. The grievance process will close in the
20 event a notice of dismissal is provided to the parties. Support measures may continue following
21 dismissal.
22

23 Evidence Review

24

25 The District provides both parties an equal opportunity to inspect and review any evidence
26 obtained as part of the investigation so that each party can meaningfully respond to the evidence
27 prior to the conclusion of the investigation. The evidence provided by the District must include
28 evidence that is directly related to the allegations in the formal complaint, evidence upon which
29 the District does not intend to rely in reaching a determination regarding responsibility, and any
30 inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to
31 completion of the investigative report, the Title IX Coordinator must send to each party and the
32 party's advisor, if any, the evidence subject to inspection and review in an electronic format or a
33 hard copy. The parties have 10 calendar days to submit a written response to the Title IX
34 Coordinator, which the investigator will consider prior to completion of the investigative report.
35

36 Investigative Report

37

38 The investigator must prepare an investigative report that fairly summarizes relevant evidence
39 and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each
40 party and the party's advisor, if any, the investigative report in an electronic format or a hard
41 copy, for their review and written response. The parties have 10 calendar days to submit a
42 written response to the Title IX Coordinator.
43

44 Decision-Maker's Determination

45

46 The investigative report is submitted to the decision-maker. The decision-maker cannot be the
47 same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a

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4 hearing or make a determination regarding responsibility until 10 calendar days from the date the
5 Complainant and Respondent receive the investigator's report.
6

7 Prior to reaching a determination regarding responsibility, the decision-maker must afford each
8 party the opportunity to submit written, relevant questions that a party wants asked of any party
9 or witness, provide each party with the answers, and allow for additional, limited follow-up
10 questions from each party. Questions and evidence about the Complainant's sexual
11 predisposition or prior sexual behavior are not relevant, unless such questions and evidence
12 about the Complainant's prior sexual behavior are offered to prove that someone other than the
13 Respondent committed the conduct alleged by the Complainant, or if the questions and evidence
14 concern specific incidents of the Complainant's prior sexual behavior with respect to the
15 Respondent and are offered to prove consent. Questions must be submitted to the Title IX
16 Coordinator within three calendar days from the date the Complainant and Respondent receive
17 the investigator's report.
18

19 The decision-maker must issue a written determination regarding responsibility based on a
20 preponderance of the evidence standard. The decision-maker's written determination must:
21

- 22 1. Identify the allegations potentially constituting sexual harassment;
- 23
- 24 2. Describe the procedural steps taken, including any notifications to the parties,
25 interviews with parties and witnesses, site visits, methods used to gather evidence, and
26 hearings held;
27
- 28 3. Include the findings of fact supporting the determination;
- 29
- 30 4. Draw conclusions regarding the application of any District policies and/or code of
31 conduct rules to the facts;
32
- 33 5. Address each allegation and a resolution of the complaint including a determination
34 regarding responsibility, the rationale therefor, any recommended disciplinary
35 sanction(s) imposed on the Respondent, and whether remedies designed to restore or
36 preserve access to the educational program or activity will be provided by the District
37 to the Complainant and
38
- 39 6. The procedures and permissible bases for the Complainant and/or Respondent to appeal
40 the determination.
41

42 A copy of the written determination must be provided to both parties simultaneously, and
43 generally will be provided within 60 calendar days from the District's receipt of a formal
44 complaint.
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4 The determination regarding responsibility becomes final either on the date that the District
5 provides the parties with the written determination of the result of the appeal, if an appeal is
6 filed, or if an appeal is not filed, the date on which an appeal would no longer be considered
7 timely.
8

9 Where a determination of responsibility for sexual harassment has been made against the
10 Respondent, the District will provide remedies to the Complainant that are designed to restore or
11 preserve equal access to the District's education program or activity. Such remedies may include
12 supportive measures; however, remedies need not be non-disciplinary or non-punitive and need
13 not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective
14 implementation of any remedies. Following any determination of responsibility, the District may
15 implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated
16 agreement. For students, the sanctions may include disciplinary action, up to and including
17 permanent exclusion.
18

19 Appeals

20

21 Either the Complainant or Respondent may appeal the decision-maker's determination regarding
22 responsibility or a dismissal of a formal complaint, on the following bases:
23

- 24 1. Procedural irregularity that affected the outcome of the matter;
- 25 2. New evidence that was not reasonably available at the time that could affect the
26 outcome and
27
- 28 3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or
29 bias for or against Complainants or Respondents generally or an individual
30 Complainant or Respondent that affected the outcome.
31
32

33 The District also may offer an appeal equally to both parties on additional bases.
34

35 The request to appeal must be made in writing to the Title IX Coordinator within seven calendar
36 days after the date of the written determination. The appeal decision-maker must not have a
37 conflict of interest or bias for or against Complainants or Respondents generally or an individual
38 Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the
39 decision-maker from the original determination.
40

41 The appeal decision-maker must notify the other party in writing when an appeal is filed and
42 give both parties a reasonable equal opportunity to submit a written statement in support of, or
43 challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a
44 written decision describing the result of the appeal and the rationale for the result. The decision
45 must be provided to both parties simultaneously, and generally will be provided within 10
46 calendar days from the date the appeal is filed.

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4 Informal Resolution Process
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6 Except when concerning allegations that an employee sexually harassed a student, at any time
7 during the formal complaint process and prior to reaching a determination regarding
8 responsibility, the District may facilitate an informal resolution process, such as mediation, that
9 does not involve a full investigation and determination of responsibility, provided that the
10 District:

- 11
- 12 1. Provides to the parties a written notice disclosing:
 - 13 A. The allegations;
 - 14 B. The requirements of the informal resolution process including the circumstances
15 under which it precludes the parties from resuming a formal complaint arising
16 from the same allegations, provided, however, that at any time prior to agreeing to
17 a resolution, any party has the right to withdraw from the informal resolution
18 process and resume the Title IX formal complaint process with respect to the
19 formal complaint; and
 - 20 C. Any consequences resulting from participating in the informal resolution process,
21 including the records that will be maintained or could be shared.
 - 22 2. Obtains the parties' voluntary, written consent to the informal resolution process.
23
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25

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27
28 The informal resolution process generally will be completed within 30 calendar days, unless the
29 parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process.
30 The formal grievance process timelines are stayed during the parties' participation in the
31 informal resolution process. If the parties do not reach resolution through the informal resolution
32 process, the parties will resume the formal complaint grievance process, including timelines for
33 resolution, at the point they left off.

34
35 Recordkeeping
36

37 The District must maintain for a period of seven years records of:

- 38
- 39 1. Each sexual harassment investigation, including any determination regarding
40 responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies
41 provided to the Complainant designed to restore or preserve equal access to the
42 District's education program or activity;
 - 43 2. Any appeal and the result therefrom;
 - 44 3. Any informal resolution and the result therefrom; and
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4 4. All materials used to train Title IX Coordinators, investigators, decision-makers, and
5 any person who facilitates an informal resolution process. The District must make
6 these training materials publicly available on its website.
7

8 The District must create, and maintain for a period of seven years, records of any actions,
9 including any supportive measures, taken in response to a report or formal complaint of sexual
10 harassment. In each instance, the District must document the basis for its conclusion that its
11 response was not deliberately indifferent, and document that it has taken measures designed to
12 restore or preserve equal access to the District’s education program or activity.
13

14 Cross Reference: Policy 3210 Equal Education, Nondiscrimination and Sex Equity
15 Policy 3225 Sexual Harassment
16 Policy 3310 Student Discipline
17

18 Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties
19 Section 49-3-101, et seq., MCA, Montana Human Rights Act
20 Civil Rights Act, Title VI; 42 USC 2000d et seq.
21 Civil Rights Act, Title VII; 42 USC 2000e et seq.
22 Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
23 Section 20-5-201, MCA, Duties and Sanctions
24 Section 20-5-202, MCA, Suspension and Expulsion
25 34 CFR Part 106 Nondiscrimination on the basis of sex in
26 education programs or activities receiving
27 Federal financial assistance
28 10.55.701(1)(f), ARM Board of Trustees
29 10.55.719, ARM Student Protection Procedures
30 10.55.801(1)(a), ARM School Climate
31

32 Policy History:

33 Adopted on: September 15, 2020

34 Reviewed on: September 10, 2021

35 Revised on:

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3 **PERSONNEL**

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6 Sexual Harassment Grievance Procedure - Employees

7
8 The Board requires the following grievance process to be followed for the prompt and equitable
9 resolution of employee complaints alleging any action that would be prohibited as sexual
10 harassment by Title IX. The Board directs the process to be published in accordance with all
11 statutory and regulatory requirements.

12
13 Definitions

14
15 The following definitions apply for Title IX policies and procedures:

16
17 “Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the
18 District’s Title IX Coordinator or any official of the District who has authority to institute
19 corrective measures on behalf of the District, or to any employee of an elementary or secondary
20 school.

21
22 “Education program or activity:” includes locations, events or circumstances over which the
23 District exercised substantial control over both the individual who has been reported to be the
24 perpetrator of conduct that could constitute sexual harassment, and the context in which the
25 sexual harassment occurs.

26
27 “Complainant:” an individual who is alleged to be the victim of conduct that could constitute
28 sexual harassment.

29
30 “Respondent:” an individual who has been reported to be the perpetrator of conduct that could
31 constitute sexual harassment.

32
33 “Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator
34 alleging sexual harassment against a Respondent and requesting that the District investigate the
35 allegation of sexual harassment.

36
37 “Supportive measures:” non-disciplinary, non-punitive individualized services offered as
38 appropriate, as reasonably available and without fee or charge to the Complainant or Respondent
39 before or after the filing of a formal complaint or where no formal complaint has been filed.

40
41 District Requirements

42
43 When the District has actual knowledge of sexual harassment in an education program or activity
44 of the District, the District will respond promptly in a manner that is not deliberately indifferent.
45 When the harassment or discrimination on the basis of sex does not meet the definition of sexual
46 harassment, the Title IX Coordinator will direct the individual to the applicable sex
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4 discrimination process bullying and harassment policy, or public complaint procedure for
5 investigation.
6

7 The District treats individuals who are alleged to be the victim (Complainant) and perpetrator
8 (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive
9 measures. Supportive measures are designed to restore or preserve equal access to the District's
10 education program or activity without unreasonably burdening the other party, including
11 measures designed to protect the safety of all parties or the District's educational environment, or
12 deter sexual harassment. Supportive measures may include counseling, extensions of deadlines
13 or other course-related adjustments, modifications of work or class schedules, mutual restrictions
14 on contact between the parties, leaves of absence, increased security and monitoring of certain
15 areas of the District's property, campus escort services, changes in work locations and other
16 similar measures.
17

18 The Title IX Coordinator is responsible for coordinating the effective implementation of
19 supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly
20 contact the Complainant to discuss the availability of supportive measures, consider the
21 Complainant's wishes with respect to supportive measures, inform the Complainant of the
22 availability of supportive measures with or without the filing of a formal complaint, and explain
23 to the Complainant the process for filing a formal complaint. If the District does not provide the
24 Complainant with supportive measures, then the District must document the reasons why such a
25 response was not clearly unreasonable in light of the known circumstances.
26

27 Timelines

28

29 The District has established reasonably prompt time frames for the conclusion of the grievance
30 process, including time frames for filing and resolving appeals and informal resolution processes.
31 The grievance process may be temporarily delayed or extended for good cause. Good cause may
32 include considerations such as the absence of a party, a party's advisor, or a witness; concurrent
33 law enforcement activity; or the need for language assistance or accommodation of disabilities.
34 In the event the grievance process is temporarily delayed for good cause, the District will provide
35 written notice to the Complainant and the Respondent of the delay or extension and the reasons
36 for the action.
37

38 Response to a Formal Complaint

39

40 At the time of filing a formal complaint, a Complainant must be participating in or attempting to
41 participate in the education program or activity of the District with which the formal complaint is
42 filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by
43 electronic mail, or other means designated by the District.
44

45 The District must follow the formal complaint process before the imposition of any disciplinary
46 sanctions or other actions that are not supportive measures. However, nothing in this policy
47

precludes the District from placing a non-student employee Respondent on administrative leave during the pendency of the grievance process. The District may also remove a student Respondent alleged to have harassed an employee Complainant from the education setting. The student may receive instruction in an offsite capacity during the period of removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence; and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties’;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party’s ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party’s choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make creditability determinations based on the individual’s status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District’s education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

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- 4 1. a Complainant provides written notification to the Title IX Coordinator that the
- 5 Complainant would like to withdraw the formal complaint or any allegations therein;
- 6
- 7 2. the Respondent is no longer enrolled or employed by the District; or
- 8
- 9 3. specific circumstances prevent the District from gathering evidence sufficient to reach a
- 10 determination as to the formal complaint or allegations therein.
- 11

12 Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the
13 reasons for dismissal simultaneously to both parties. The grievance process will close in the
14 event a notice of dismissal is provided to the parties. Support measures may continue following
15 dismissal.

16 Evidence Review

17
18
19 The District provides both parties an equal opportunity to inspect and review any evidence
20 obtained as part of the investigation so that each party can meaningfully respond to the evidence
21 prior to the conclusion of the investigation. The evidence provided by the District must include
22 evidence that is directly related to the allegations in the formal complaint, evidence upon which
23 the District does not intend to rely in reaching a determination regarding responsibility, and any
24 inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to
25 completion of the investigative report, the Title IX Coordinator must send to each party and the
26 party's advisor, if any, the evidence subject to inspection and review in an electronic format or a
27 hard copy. The parties have 10 calendar days to submit a written response to the Title IX
28 Coordinator, which the investigator will consider prior to completion of the investigative report.

29 Investigative Report

30
31
32 The investigator must prepare an investigative report that fairly summarizes relevant evidence
33 and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each
34 party and the party's advisor, if any, the investigative report in an electronic format or a hard
35 copy, for their review and written response. The parties have 10 calendar days to submit a
36 written response to the Title IX Coordinator.

37 Decision-Maker's Determination

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39
40 The investigative report is submitted to the decision-maker. The decision-maker cannot be the
41 same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a
42 hearing or make a determination regarding responsibility until 10 calendar days from the date the
43 Complainant and Respondent receive the investigator's report.

44
45 Prior to reaching a determination regarding responsibility, the decision-maker must afford each
46 party the opportunity to submit written, relevant questions that a party wants asked of any party
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4 or witness, provide each party with the answers, and allow for additional, limited follow-up
5 questions from each party. Questions and evidence about the Complainant's sexual
6 predisposition or prior sexual behavior are not relevant, unless such questions and evidence
7 about the Complainant's prior sexual behavior are offered to prove that someone other than the
8 Respondent committed the conduct alleged by the Complainant, or if the questions and evidence
9 concern specific incidents of the Complainant's prior sexual behavior with respect to the
10 Respondent and are offered to prove consent. Questions must be submitted to the Title IX
11 Coordinator within three calendar days from the date the Complainant and Respondent receive
12 the investigator's report.

13
14 The decision-maker must issue a written determination regarding responsibility based on a
15 preponderance of the evidence standard. The decision-maker's written determination must:

- 16
17 1. Identify the allegations potentially constituting sexual harassment;
- 18
19 2. Describe the procedural steps taken, including any notifications to the parties,
20 interviews with parties and witnesses, site visits, methods used to gather evidence, and
21 hearings held;
- 22
23 3. Include the findings of fact supporting the determination;
- 24
25 4. Draw conclusions regarding the application of any District policies and/or code of
26 conduct rules to the facts;
- 27
28 5. Address each allegation and a resolution of the complaint including a determination
29 regarding responsibility, the rationale therefor, any recommended disciplinary
30 sanction(s) imposed on the Respondent, and whether remedies designed to restore or
31 preserve access to the educational program or activity will be provided by the District
32 to the Complainant; and
- 33
34 6. The procedures and permissible bases for the Complainant and/or Respondent to appeal
35 the determination.

36
37 A copy of the written determination must be provided to both parties simultaneously, and
38 generally will be provided within 60 calendar days from the District's receipt of a formal
39 complaint.

40
41 The determination regarding responsibility becomes final either on the date that the District
42 provides the parties with the written determination of the result of the appeal, if an appeal is
43 filed, or if an appeal is not filed, the date on which an appeal would no longer be considered
44 timely.

45
46 Where a determination of responsibility for sexual harassment has been made against the

Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The District also may offer an appeal equally to both parties on additional bases.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal Resolution Process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that

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4 does not involve a full investigation and determination of responsibility, provided that the
5 District:

6
7 1. Provides to the parties a written notice disclosing:

8
9 A. The allegations;

10
11 B. The requirements of the informal resolution process including the circumstances
12 under which it precludes the parties from resuming a formal complaint arising
13 from the same allegations, provided, however, that at any time prior to agreeing to
14 a resolution, any party has the right to withdraw from the informal resolution
15 process and resume the Title IX formal complaint process with respect to the
16 formal complaint; and

17
18 C. Any consequences resulting from participating in the informal resolution process,
19 including the records that will be maintained or could be shared.
20

21 2. Obtains the parties' voluntary, written consent to the informal resolution process.
22

23 The informal resolution process generally will be completed within 30 calendar days, unless the
24 parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process.
25 The formal grievance process timelines are stayed during the parties' participation in the
26 informal resolution process. If the parties do not reach resolution through the informal resolution
27 process, the parties will resume the formal complaint grievance process, including timelines for
28 resolution, at the point they left off.
29

30 Recordkeeping

31
32 The District must maintain for a period of seven years records of:

33
34 1. Each sexual harassment investigation, including any determination regarding
35 responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies
36 provided to the Complainant designed to restore or preserve equal access to the
37 District's education program or activity;

38
39 2. Any appeal and the result therefrom;

40
41 3. Any informal resolution and the result therefrom; and

42
43 4. All materials used to train Title IX Coordinators, investigators, decision-makers, and
44 any person who facilitates an informal resolution process. The District must make
45 these training materials publicly available on its website.
46
47

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4 The District must create, and maintain for a period of seven years, records of any actions,
5 including any supportive measures, taken in response to a report or formal complaint of sexual
6 harassment. In each instance, the District must document the basis for its conclusion that its
7 response was not deliberately indifferent, and document that it has taken measures designed to
8 restore or preserve equal access to the District’s education program or activity.
9

10 Cross Reference: Policy 5010 Equal Employment and Non-Discrimination
11 Policy 5012 Sexual Harassment
12 Policy 5255 Employee Discipline
13

14 Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties
15 Section 49-3-101, et seq., MCA, Montana Human Rights Act
16 Civil Rights Act, Title VI; 42 USC 2000d et seq.
17 Civil Rights Act, Title VII; 42 USC 2000e et seq.
18 Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
19 34 CFR Part 106 Nondiscrimination on the basis of sex in
20 education programs or activities receiving
21 Federal financial assistance
22 10.55.701(1)(f), ARM Board of Trustees
23 10.55.719, ARM Student Protection Procedures
24 10.55.801(1)(a), ARM School Climate
25

26 Policy History:

27 Adopted on: September 15, 2020
28 Reviewed on: September 10, 2021
29 Revised on:

1 **Cascade School District**

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3 **PERSONNEL**

5120P
Page 1 of 2

4
5
6 Federal Background Check Fingerprint and Information Handling Procedure

- 7
- 8 1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers or
9 recommended for hire by the School District need to be fingerprinted under the National Child
10 Protection Act and Volunteers for Children’s Act (NCPA/VCA).
 - 11
12 2. The School District will obtain a signed waiver from all applicants and provide written
13 communication of Applicant Rights and Consent to Fingerprint Form at 5122F. Applicants shall
14 also be provided the Applicant Privacy statement at 5120F. The Applicant Rights and Consent to
15 Fingerprint Form will be kept on file for 5 years or for the length of employment, which ever is
16 longer. The form will be filed in the employees Personnel File.

17
18 Basis to Collect and Submit Fingerprints for Purposes of Federal Background Check – **Boards will Select**
19 **One Option**

20
21 **OPTION 1:** Ink fingerprints are captured in house by agency personnel that have completed and
22 passed the certification course provided by CRISS. All applicants must provide a current
23 government issued photo identification at the time of fingerprinting for identification
24 verification. Two ink fingerprint cards are captured for each applicant and all data fields are
25 completed and checked for accuracy. Complete fingerprint cards are then mailed to DOJ/CRISS
26 along with payment.

27
28 OR

29
30 **OPTION 2:** Licescan fingerprints are captured in house by agency personnel that have completed
31 and passed the certification course provided by CRISS. All applicants must provide a current
32 government issued photo identification at the time of fingerprinting for identification
33 verification. Fingerprints are then submitted to CRISS via the Livescan.

34
35 OR

36
37 **OPTION 3:** Fingerprints are obtained via local law enforcement agencies: _____.

38
39 A spreadsheet of those fingerprinted is kept by the School District to identify the individual, position
40 being hired for, date of fingerprint, date print received and date print billed.

41
42 The School District staff that have received training by CRISS will process the fingerprints and send them
43 to the DOJ.

44
45 LASO

46
47 **The District Clerk** has been appointed as the Local Agency Security Officer and acts as the primary
48 point of contact between the School District and CRISS. **The District Clerk** is responsible for ensuring
49 CJIS Policy compliance by all authorized recipients within the School District LASO is also responsible

1 of any Privacy and Security Agreements with those who do not use CHRI on a regular basis. Any change
2 in appointment of the LASO or other authorized personnel will be reported to CRISS immediately.
3

4 5 Access of CHRI

6
7 All background results are received by the District Clerk through the State File Transfer Service.
8 Results are printed and stored in a locked filing cabinet in the business office until a determination for
9 employment is made. Only authorized personnel that have undergone Privacy and Security Information
10 have access to printed criminal history record information. Authorized recipients of CHRI include:
11

12 **Superintendent and the District Clerk.**

13
14 Printed background checks are reviewed by the District Clerk and a determination form is
15 completed. If any adverse results are present on the background check, it is given to the Superintendent,
16 for final determination of eligibility. Cascade School District utilizes a determination form and the
17 CHRI is then shredded.
18

19 Determination Procedures

20
21 Personnel staff that have been trained by CRISS and granted access to criminal history record information
22 will receive the background results through their Montana State File Transfer account.

- 23 a. Results are reviewed for determination of eligibility to hire.
 - 24 b. Any adverse reports are presented to the appropriate administrator for final approval.
 - 25 c. Determination is noted on a determination form and kept in a locked file cabinet.
- 26

27 Retention and Storage Procedure (Note: If the School District seeks to store electronically you must contact 28 DOJ's IT department.) 29

30 All criminal history record information is stored in a locked filing cabinet within the business
31 office. Only authorized personnel, Superintendent, Principal, and the Business Manager as noted
32 in this policy have access to this information. Only authorized personnel are present during the
33 determination process when the criminal record is being reviewed. **Boards will Select One Option:**
34

35 **OPTION 1:** Printed background checks are stored until a final determination for employment has
36 been made, two weeks or less. A determination form is then completed and CHRI is then
37 destroyed in accordance with the Destruction Procedure outlined in this document.
38

39 OR

40
41 **OPTION 2:** Printed CHRI is kept until employment is terminated and then destroyed Destruction
42 Procedure outlined in this document.
43

44 Dissemination Logs are maintained for a period of 3 years from the date of dissemination or
45 between audits, and the Applicant Rights and Consent to Fingerprint form is maintained for at
46 least five years or the length of employment, whichever is longer.
47

48 49 Dissemination Procedure **Boards will Select One Option:**

1
2 **OPTION 1:** Applicants wishing to obtain a copy of their background report may make a request to the
3 LASO. A current government photo identification must be presented at the time of the request. A copy of
4 the background report is made and marked as a “copy” and provided to the applicant. The dissemination
5 is then logged. Dissemination logs include, what record was shared, the date it was shared, the method of
6 sharing, and the agency personnel that shared the record. The dissemination log is stored in a locked filing
7 cabinet for at least 3 years or between audits, whichever is longer.

8
9 OR

10
11 **OPTION 2:** The School District does not disseminate criminal history record information with any other
12 agency. A copy of our determination form can be provided to outside agencies upon request.

13
14 Destruction Procedure **Boards will Select One Option:**

15
16 **OPTION 1:** At the end of the retention and storage period outlined in this document, all CHRI
17 and related information is shredded in house by the **District Clerk.**

18
19 OR

20
21 **OPTION 2:** At the end of the retention and storage period outlined in this document, all CHRI
22 and related information is shredded on site by a company that come to our location. Authorized
23 personnel witness the shredding of the CHRI.

24
25 Applicant procedures for challenging or correcting their record **Boards will Select One Option:**

26
27 All applicants are given the opportunity to challenge or complete their record before a final
28 determination is made.

29
30 **OPTION 1:** Applicants wishing to challenge their record are given a copy of the background
31 report.

32
33 OR

34
35 **OPTION 2:** Applicants wishing to challenge their record are advised how to obtain a copy of
36 their background report.

37
38 The applicant is then given 10 days to contact the state or agency in which the record was created
39 to make corrections. After the allotted time, the applicant must then provide the School District
40 with a copy of the corrected background report provided by and notarized by the State
41 Identification Bureau. The fee associated for a copy of the state record provided by the State
42 Identification Bureau will be the responsibility of the applicant.

43
44 Policy and procedures for misuse of CHRI

45
46 The School District does not allow dissemination of CHRI to persons or agencies that are not
47 directly involved in the hiring and determination process. If CHRI is disseminated outside of the
48 authorized receiving department, (agency LASO) will report this to CRISS immediately and

1 provide CRISS with an incident response form. The incident response form will include the
2 nature of the incident, any internal reprimands that may have resulted from the incident, as well
3 as our agencies plan to ensure that this incident does not get repeated.
4

5 Training Procedure
6

- 7 • Local Agency Security Officer (LASO)
 - 8 ○ Signed user agreement between district and CRISS
 - 9 • Privacy and Security Training
 - 10 ○ CRISS training on CHRI required to receive background reports
- 11
12

13 Policy History:

14 Adopted on: November 19, 2019

15 Reviewed on: September 10, 2021

16 Revised on:

Cascade School District

Rick Miller
Superintendent

321 Central Ave W.
P.O. Box 529
Cascade, MT 59421

Determination of Eligibility for Hire – Policy 5120F

(DATE)

RE: [NAME OF APPLICANT]

In regards to the determination of eligibility for hire/licensure; based on the minimum criteria as specified in the Cascade School District Applicant Background Check Procedure, the individual listed below:

Name

Date of Birth

- Meets eligibility criteria**
- Does NOT meet eligibility criteria**

Please contact Cascade School District with any questions regarding this determination or to be provided with a copy of the Cascade School District Applicant Background Check Procedure.

Determination Completed By:

Signature

Printed Name

Title

Date

Privacy Act Statement - Policy 5120F

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/1/2021

1 **Cascade School District**

2
3 **PERSONNEL**

5122

4
5 Fingerprints and Criminal Background Investigations

6
7 It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position
8 with the District involving regular unsupervised access to students in schools, as determined by the
9 Superintendent, shall submit to a name-based and fingerprint criminal background investigation
10 [federal fingerprint-based criminal history record check] conducted by the appropriate law
11 enforcement agency prior to consideration of the recommendation for employment or appointment
12 by the Board.

13
14 Any requirement of an applicant to submit to a fingerprint background check shall be in compliance
15 with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has
16 any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an
17 offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who
18 shall decide whether the applicant shall be declared eligible for appointment or employment in a
19 manner consistent with the expectations and standards set by the board.

20
21 The following applicants for employment, as a condition for employment, will be required, as a
22 condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal
23 background investigation:

- 24
- 25 • A certified employee seeking full- or part-time employment with the District;
- 26 • A non-certified or classified employee seeking full- or part-time employment with the
- 27 District;
- 28 • An employee of a person or firm holding a contract with the District, if the employee is
- 29 assigned to the District;
- 30 • A volunteer assigned to work in the District, who has regular unsupervised access to
- 31 students; and
- 32 • Substitute teachers.
- 33
- 34
- 35

36	Legal Reference:	§ 44-5-301, MCA	Dissemination of public criminal justice information
37		§ 44-5-302, MCA	Dissemination of criminal history record information
38			that is not public criminal justice information
39		§ 44-5-303, MCA	Dissemination of confidential criminal justice
40			information – procedure for dissemination through
41			court
42		10.55.716, ARM	Substitute Teachers
43		Public Law 105-251,	Volunteers for Children Act

44 Policy History:

45 Adopted on: May 15, 2001
46 Reviewed on: September 10, 2021
47 Revised on: June 26, 2007

Applicant Rights and Consent to Fingerprint – Policy 5122F

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ by _____ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at DOJCRISS@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Name	Date
------	------

¹ Written notification includes electronic notification but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

NCPA/VCA Applicants

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to Cascade Schools for the position of (please be specific) _____.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: _____

First

Middle

Maiden

Last

Date of Birth: _____

Address: _____

City

State

Zip

I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

I have not been convicted of, nor am I under pending indictment for, any crimes

I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to _____.

Signature of Applicant

Date

3
4 **PERSONNEL**

6 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

7
8 School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program
9 that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

10
11 Other persons who drive vehicles designed to transport sixteen (16) or more passengers,
12 including the driver, are likewise subject to the drug and alcohol testing program.

13
14 Testing procedures and facilities used for the tests shall conform with the requirements of the
15 Code of Federal Regulations, Title 49, §§ 40, et seq.

16
17 Pre-Employment Tests

18
19 Tests shall be conducted before the first time a driver performs any safety-sensitive function for
20 the District. Safety-sensitive functions include all on-duty functions performed from the time a
21 driver begins work or is required to be ready to work, until he/she is relieved from work and all
22 responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and
23 servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or
24 obtaining and waiting for help with a disabled vehicle; performing driver requirements related to
25 accidents; and performing any other work for the District or paid work for any entity.

26
27 The tests shall be required of an applicant only after he/she has been offered the position.

28
29 Exceptions may be made for drivers who have had the alcohol test required by law within the
30 previous six (6) months and participated in the drug testing program required by law within the
31 previous thirty (30) days, provided that the District has been able to make all verifications
32 required by law.

33
34 Post-Accident Tests

35
36 Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable
37 on any driver:

- 38
39 1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident
40 involved loss of human life; or
41 2. Who receives a citation under state or local law, for a moving traffic violation arising
42 from the accident.

43
44 Drivers shall make themselves readily available for testing, absent the need for immediate
45 medical attention.

No such driver shall use alcohol for eight (8) hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two (2) hours or if a drug test is not administered within thirty-two (32) hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within thirty-two (32) hours for drugs.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements, provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal twenty-five percent (25%) of the average number of driver positions. The number of random drug tests annually must equal fifty percent (50%) of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

1
2
3
4 Enforcement

5 Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up
6 test shall not perform or continue to perform safety-sensitive functions.

7
8 Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and
9 including termination of employment.

10
11 A driver who violates District prohibitions related to drugs and alcohol shall receive from the
12 District the names, addresses, and telephone numbers of substance abuse professionals and
13 counseling and treatment programs available to evaluate and resolve drug and alcohol-related
14 problems. The employee shall be evaluated by a substance abuse professional who shall
15 determine what help, if any, the driver needs in resolving such a problem. Any substance abuse
16 professional who determines that a driver needs assistance shall not refer the driver to a private
17 practice, person, or organization in which he/she has a financial interest, except under
18 circumstances allowed by law.

19
20 An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated
21 by a substance abuse professional to determine that he/she has properly followed the prescribed
22 rehabilitation program and shall be subject to unannounced follow-up tests after returning to
23 duty.

24
25 Return-to-Duty Tests

26
27 A drug or alcohol test shall be conducted when a driver who has violated the District's drug or
28 alcohol prohibition returns to performing safety-sensitive duties.

29
30 Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function
31 until the return-to-duty drug test produces a verified negative result.

32
33 Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function
34 until the return-to-duty alcohol test produces a verified result that meets federal and District
35 standards.

36
37 Follow-Up Tests

38
39 A driver who violates the District's drug or alcohol prohibition and is subsequently identified by
40 a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall
41 be subject to unannounced follow-up testing as directed by the substance abuse professional in
42 accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just
43 after the time when the driver is performing safety-sensitive functions.

44
45 Records

46
47 Employee drug and alcohol test results and records shall be maintained under strict

1
2
3
4 confidentiality and released only in accordance with law. Upon written request, a driver shall
5 receive copies of any records pertaining to his/her use of drugs or alcohol, including any records
6 pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent
7 employer or other identified persons only as expressly requested in writing by the driver.
8

9 Notifications

10
11 Each driver shall receive educational materials that explain the requirements of the Code of
12 Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and
13 regulations for meeting these requirements. Representatives of employee organizations shall be
14 notified of the availability of this information. The information shall identify:
15

- 16 1. The person designated by the District to answer driver questions about the materials;
- 17
18 2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49,
19 Part 382;
- 20
21 3. Sufficient information about the safety-sensitive functions performed by drivers to make
22 clear what period of the work day the driver is required to comply with Part 382;
- 23
24 4. Specific information concerning driver conduct that is prohibited by Part 382;
- 25
26 5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part
27 382;
- 28
29 6. The procedures that will be used to test for the presence of drugs and alcohol, protect the
30 driver and the integrity of the testing processes, safeguard the validity of test results, and
31 ensure that test results are attributed to the correct driver;
- 32
33 7. The requirement that a driver submit to drug and alcohol tests administered in accordance
34 with Part 382;
- 35
36 8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the
37 attendant consequences;
- 38
39 9. The consequences for drivers found to have violated the drug and alcohol prohibitions of
40 Part 382, including the requirement that the driver be removed immediately from safety-
41 sensitive functions and the procedures for referral, evaluation, and treatment;
- 42
43 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater
44 but less than 0.04;
- 45
46 11. Information concerning the effects of drugs and alcohol on an individual's health, work,
47 and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a

1
2
3
4 coworker's); and available methods of intervening when a drug or alcohol problem is
5 suspected, including confrontation, referral to an employee assistance program, and/or
6 referral to management; and
7

8 12. The requirement that the following personal information collected and maintained under
9 this part shall be reported to the Commercial Driver's License Drug and Alcohol
10 Clearinghouse:

- 11
12 A. A verified positive, adulterated, or substituted drug test result;
13
14 B. An alcohol confirmation test with a concentration of 0.04 or higher;
15
16 C. A refusal to submit to any test required by law;
17
18 D. An employer's report of actual knowledge, as defined in law;
19
20 E. On duty alcohol use;
21
22 F. Pre-duty alcohol use;
23
24 G. Alcohol use following an accident;
25
26 H. Controlled substance use;
27
28 I. A substance abuse professional report of the successful completion of the
29 return-to-duty process;
30
31 J. A negative return-to-duty test; and
32
33 K. An employer's report of completion of follow-up testing.
34

35 Drivers shall also receive information about legal requirements, District policies, and
36 disciplinary consequences related to the use of alcohol and drugs.
37

38 Each driver shall sign a statement certifying that he/she has received a copy of the above
39 materials.
40

41 Before any driver operates a commercial motor vehicle, the District shall provide him/her with
42 post-accident procedures that will make it possible to comply with post-accident testing
43 requirements.
44

45 Before drug and alcohol tests are performed, the District shall inform drivers that the tests are
46 given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be
47 provided only after the compliance date specified in law.

1 **Cascade School District**

2
3 **PERSONNEL**

5232

4
5 Child Abuse, Neglect, and Sex Trafficking Reporting

6
7 A District employee who has reasonable cause to suspect, as a result of information they receive
8 in their professional or official capacity, that a child is abused, neglected, or subjected to sex
9 trafficking by anyone regardless of whether the person suspected of causing the abuse, neglect,
10 or trafficking is a parent or other person responsible for the child's welfare, shall report the
11 matter promptly to the Department of Public Health and Human Services and local law
12 enforcement.

13
14 Child abuse or neglect means actual physical or psychological harm to a child, substantial risk of
15 physical or psychological harm to a child, exposure to or involvement with sex trafficking, and
16 abandonment. This definition includes sexual abuse and sexual contact by or with a student. The
17 obligation to report suspected child abuse or neglect also applies to actual or attempted sexual or
18 romantic contact between a student and a staff member.

19
20 The District administration is authorized to provide access to educational resources for interested
21 parents, teachers, and students on how to prevent and report child abuse, neglect and sex
22 trafficking; identify the warning signs of child abuse, neglect and sex trafficking; recognize
23 predatory behaviors; and coordinate efforts with law enforcement, the Department of Public
24 Health and Human Services, and local organizations on these topics.

25
26 A District employee who makes a report of child abuse, neglect, or sex trafficking is encouraged
27 to notify the building administrator of the report. An employee does not discharge the obligation
28 to personally report by notifying the Superintendent or principal.

29
30 Any District employee who fails to report a suspected case of abuse, neglect, or sex trafficking to
31 law enforcement or the Department of Public Health and Human Services, or who prevents
32 another person from doing so, may be civilly liable for damages proximately caused by such
33 failure or prevention and is guilty of a misdemeanor. The employee will also be subject to
34 disciplinary action up to and including termination.

35
36 When a District employee makes a report, the Department of Public Health and Human Services
37 may share information with that individual or others as permitted by law. Individuals in the
38 District who receive information related to a report of child abuse, neglect, or sex trafficking
39 shall maintain the confidentiality of the information.

40
41 Cross Reference: 5223 Personal Conduct
42 3225 Sexual Harassment of Students

43
44 Legal Reference: § 41-3-201, MCA Reports
45 § 41-3-202, MCA Action on reporting
46 § 41-3-203, MCA Immunity from liability

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§ 41-3-205, MCA	Confidentiality – disclosure exceptions
§ 41-3-207, MCA	Penalty for failure to report
§ 45-5-501, MCA	Definitions
§ 45-5-502, MCA	Sexual Assault
§ 20-7-1316, MCA	Child Sex Trafficking Prevention

Policy History:

Adopted on: May 15, 2001

Revised on:

Reviewed on: April 6, 2009, June 25, 2013, October 25, 2016, November 19, 2019, September 10, 2021

1 **Cascade School District**

2
3 **PERSONNEL**

5328P

4
5 Family Medical Leave

6
7 Who Is Eligible

8
9 Employees are eligible if they have worked for the District for at least one (1) year, and for one
10 thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have
11 been at least fifty (50) District employees within seventy-five (75) miles for each working day
12 during twenty (20) or more workweeks in the current or preceding calendar year.

13
14 Benefit

15
16 Under certain conditions, eligible employees, if qualified, may be entitled to up to twelve (12)
17 weeks or twenty-six (26) weeks leave with continuing participation in the District’s group
18 insurance plan.

19
20 Reasons for Taking Leave

21
22 Unpaid leave will be granted to eligible employees for any of the following reasons:

- 23
- 24 a. To care for the employee’s child after birth, or placement for adoption or foster care;
- 25 b. To care for the employee’s spouse, child, or parent (does not include parents-in-law) who
- 26 has a serious health condition;
- 27 c. For a serious health condition that makes the employee unable to perform the employee’s
- 28 job;

29
30 Military Family Leave

31
32 a. Military Caregiver Leave

33 An eligible employee who is a relative of a servicemember can take up to 26
34 weeks in a 12 month period in order to care for a covered servicemember who is
35 seriously ill or injured in the line of duty.

36
37 b. Qualified Exigency leave

38 An eligible employee can take up to the normal 12 weeks of leave if a family
39 member is on covered active duty. Covered active duty includes duty of a member
40 of a regular component of the Armed Forces during deployment to a foreign
41 country, and duty of a member of a reserve component of the Armed Forces
42 during deployment to a foreign country under a call or order to active duty in
43 support of specified contingency operations.

Qualifying Exigencies include:

- a. Short-notice deployment
- b. Military events and related activities
- c. Childcare and school activities
- d. Financial and legal arrangements
- e. Counseling
- Rest and recuperation
- f. Post-deployment activities; and
- g. Additional activities agreed to by the employer and the employee.

Substitution of Paid Leave

Paid leave will be substituted for unpaid leave under the following circumstances:

- a. Accumulated sick/personal leave will be utilized concurrently with any FMLA leave that is taken for a serious health reason as described in (b) or (c) above.
- b. Accumulated vacation/personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in (a) above.
- c. Accumulated sick leave will be utilized concurrently with FMLA leave, whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to District policy or an applicable collective bargaining agreement.
- d. Whenever appropriate workers' compensation absences shall be designated FMLA leave.
- e. Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state, and local law.

When Both Parents Spouses Are District Employees

~~If both parents of a child are employed by the District, they each are entitled to a total of twelve (12) weeks of leave per year. However, leave may be granted to only one (1) parent at a time, and only if leave is taken: (1) for the birth of a child or to care for the child after birth; (2) for placement of a child for adoption or foster care, or to care for the child after placement; or (3) to care for a parent (but not a parent in law) with a serious health condition.~~

~~If spouses are employed by the same employer, the aggregate number of weeks of leave that can be taken is twenty six (26) weeks in a single twelve (12) month period for serviceperson leave or a combination of exigency and serviceperson leave. The aggregate number of weeks of leave that can be taken by a husband and wife who work for the same employer is twelve (12) weeks if for exigency leave only.~~

When spouses work for the same employer and each spouse is eligible to take FMLA leave, the FMLA limits the combined amount of leave they may take for some, but not all, FMLA-qualifying leave reasons.

1
2
3
4 For purposes of FMLA leave, spouse means a husband or wife as defined or recognized in the
5 state where the individual was married and includes individuals in a common law or same-sex
6 marriage. Spouse also includes a husband or wife in a marriage that was validly entered into
7 outside of the United States, if the marriage could have been entered into in at least one state.
8

9 Eligible spouses who work for the same employer are limited to a combined total of 12
10 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
11

- 12 •the birth of a son or daughter and bonding with the newborn child,
- 13 •the placement of a son or daughter with the employee for adoption or foster care and
- 14 bonding with the newly-placed child, and
- 15 •the care of a parent with a serious health condition.

16
17 Eligible spouses who work for the same employer are also limited to a combined total of 26
18 workweeks of leave in a single 12-month period to care for a covered servicemember with a
19 serious injury or illness (commonly referred to as “military caregiver leave”) if each spouse is a
20 parent, spouse, son or daughter, or next of kin of the servicemember. When spouses take military
21 caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the
22 combined limitations for the reasons for leave listed above.
23

24 The limitation on the amount of leave for spouses working for the same employer does not apply
25 to FMLA leave taken for some qualifying reasons. Eligible spouses who work for the same
26 employer are each entitled to up to 12 workweeks of FMLA leave in a 12-month period, without
27 regard to the amount of leave their spouses use, for the following FMLA-qualifying leave
28 reasons:
29

- 30 • the care of a spouse or son or daughter with a serious health condition;
- 31 • a serious health condition that makes the employee unable to perform the essential
- 32 functions of his or her job; and
- 33 • any qualifying exigency arising out of the fact that the employee’s spouse, son,
- 34 daughter, or parent is a military member on “covered active duty.”

35 36 Employee Notice Requirement

37
38 The employee must follow the employer’s standard notice and procedural policies for taking
39 FMLA.
40

41 Employer Notice Requirement (29 C.F.R. §825.300)

42
43 Employers are required to provide employees with notice explaining the FMLA through a poster
44 and either a handbook or information upon hire. If an employee requests FMLA leave, an
45 employer must provide notice to the employee within five (5) business days of whether the
46 employee meets the FMLA eligibility requirements. If an employee is not eligible to take

1
2
3
4 FMLA, the employer must provide a reason. The employer must also provide a rights and
5 responsibilities notice outlining expectations and obligations relating to FMLA leave. If FMLA
6 leave is approved by the employer, it must provide the employee with a designation notice stating
7 the amount of leave that will be counted against an employee's FMLA entitlement.
8

9 Notice for Leave Due to Active Duty of Family Member

10
11 In any case in which the necessity for leave is foreseeable, whether because the spouse or a son,
12 daughter, or parent of the employee is on active duty or because of notification of an impending
13 call or order to active duty in support of a contingency operation, the employee shall provide
14 such notice to the employer as soon as is reasonable and practicable.
15

16 Requests

17
18 A sick leave request form is to be completed whenever an employee is absent from work for
19 more than three (3) days or when an employee has need to be absent from work for continuing
20 treatment by (or under the supervision of) a health care provider.
21

22 An employer may require that a request for leave be supported by a certification issued at such
23 time and in such manner as the Secretary may by regulation prescribe. If the Secretary issues a
24 regulation requiring such certification, the employee shall provide, in a timely manner, a copy of
25 such certification to the employer.
26

27 Medical Certification

28
29 The District will require medical certification to support a request for leave or any other absence
30 because of a serious health condition (at employee expense) and may require second (2nd) or
31 third (3rd) opinions (at the employer's expense) and a fitness-for-duty report or return-to-work
32 statement.
33
34

35 Intermittent/Reduced Leave

36
37 FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain
38 circumstances. Where leave is taken because of birth or placement of a child for adoption or
39 foster care, an employee may take leave intermittently or on a reduced leave schedule only with
40 District approval. Where FMLA leave is taken to care for a sick family member or for an
41 employee's own serious health condition, leave may be taken intermittently or on a reduced
42 leave schedule when medically necessary. An employee may be reassigned to accommodate
43 intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced
44 leave schedule, increments will be limited to the shortest period of time that the District's payroll
45 system uses to account for absences or use of leave.
46

1
2
3
4 Insurance
5

6 An employee out on FMLA leave is entitled to continued participation in the appropriate group
7 health plan, but it is incumbent upon the employee to continue paying the usual premiums
8 throughout the leave period. An employee's eligibility to maintain health insurance coverage will
9 lapse if the premium payment is more than thirty (30) days late. The District will mail notice of
10 delinquency at least fifteen (15) days before coverage will cease.

11
12 Return
13

14 Upon return from FMLA leave, reasonable effort shall be made to place the employee in the
15 original or equivalent position with equivalent pay, benefits, and other employment terms.

16
17 Recordkeeping
18

19 Employees, supervisors, and building administrators will forward requests, forms, and other
20 material to payroll to facilitate proper recordkeeping.

21
22 Summer Vacation
23

24 The period during the summer vacation or other scheduled breaks (i.e., Christmas) an employee
25 would not have been required to work will not count against that employee's FMLA leave
26 entitlement.

27
28
29 ***SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES***
30

31 Leave More Than Five (5) Weeks Before End of Term
32

33 If an instructional employee begins FMLA leave more than five (5) weeks before the end of
34 term, the District may require the employee to continue taking leave until the end of a semester
35 term, if:

- 36
37 a. The leave is at least three (3) weeks; and
38 b. The employee's return would take place during the last three-(3)-week period of the
39 semester term.
40

41 Leave Less Than Five (5) Weeks Before End of Term
42

43 If an instructional employee begins FMLA leave for a purpose other than that employee's own
44 serious health condition less than five (5) weeks before the end of term, the District may require
45 the employee to continue taking leave until the end of a semester term, if:
46

- 1
- 2
- 3
- 4 a. The leave is longer than two (2) weeks; and
- 5
- 6 b. The employee's return would take place during the last two-(2)-week period of the
- 7 semester term.
- 8

9 Leave Less Than Three (3) Weeks Before End of Term

10
11 If an instructional employee begins FMLA leave for a purpose other than that employee's own
12 serious health condition less than three (3) weeks before the end of term, the District may require
13 the employee to continue taking leave until the end of the academic term if the leave is longer
14 than five (5) days.

15
16 Intermittent or Reduced Leave

17
18 Under certain conditions, an instructional employee needing intermittent or reduced leave for
19 more than twenty percent (20%) of the total working days over the leave period may be required
20 by the District to:

- 21
- 22 a. Take leave for a period(s) of particular duration not to exceed the duration of treatment;
- 23 or
- 24 b. Transfer to an alternate but equivalent position.
- 25

26 Procedure History:

27 Adopted on: May 15, 2001

28 Reviewed on: September 10, 2021

29 Revised on: February 21, 2006, May 19, 2009, June 21, 2011

2

4

5 Use of Federal Title I Funds

6

7 The School District will ensure that federal Title I funds, are used only to supplement, and not
8 supplant, state and local funds that would, in the absence of federal funds, be spent on Title I
9 programs or services supported by federal funds.

10

11 Title I funds will not take the place of funds supporting education services that are to be provided
12 to all students. The School District uses Title I funds only to supplement funds that would, in the
13 absence of Title I funds, be made available from state and local non-Federal sources for the
14 education of children participating in Title I programs.

15

16

17 Cross Reference: 2160 – Title I Family Engagement

18

19 Legal Reference: Elementary and Secondary Education Act, Section 1118(b)(1)

20

21 Policy History:

22 Adopted on:

23 Reviewed on:

24 Revised on:

4
5 Use of Federal Title I Funds Methodology

6
7 In accordance with the Every Student Succeeds Act (ESSA), Cascade School District has
8 adopted this procedure to ensure that Title I-A federal funds are supplementing District resources
9 and not supplanting District resources. The procedure documents that the School District’s
10 neutrally determined distribution of state and local funds to each school within the boundaries of
11 the School District is in compliance with federal law.

12
13 **[Option 1]** _____ School District is a district with a single school and is exempt from the
14 methodology requirement.

15
16 **[Option 2]** Cascade School District is a district one grade span per school and is exempt from
17 the methodology requirement.

18
19 **[Option 3]** _____ School District is a district with multiple schools per grade spans and
20 adopts this methodology in accordance with ESSA. For the purposes of this methodology
21 elementary means grades K-8 and secondary means grades 9-12.

22
23 The School District determines the resource allocation on total enrollment for each school as if
24 the state and local funds are the only resources each school is receiving. Each school is given
25 additional allocations for other needs such as technology, supplies, and additional necessary
26 costs.

27
28 The School District groups schools by elementary or secondary grade span. Each grade span may
29 receive a different per student amount, but all schools are treated the same whether or not these
30 schools are served under Title I-A. There are 194 elementary students and 85 secondary
31 students in the School District.

32
33 The School District’s state and local funds are allocated in a per student calculation. For full-time
34 equivalency staff including administrators, educators, instructional staff, and school counselors,
35 including salaries and benefits \$1,272,615 is allocated per elementary student and \$659,060 is
36 allocated per secondary student.

37
38 Additional necessary costs, such as professional development, technology, lunch, library
39 supplies, transportation, student activities, utilities, maintenance, safety, and security, are
40 allocated at \$12,755 per student in all schools.

41
42 Cross Reference: 7220 – Use of Federal Title I Funds

43
44 Legal Reference: Elementary and Secondary Education Act, Section 1118(b)(1)

45
46 Policy History:

- 1 Adopted on:
- 2 Reviewed on:
- 3 Revised on:
- 4

Section VI - Recommended Policy Updates & Revisions (New)

ACKNOWLEDGEMENT OF RECEIPT POLICY 5228F

I, _____, an employee serving as a commercially licensed driver for Cascade School District complete this form to document that I have received School District Policies 5228 and 5228P and been given the opportunity to ask questions about the policies to fully understand how the policies govern my employment with the School District.

Employee Signature:

Signature: _____ Date: _____

Supervisor Receipt:

Signature: _____ Date: _____

Form History:

Adopted on:

Revised on:

Reviewed on:

**REQUEST FOR RECORDS
POLICY 5228F2**

I, _____, an employee serving as a commercially licensed driver for Cascade School District complete this form to request any records pertaining to my use of drugs or alcohol, including any records pertaining to my drug or alcohol tests in accordance with School District Policies 5228 and 5228P. If I chose to have these records forwarded to a third party, I am noting the contact information in the space provided on this form.

Employee Signature:

Signature: _____ Date: _____

Supervisor Receipt:

Signature: _____ Date: _____

- I authorize the School District to send the requested records to the following individual or entity in accordance with the authorization outlined on this form.

Form History:

Adopted on:

Revised on:

Reviewed on:

Section VII - Extra & Co-Curricular Compensation Matrix

Extra and Co-Curricular Compensation

Longevity payments will be paid in addition to and computed on the basic position salary of the current year. Longevity for purposes of eligibility to receive the longevity payment is defined as the number of years of experience in the District for a particular activity (gender is not important). In the event that the individual moves to a position of lesser responsibility within the same activity, that individual shall retain their longevity. The following scale applies to extra and co-curricular positions.

Extra/Co-Curricular Compensation					
Years of continuous district experience	0 to 3	4 to 8	9 to 13	14 to 18	19+
Longevity	0%	5%	10%	15%	20%
Head High School Varsity Coach FB, BB, VB, Wrestling, Track, Golf	\$2,897	\$3,042	\$3,187	\$3,332	\$3,476
1st Assistant	\$2,130	\$2,237	\$2,343	\$2,450	\$2,556
2nd Asst. Coaches (Additional Assistants)	\$1,675	\$1,759	\$1,843	\$1,926	\$2,010
Head Coach Cross Country	\$2,707	\$2,842	\$2,978	\$3,113	\$3,248
JH Head Coach	\$1,414	\$1,485	\$1,555	\$1,626	\$1,697
Assistant JH Coach	\$958	\$1,006	\$1,054	\$1,102	\$1,150
Annual	\$1,065	\$1,118	\$1,172	\$1,225	\$1,278
BPA	\$2,897	\$3,042	\$3,187	\$3,332	\$3,476
Band	\$2,897	\$3,042	\$3,187	\$3,332	\$3,476
Choir	\$1,374	\$1,443	\$1,511.40	\$1,580	\$1,649
Drivers' Ed	\$30/hr	\$31/hr	\$32/hr	\$33/hr	\$34/hr
FFA	\$2,897	\$3,042	\$3,187	\$3,332	\$3,476
School Newspaper	\$1,065	\$1,118	\$1,172	\$1,225	\$1,278
Pep Club Advisor	\$572	\$601	\$629	\$658	\$686
JH/HS Science Fair	\$1,675	\$1,759	\$1,843	\$1,926	\$2,010
Elementary Science Fair	\$519	\$545	\$571	\$597	\$623
Academic Coach	\$519	\$545	\$571	\$597	\$623

Section VIII - Policy 1910F1

1910F1

CASCADE SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY PAID SICK LEAVE

Employees may be entitled to Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA) if the employee satisfies eligibility standards. Employees can complete this form and submit it or any questions to _____ at _____.

Employee Name: _____

Mailing Address: _____ E-mail: _____

Home Phone Number: _____ Alternate Phone Number: _____

Anticipated Begin Date of Leave: _____ Expected Return to Work Date: _____

EMPLOYEE REQUEST FOR LEAVE AT FULL PAY

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the employee's full regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the related instructions.

I am unable to work or telework for the following reasons:

- I am quarantined pursuant to Federal, State, or local government order.
- I am quarantined on the advice of a health care provider.
- I am experiencing COVID-19 symptoms and seeking a medical diagnosis.

Please attach the applicable government order or documentation from medical provider corresponding to the item(s) selected.

EMPLOYEE REQUEST FOR LEAVE AT 2/3 PAY

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the 2/3 of the employee's regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the applicable instructions.

I am unable to work or telework for the following reasons:

- I need to care for an individual subject to quarantine pursuant to Federal, State, or local government order or advice of a health care provider. I represent that no other person will be providing care for the individual during the period for which the I am receiving Emergency Paid Sick Leave.

Name(s) of the individual(s) being cared for: _____

- I am experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Please attach the applicable government order or documentation from medical provider corresponding to the item(s) selected.

- I am unable to work or telework because I need to care for my child under age 18 because my child's elementary or secondary school, childcare provider, or child's place of care has been closed or is unavailable due to a public health emergency. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving Emergency Paid Sick Leave.

Section Continued from previous page

Name(s) and Age(s) of Child or Children: _____

If the age of one or more of the child is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours: _____

Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The School District reserves the right to request confirmation regarding the nature of the closure or unavailability.

If you are requesting 2/3 paid leave in conjunction with Emergency FMLA to care for a child under the age of 18 affected by school or care closure due to public health emergency, please complete an EFMLA form to submit with this form.

SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE

An employee on Emergency Paid Sick Leave at 2/3 pay as noted above, may choose to supplement the 2/3 pay provided through Emergency Paid Sick Leave with accrued District leave to earn full compensation. Please indicate if you would like to use paid leave during your EFMLA absence to supplement your 2/3 Emergency Paid Sick Leave compensation. Requested leave is subject to availability based on confirmation by the School District.

Vacation: _____ Hours Sick Leave: _____ Hours Personal: _____ Hours

EMPLOYEE CERTIFICATION AND SIGNATURE

I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to communicate changes in the schedule with my supervisor, I may be subject to discipline in accordance with School District Policy.

Employee Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

Request Received By: _____ Date: _____

Leave Approved By: _____ Date: _____

Period of Leave: _____

Duration and Type of Supplemental Leave to Earn Full Pay Approved: _____

The School District will retain all records related to this leave request for at least 4 years for auditing purposes.

APPENDIX C

Consent Agenda

Section I – August 17, 2021 Minutes

Section II – Business Claims

Section III – Student Activity Account

Section IV – Student Attendance Agreements

Section V – Sub List

Section I - Minutes

Regular Meeting

DRAFT

Cascade School District 3B
Board of Trustees
August 17, 2021 - 6:00 pm

Board Members Present

High School Board

John Rumney - Chair
Iain McGregor - Vice Chair
Ruth Mortag
Rick Cummings
Chris Wilson
Val Fowler

Elementary Board

John Rumney - Chair
Iain McGregor - Vice Chair
Ruth Mortag
Rick Cummings
Chris Wilson

Others Present: Karsen Drury - District Clerk, Rick Miller - Superintendent, Michelle Price, Nichole Pieper, Sonja Mazaira, Jeremy Butcher, Ray Castellanos

John Rumney - Board Chair, called the Board of Trustees meeting to order at 6:02 pm. The Board said the Pledge of Allegiance. Mr. Rumney asked for public comment on non-agenda items.

Public Comment on Non-Agenda Items

- A. Jeremy Butcher made public comment in regards to meaningful employee involvement, vision, goals.

Informational

- A. Letter of Resignation - Julie Small, JH/HS Social Studies Teacher

Staff Reports

- A. Michelle Price, EL Principal
 - a. Current enrollments: EK-5 has 146 students, including 26 new students.
 - b. Math Night will be held on September 14th. It will be an opportunity for teachers to work with students and play games that help with math. Parent involvement is encouraged.
- B. Nichole Pieper, JH/HS Principal
 - a. Review of Back to School PIR Trainings
 - b. Current enrollments: 7-8 has 55 students, and 9-12 has 83 students.
 - c. There are 9 students taking dual enrollments.
 - d. Fastbridge assessment will be starting soon.
 - e. CHAMPS in-service training
- C. Sonja Mazaira, AD
 - a. Fall sports are all fully staffed with coaches.

- b. Volleyball, Football and Cross Country all have their first competitions coming up.
 - c. Cascade will be hosting a XC meet on October 9th.
 - d. FFA is preparing to go to Nationals - Ag Com is doing a virtual competition Aug 18 - 2 teams going to nationals/7 kids total.
- D. Rick Miller, Superintendent
 - a. COVID-19
 - i. HB - vaccination discrimination
 - b. ESSER Funds - Making plans for the funds.
 - c. Reviewing Strategic Plan - MTSBA will be scheduling a work session.
- E. Karsen Drury, Business Manager
 - a. Trustees Financial Statement
 - b. CHRI Audit

Board Report

- A. Transportation Committee Meeting
 - a. *Iain McGregor presented the Transportation Committee Minutes (available in the Board Packet).*
- B. Finance Committee Meeting
 - a. *Minutes available in the Board Packet*
- C. Board Training Hours
- D. Board Evaluation
 - a. July Board Evaluation

New Business

- A. Consideration of Recommendation for HS Social Studies Teacher, Amanda Brown
Ruth Mortag moved, seconded by Iain Iain McGregor to approve the recommendation to hire Amanda Brown as the HS Social Studies Teacher for SY2021-2022.
Passed unanimously.
- B. Consideration of Recommendation for XCELL Assistants
Chris Wilson moved, seconded by Ruth Mortag to approve the recommendation to hire Teresa Ghekiere, Brittany Hruska, Kelly Rumney and Ashtyn Schlotter as the XCELL Aides for SY2021-2022.
Passed unanimously.
- C. Consideration of Recommendation for Cook, Joanne Vinson
Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to hire Joanne Vinson as cook for SY2021-2022.
Passed unanimously.
- D. Consideration of Recommendation for Fall Coaches SY2021-2022

Iain McGregor moved, seconded by Chris Wilson to approve the recommendation to hire the fall coaches, as listed, for SY2021-2022.

Passed unanimously.

E. Consideration of Recommendation for SY2021-2022 Advisors

Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to hire the advisors, as listed, for SY2021-2022.

Passed unanimously.

F. Consideration of Recommendation for Bus Driver Recruitment Bonus

Iain McGregor moved, seconded by Chris Wilson to approve the Bus Driver Recruitment Bonus.

The Board discussed the logistics of the bonus. They agreed another Transportation Committee Meeting would need to be held to finalize the details of the bonus and draft a contract.

Passed unanimously.

G. Consideration of Resolution to Decommission Obsolete Property

Chris Wilson moved, seconded by Iain McGregor to approve the resolution to decommission obsolete property.

The property to be decommissioned is the 2000 MCI Badger Bus. The Transportation Committee will meet to discuss a price for the sale of the bus.

Passed unanimously.

H. Recommended Policy Updates & Revisions - 2nd Reading

Ruth Mortag moved, seconded by Rick Cummings to approve the second reading of the recommended policy updates and revisions as listed.

Passed unanimously.

I. Consideration of Adoption of FY2022 Elementary Final Budget

Rick Cummings moved, seconded by Iain McGregor to approve and adopt the final Elementary Budget for FY2022.

Recess 7:04 - 7:11 p.m.

Passed unanimously.

J. Consideration of Adoption of FY2022 High School Final Budget

Chris Wilson moved, seconded by Iain McGregor to approve and adopt the final High School Budget for FY2022.

Passed unanimously.

K. MTSBA Region 5 Director Ballot

Rick Cummings moved, seconded by Ruth Mortag to vote for incumbent Val Fowler for MTSBA Region 5 Director.

Passed unanimously.

- L. Consent Agenda
 - a. Minutes of Regular Board Meeting, July 20, 2021
 - b. Business Claims
 - c. Student Activity Account
 - d. Student Attendance Agreements
 - e. Sub List

Rick Cummings moved, seconded by Val Fowler to approve the consent agenda.
Passed unanimously.

Superintendent Evaluation (possible executive session)

7:53 - 8:36 p.m.

Board Meeting Evaluation (I)

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

Announcements (I)

- A. Regular School Board Meeting, September 14, 2021

Adjournment (A)

At 8:39 pm Chris Wilson moved, seconded by Iain McGregor to adjourn. Passed unanimously.

John Rumney, 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

Section II - Business Claims

09/09/21
09:04:21

CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 8/21

Page: 1 of 19
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
7415 11831S	1826 NATIONAL BUS SALES	276,200.00				
1	3428 08/31/21 Ultra Coachliner SE 102	117,248.76	258	111	999	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-740-						
2	3428 08/31/21 Ultra Coachliner SE 102	158,951.24	258	211	999	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-740-						
7416 11832S	1809 MUST	793.00				
3	AUG21 08/01/21 August Retiree Insurance - CM	755.00*		289	100-1000	260
4	AUG21 08/01/21 August Retiree Insurance - LC	38.00*		289	100-1000	260
7417 11833S	3994 AWARE	4,717.89				
1	041807 07/26/21 AWARE Services - July 21	586.11*		115 157	100-2100	330 555
2	041807 07/26/21 AWARE Services - July 21	983.16*		115 158	100-2100	330 555
3	041807 07/26/21 AWARE Services - July 21	321.42*		115 661	100-2100	330 555
4	046602 08/02/21 AWARE Services - Aug 21	142.42*		115 157	100-2100	330 555
5	046602 08/02/21 AWARE Services - Aug 21	238.90*		115 158	100-2100	330 555
6	046602 08/02/21 AWARE Services - Aug 21	78.10*		115 661	100-2100	330 555
7	051152 08/09/21 AWARE Services - Aug 21	383.44*		115 157	100-2100	330 555
8	051152 08/09/21 AWARE Services - Aug 21	643.19*		115 158	100-2100	330 555
9	051152 08/09/21 AWARE Services - Aug 21	210.27*		115 661	100-2100	330 555
10	055523 08/16/21 AWARE Services - Aug 21	350.57*		115 157	100-2100	330 555
11	055523 08/16/21 AWARE Services - Aug 21	588.06*		115 158	100-2100	330 555
12	055523 08/16/21 AWARE Services - Aug 21	192.25*		115 661	100-2100	330 555
7418 11836S	2163 CENTURY LINK	116.02				
1	08/01/21 Phone Lines - Aug 2021	39.46		101	100-2580	531
2	08/01/21 Phone Lines - Aug 2021	24.36		110	100-2580	531
3	08/01/21 Phone Lines - Aug 2021	26.68		201	100-2580	531
4	08/01/21 Phone Lines - Aug 2021	25.52		210	100-2580	531
7419 11837S	3987 CULLIGAN	46.00				
1	01896505 07/31/21 Water Rental Service - Aug 2	21.16		101	100-2600	452
2	01896505 07/31/21 Water Rental Service - Aug 2	24.84		201	100-2600	452
7420 11834S	4438 CENGAGE LEARNING	105.39				
4	2104403 10/03/19 CREDIT	-346.34		128	100-1000	682
5	2104403 10/03/19 CREDIT	-712.85		228	100-1000	682
6	74696438 08/13/21 Gale in Context: EL	346.34*	264	115 158	775-2220	682 33
MATTESON K						
7	74696438 08/13/21 Gale in Context: JH	363.66*	264	115 661	775-2220	682 33
MATTESON K						
8	74696438 08/13/21 Gale in Context: HS	454.58*	264	115 157	775-2220	682 33
MATTESON K						

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7421	11838S	163 ECKROTH MUSIC CO.	2,711.00					
1		4132089 07/22/21 HR782L French Horn	2,711.00		201	100-1000	610	
7422	11839S	855 ENERGY WEST	1,137.28					
1		07/28/21 Gas - July 2021	557.27		101	100-2600	411	
2		07/28/21 Gas - July 2021	193.34		110	100-2600	411	
3		07/28/21 Gas - July 2021	170.59		201	100-2600	411	
4		07/28/21 Gas - July 2021	216.08		210	100-2600	411	
7423	11840S	1467 FOLLETT SCHOOL SOLUTIONS, INC.	922.19					
1		1444061 07/19/21 Single Site LM-Hosted Ser	463.31	263	101	100-2220	682	
MATTESON K								
2		1444061 07/19/21 Single Site LM-Hosted Ser	308.88	263	201	100-2220	682	
MATTESON K								
3		1444061 07/19/21 TitlePeek Online Service	90.00	263	101	100-2220	681	
MATTESON K								
4		1444061 07/19/21 TitlePeek Online Service	60.00	263	201	100-2220	681	
MATTESON K								
7424	11841S	1599 FRONTLINE TECHNOLOGIES GROUP, LLC	9,141.41					
1		137120 07/01/21 Frontline Sub Tracker	3,670.09*		282 158	100-2580	682	
2		137120 07/01/21 Frontline Sub Tracker	1,199.84*		282 661	100-2580	682	
3		137120 07/01/21 Frontline Sub Tracker	2,187.93*		282 157	100-2580	682	
4		137120 07/01/21 Frontline Recruiting	1,083.45*		282 158	100-2580	682	
5		137120 07/01/21 Frontline Recruiting	354.21*		282 661	100-2580	682	
6		137120 07/01/21 Frontline Recruiting	645.89*		282 157	100-2580	682	
7426	11842S	206 GENERAL DISTRIBUTING CO.	139.81					
1		1022645 07/31/21 Ag - Wellding Gases	139.81		201	390-1000	610	
7427	11843S	3580 HAWK'S FIRE PROTECTION	1,702.00					
1		8884 07/19/22 Service Fire Extinguishers	638.50		101	100-2600	440	
2		8884 07/19/22 Service Fire Extinguishers	638.50		201	100-2600	440	
3		8884 07/19/22 5 New ABC Exinguishers	212.50		101	100-2600	610	
4		8884 07/19/22 5 New ABC Exinguishers	212.50		201	100-2600	610	

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7428	11844S	1256 HEARTLAND PAYMENT SYSTEMS	510.50						
1		015049 07/31/21 Annual Production Records	113.50		112	910-3100	682		
2		015049 07/31/21 Annual Recipe & Costing	90.50		112	910-3100	682		
3		015049 07/31/21 Annual Menu Planning	306.50		112	910-3100	682		
7429	11846S	3876 HOME DEPOT PRO INSTITUTIONAL	637.81						
1		631740933 07/29/21 Garbage Bags, Bath Tissue	325.28		101	100-2600	610		
2		631740933 07/29/21 Garbage Bags, Bath Tissue	312.53		201	100-2600	610		
7430	11845S	1751 HOME DEPOT PRO INSTITUTIONAL	989.72						
1		628821944 07/15/21 Panel Board, Paint, Knee Pa	104.87		101	100-2600	610		
2		628821944 07/15/21 Panel Board, Paint, Knee Pa	100.75		201	100-2600	610		
3		632111621 08/01/21 Misc Supplies	225.71		101	100-2600	610		
4		632111621 08/01/21 Misc Supplies	216.85		201	100-2600	610		
5		633340187 08/06/21 Misc Supplies	174.19		101	100-2600	610		
6		633340187 08/06/21 Misc Supplies	167.35		201	100-2600	610		
7431	11847S	1505 IXL SUBSCRIPTION DEPARTMENT	2,708.00						
1		S407914 07/13/21 Grades 6-8: 75 Students	587.00*	261	115 158	775-1000	681	33	
PIEPER N									
2		S407914 07/13/21 Grades 6-8: 75 Students	1,176.00*	261	115 661	775-1000	681	33	
PIEPER N									
3		S407914 07/13/21 SpEd K-12: 25 Students	201.00*	261	115 158	777-1000	681	33	
PIEPER N									
4		S407914 07/13/21 SpEd K-12: 25 Students	100.69*	261	115 661	777-1000	681	33	
PIEPER N									
5		S407914 07/13/21 SpEd K-12: 25 Students	101.07*	261	115 157	777-1000	681	33	
PIEPER N									
6		S407914 07/13/21 SpEd K-12: 25 Students	47.24*	261	115 157	775-1000	681	33	
PIEPER N									
7		S407914 07/13/21 Essential tools for Instr	247.50*	261	115 158	775-1000	681	33	
PIEPER N									
8		S407914 07/13/21 Essential tools for Instr	123.75*	261	115 661	775-1000	681	33	
PIEPER N									
9		S407914 07/13/21 Essential tools for Instr	123.75*	261	115 157	775-1000	681	33	
PIEPER N									

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7432	11848S	43 J&V RESTAURANT SUPPLY	113.95					
1		INV417216 08/06/21 Lower Wash Arm Spacer	15.00		112	910-3100	440	
2		INV417216 08/06/21 Lower Wash Arm Shaft	80.00		112	910-3100	440	
3		INV417216 08/06/21 Shipping	18.95		112	910-3100	440	
7433	11835S	1772 CENTURY LINK	2,017.26					
1		235006436 07/20/21 Internet Services - Aug 202	1,008.63		128	100-2580	530	
2		235006436 07/20/21 Internet Services - Aug 202	1,008.63		228	100-2580	530	
7434	11849S	1630 MARLIN BUSINESS BANK	379.67					
1		19164807 07/19/21 Auto Scrubber Contract	189.83		101	100-2600	350	
2		19164807 07/19/21 Auto Scrubber Contract	189.84		201	100-2600	350	
7435	11850S	48 MEADOW GOLD GREAT FALLS	683.08					
1		40028672 07/09/21 Dairy	138.36		112	910-3100	630	
2		594091 07/13/21 Dairy	243.16		112	910-3100	630	
3		594842 07/20/21 Dairy	190.76		112	910-3100	630	
4		595615 07/27/21 Dairy	110.80		112	910-3100	630	
7436	11851S	401 MTSBA	3,783.00					
1		0008451 07/31/21 Policy Services	2,023.42		101	100-2300	330	
3		0008451 07/31/21 Policy Services	909.08		201	100-2300	330	
4		0008450 07/31/21 Legal Services - Alluvion Hea	477.00		101	100-2300	330	
5		0008450 07/31/21 Legal Services - Alluvion Hea	318.00		201	100-2300	330	
6		0008449 07/31/21 Legal Services - Complaint Re	33.30		101	100-2300	330	
7		0008449 07/31/21 Legal Services - Complaint Re	22.20		201	100-2300	330	
7438	11852S	1272 NAPA AUTO PARTS	55.85					
1		62-596502 07/21/21 Parts	27.92		110	100-2700	610	
2		62-596502 07/21/21 Parts	27.93		210	100-2700	610	
7439	11853S	400 NORTHWESTERN ENERGY	5,912.59					
1		08/06/21 Electricity - July 2021	1,773.78		101	100-2600	412	
2		08/06/21 Electricity - July 2021	1,300.77		110	100-2600	412	
3		08/06/21 Electricity - July 2021	1,300.77		201	100-2600	412	
4		08/06/21 Electricity - July 2021	1,537.27		210	100-2600	412	

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7440	11854S	1324 OETC	2,454.00						
1		254748 08/11/21 Adobe Creative Cloud Renewal	981.60		128	100-2580	682		
2		254748 08/11/21 Adobe Creative Cloud Renewal	1,472.40		228	100-2580	682		
7441	11855S	1504 RAPTOR TECH	565.00						
1		16319 07/01/21 Raptor Visitor Management Rene	186.45		128	100-2580	682		
2		16319 07/01/21 Raptor Visitor Management Rene	378.55		228	100-2580	682		
7442	11856S	1710 REPUBLIC SERVICES	932.56						
1		000286127 07/31/21 Disposal Services - Aug 202	466.28		101	100-2600	431		
2		000286127 07/31/21 Disposal Services - Aug 202	466.28		201	100-2600	431		
7443	11858S	616 SYSCO MONTANA INC.	2,214.46						
1		343319165 07/07/21 Food	839.18		112	910-3100	630		
2		343329858 07/14/21 Food	466.11		112	910-3100	630		
3		343341536 07/21/21 Food	820.41		112	910-3100	630		
4		343343068 07/22/21 Food	88.76		112	910-3100	630		
7444	11857S	1691 SCHOOLHOUSE IT	3,949.00						
1		1998 08/01/21 Contract Tech Services	1,303.17		128	100-2580	350		
2		1998 08/01/21 Contract Tech Services	2,645.83		228	100-2580	350		
7445	11860S	505 TOWN OF CASCADE	2,626.56						
1		07/23/21 Water/Sewer - July 2021	814.24		101	100-2600	421		
2		07/23/21 Water/Sewer - July 2021	630.37		110	100-2600	421		
3		07/23/21 Water/Sewer - July 2021	525.31		201	100-2600	421		
4		07/23/21 Water/Sewer - July 2021	656.64		210	100-2600	421		
7446	11859S	2026 THE PARTS STORE	6.19						
1		537060 07/16/21 Wheel Bearing	3.09		110	100-2700	610		
2		537060 07/16/21 Wheel Bearing	3.10		210	100-2700	610		
7447	11861S	2047 US FOODS	3,286.77						
1		4069426 Food	154.74		112	910-3100	630		
2		4119463 Food	1,058.14		112	910-3100	630		
4		4527548 Food	1,615.23		112	910-3100	630		
5		4119464 After School Snack	81.59*		115	434-1000	630	422	
6		4254349 After School Snack	194.27*		115	434-1000	630	422	
7		4527549 After School Snack	182.80*		115	434-1000	630	422	

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7448	11862S	1506 VOYAGER SOPRIS LEARNING	8,692.20					
1		4002402 07/16/21 Step Up to Writing: 3-5	1,756.00*	267	115 158	775-1000	610	33
	PIEPER N							
2		4002402 07/16/21 Step Up to Writing: 6-8	1,756.00*	267	115 661	775-1000	610	33
	PIEPER N							
3		4002402 07/16/21 Step Up to Writing: 9-12	2,195.00*	267	115 157	775-1000	610	33
	PIEPER N							
4		4002402 07/16/21 Step Up to Writing: K-2	2,195.00*	267	115 158	775-1000	610	33
	PIEPER N							
5		4002402 07/16/21 Shipping	395.10*	267	115 158	775-1000	610	33
	PIEPER N							
6		4002402 07/16/21 Shipping	197.55*	267	115 661	775-1000	610	33
	PIEPER N							
7		4002402 07/16/21 Shipping	197.55*	267	115 157	775-1000	610	33
	PIEPER N							
7449	11863S	1160 WORLD BOOK INC	500.26					
1		1626024 07/14/21 Online Power Pack Schools	250.13*	266	115 158	775-2220	682	33
	MATTESON K							
2		1626024 07/14/21 Online Power Pack Schools	125.06*	266	115 661	775-2220	682	33
	MATTESON K							
3		1626024 07/14/21 Online Power Pack Schools	125.07*	266	115 157	775-2220	682	33
	MATTESON K							
7450	11865S	1310 BMO HARRIS COMMERCIAL CARD	34,131.99					
1		CC-580 07/07/21 Fruit Fly Trap	3.81		101	625		
	BOARD OF TRUSTEES				CC Accounting: 101-	-100-2600-610		
	468 MARKET							
2		CC-580 07/07/21 Fruit Fly Trap	3.66		201	625		
	BOARD OF TRUSTEES				CC Accounting: 201-	-100-2600-610		
	468 MARKET							
3		CC-580 07/12/21 Touch Math Money Kit	351.00		115	625		33
	BOARD OF TRUSTEES				CC Accounting: 115-158-777-1000-610-			
	TOUCH MATH							
4		CC-580 07/14/21 Art - Elementary Supplies	1,622.11		101	625		
	BOARD OF TRUSTEES				CC Accounting: 101-	-100-1000-610		
	DICK BLICK ART MATERIAL							
5		CC-580 07/14/21 Art - HS Clay Supplies	968.50		201	625		
	BOARD OF TRUSTEES				CC Accounting: 201-	-100-1000-610		
	ARCHIE BRAY CLAY BUSINESS							
6		CC-580 07/14/21 Art - EL Clay Supplies	414.50		101	625		
	BOARD OF TRUSTEES				CC Accounting: 101-	-100-1000-610		
	ARCHIE BRAY CLAY BUSINESS							

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7	CC-580 07/15/21 Art - Mobile Classroom	1,899.00		101	625	
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-1000-610	
	PRANG					
8	CC-580 07/15/21 Band - iPad Air 256 GB	374.50		128	625	
	BOARD OF TRUSTEES		CC Accounting:	128-	-100-1000-682	
	APPLE INC.					
9	CC-580 07/15/21 Band - iPad Air 256 GB	374.50		228	625	
	BOARD OF TRUSTEES		CC Accounting:	228-	-100-1000-682	
	APPLE INC.					
10	CC-580 07/20/21 Art - Supplies	2,671.29		201	625	
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-1000-610	
	DICK BLICK ART MATERIAL					
11	CC-580 07/22/21 Art - Supplies	55.84		201	625	
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-1000-610	
	DICK BLICK ART MATERIAL					
12	CC-580 07/23/21 Postage	7.09		101	625	
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-2300-532	
	US POSTAL SERVICE-CASCADE					
13	CC-580 07/23/21 Postage	9.41		201	625	
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-2300-532	
	US POSTAL SERVICE-CASCADE					
14	CC-580 07/28/21 Bus Cards, Signature Stamp	60.44		101	625	
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-2300-610	
	VISTAPRINT					
15	CC-580 07/28/21 MCEL - KD, CW, JR, RM	750.00		101	625	
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-2300-330	
	MTSBA					
16	CC-580 07/28/21 MCEL - KD, CW, JR, RM	500.00		201	625	
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-2300-330	
	MTSBA					
17	CC-580 07/30/21 1st - Wonders Practice Books	148.86		101	625	
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-1000-640	
	MCGRAW-HILL					
18	CC-582 07/15/21 Misc School Supplies	579.03		101	625	
	BUSINESS OFFICE		CC Accounting:	101-	-100-1000-610	
	SAMS CLUB					
19	CC-582 07/15/21 Misc School Supplies	436.81		201	625	
	BUSINESS OFFICE		CC Accounting:	201-	-100-1000-610	
	SAMS CLUB					
20	CC-582 07/14/21 Misc Copy Paper	164.71		101	625	
	BUSINESS OFFICE		CC Accounting:	101-	-100-1000-610	
	SAMS CLUB					
21	CC-582 07/14/21 Misc Copy Paper	124.25		201	625	
	BUSINESS OFFICE		CC Accounting:	201-	-100-1000-610	
	SAMS CLUB					

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22	CC-582 07/08/21 XC - Spray Paint	26.54		201 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	201-	-720-3500-610	
23	CC-582 07/10/21 XC - Spray Paint	25.86		201 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	201-	-720-3500-610	
24	CC-582 07/12/21 XC - Traffic Cones	183.99		201 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	201-	-720-3500-610	
25	CC-582 07/08/21 XC - Jump Ropes	19.99		201 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	201-	-720-3500-610	
26	CC-582 07/12/21 JH - Crayola Colored Pencils	28.75		101 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	101-	-100-1000-610	
27	CC-582 07/08/21 JH - Drawing Paper, Crayons	69.09		101 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	101-	-100-1000-610	
28	CC-582 07/13/21 SCI - Misc Science Supplies	197.50		201 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	201-	-100-1000-610	
29	CC-582 07/09/21 SCI - Misc Science Supplies	49.73		201 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	201-	-100-1000-610	
30	CC-582 07/08/21 PE - Noodles	50.97		101 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	101-	-100-1000-610	
31	CC-582 07/08/21 PE - Hurdle Bars	67.93		101 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	101-	-100-1000-610	
32	CC-582 07/15/21 PE - Misc EL PE Supplies	231.64		101 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	101-	-100-1000-610	
33	CC-582 07/15/21 PE - Misc EL PE Supplies	391.56		101 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	101-	-100-1000-610	
34	CC-582 07/12/21 Locker Room Towels	223.93		201 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	201-	-720-3500-610	
35	CC-582 07/07/21 K - Vis-A-Vis Markers	107.94		101 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	101-	-100-1000-610	
36	CC-582 07/12/21 K - Fastener Brads	8.39		101 625		
	BUSINESS OFFICE AMAZON.COM		CC Accounting:	101-	-100-1000-610	

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37	CC-582 07/14/21 1st - Crayola Markers	57.13		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
38	CC-582 07/13/21 1st - Pencil Sharpener	29.99		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
39	CC-582 07/09/21 1st - Pencils, Journals, Clips	144.85		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
40	CC-582 07/09/21 EK - Tape	40.96		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
41	CC-582 07/12/21 EK - Watercolor Paint	58.60		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
42	CC-582 07/12/21 EK - Pencils, Makers, etc	297.79		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
43	CC-582 07/08/21 3rd - Whiteboard, Mailbox	58.43		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
44	CC-582 07/08/21 Shredder	72.49		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-2100-610	
45	CC-582 07/08/21 VB - Volleyballs	354.70		201 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	201-	-720-3500-610	
46	CC-582 07/13/21 MATH - Pencils, Cutter, Graph	88.68		201 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	201-	-100-1000-610	
47	CC-582 07/10/21 MATH - Graph Paper	86.30		201 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	201-	-100-1000-610	
48	CC-582 07/08/21 5th - File Holders	139.98		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
49	CC-582 07/08/21 5th - Markers	36.57		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
50	CC-582 07/13/21 5th - Misc Supplies	335.42		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	
51	CC-582 07/14/21 2nd - Classroom Supplies	76.58		101 625		
BUSINESS OFFICE AMAZON.COM			CC Accounting:	101-	-100-1000-610	

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
52	CC-582 07/14/21 2nd - Rug	80.82		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
53	CC-582 07/14/21 2nd - Chart Tablet	12.99		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
54	CC-582 07/15/21 2nd - Misc Classroom Supplies	138.42		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
55	CC-582 07/16/21 2nd - Pencils	28.75		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
56	CC-582 07/18/21 2nd - Crayons	49.84		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
57	CC-582 07/18/21 2nd - Construction Paper	12.71		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
58	CC-582 07/18/21 3rd - Privacy Shields	87.98		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
59	CC-582 07/17/21 Pens, Office Supplies	61.67		201 625		
BUSINESS OFFICE			CC Accounting:	201-	-100-2500-610	
AMAZON.COM						
60	CC-582 07/27/21 Batteries	49.98		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-2600-610	
AMAZON.COM						
61	CC-582 07/10/21 Amazon Business	3.74		128 625		
BUSINESS OFFICE			CC Accounting:	128-	-100-2300-682	
AMAZON.COM						
62	CC-582 07/10/21 Amazon Business	11.21		228 625		
BUSINESS OFFICE			CC Accounting:	228-	-100-2300-682	
AMAZON.COM						
63	CC-582 07/26/21 JH - Construction Paper	17.51		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
64	CC-582 07/14/21 JH - Markers	57.13		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
65	CC-582 07/18/21 FFA Nationals Flight - Advisor	288.20		215 625		322
BUSINESS OFFICE			CC Accounting:	215-	-451-1000-582-322	
MISC AIRLINES OUT-OF-DISTRICT						
66	CC-582 07/18/21 FFA Nationals Flight - Advisor	198.20		215 625		322
BUSINESS OFFICE			CC Accounting:	215-	-451-1000-582-322	
BUSINESS OFFICE						

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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
MISC AIRLINES OUT-OF-DISTRICT						
67	CC-582 07/19/21 FFA Nationals Hotel - Advisor	254.88		215 625		322
BUSINESS OFFICE			CC Accounting:	215-	-451-1000-582-322	
MISC HOTELS OUT-OF-DIST						
68	CC-582 07/19/21 FFA Nationals Fees - Advisor	541.68		215 625		322
BUSINESS OFFICE			CC Accounting:	215-	-451-1000-582-322	
MISC. VENDOR.						
69	CC-583 07/14/21 SAM Leadership Summit	150.00		101 625		
DIST SUPT			CC Accounting:	101-	-100-2300-582	
SAM						
70	CC-583 07/14/21 SAM Leadership Summit	100.00		201 625		
DIST SUPT			CC Accounting:	201-	-100-2300-582	
SAM						
71	CC-583 08/02/21 Tix to OK for New Bus	272.10		110 625		
DIST SUPT			CC Accounting:	110-	-100-2300-582	
MISC AIRLINES OUT-OF-DISTRICT						
72	CC-583 08/02/21 Tix to OK for New Bus	272.10		210 625		
DIST SUPT			CC Accounting:	210-	-100-2300-582	
MISC AIRLINES OUT-OF-DISTRICT						
73	CC-584 07/11/21 Pails	4.40		112 625		
FOOD SERVICES			CC Accounting:	112-	-910-3100-610	
WALMART						
74	CC-584 07/11/21 Food	15.06		112 625		
FOOD SERVICES			CC Accounting:	112-	-910-3100-630	
SAMS CLUB						
75	CC-584 07/12/21 Food	4.57		112 625		
FOOD SERVICES			CC Accounting:	112-	-910-3100-630	
468 MARKET						
76	CC-584 07/13/21 Food	16.55		112 625		
FOOD SERVICES			CC Accounting:	112-	-910-3100-630	
468 MARKET						
77	CC-584 08/02/21 Food	15.97		112 625		
FOOD SERVICES			CC Accounting:	112-	-910-3100-630	
468 MARKET						
78	CC-585 07/12/21 Planbook Subscription	364.50		228 625		
HS PRINCIPAL			CC Accounting:	228-	-100-1000-682	
MISC. VENDOR.						
79	CC-585 07/12/21 CHAMPS Inservice/Planner	830.59		101 625		
HS PRINCIPAL			CC Accounting:	101-	-100-1000-610	
PACIFIC NORTHWEST LIBRARY ASSN						
80	CC-585 07/12/21 CHAMPS Inservice/Planner	276.86		201 625		
HS PRINCIPAL			CC Accounting:	201-	-100-1000-610	
PACIFIC NORTHWEST LIBRARY ASSN						

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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
81		CC-585 07/15/21 Financial Algebra	179.00		201 625			
	HS PRINCIPAL MISC. VENDOR.			CC Accounting:	201-	-100-1000-640		
82		CC-585 07/28/21 WM-PLC Eval Training	199.00		201 625			
	HS PRINCIPAL MISC. VENDOR.			CC Accounting:	201-	-100-2400-582		
83		CC-585 08/03/21 ACT Training	60.00		201 625			
	HS PRINCIPAL MISC. VENDOR.			CC Accounting:	201-	-100-2400-582		
84		CC-587 07/06/21 Spray Nozzle	24.73		101 625			
	MAINTENANCE AMAZON.COM			CC Accounting:	101-	-100-2600-610		
85		CC-587 07/06/21 Spray Nozzle	23.77		201 625			
	MAINTENANCE AMAZON.COM			CC Accounting:	201-	-100-2600-610		
86		CC-587 07/01/21 JH - Books	10.13		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-1000-640		
87		CC-587 07/07/21 JH - Books	664.45		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-1000-640		
88		CC-587 07/25/21 JH - Books	17.80		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-1000-640		
89		CC-587 07/25/21 JH - Books	35.60		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-1000-640		
90		CC-587 07/24/21 JH - Books	106.80		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-1000-640		
91		CC-587 07/31/21 JH - Books	106.80		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-1000-640		
92		CC-587 07/12/21 JH - Books	17.80		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-1000-640		
93		CC-587 07/07/21 Breen Oil	30.10		110 625			
	BREEN OIL COMPANY			CC Accounting:	110-	-100-2700-610		
94		CC-587 07/07/21 Breen Oil	30.10		210 625			
	BREEN OIL COMPANY			CC Accounting:	210-	-100-2700-610		
95		CC-587 07/12/21 Ice Machine Supplies	115.76		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-2600-610		
96		CC-587 07/12/21 Ice Machine Supplies	111.22		201 625			
	AMAZON.COM			CC Accounting:	201-	-100-2600-610		
97		CC-587 07/12/21 Sprinkler Head Kit	509.74		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-2600-610		
98		CC-587 07/12/21 Sprinkler Head Kit	489.76		201 625			
	AMAZON.COM			CC Accounting:	201-	-100-2600-610		
99		CC-587 07/12/21 Chapin Shut Off Assembly	19.89		101 625			
	AMAZON.COM			CC Accounting:	101-	-100-2600-610		

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
100	CC-587 07/12/21 Chapin Shut Off Assembly	19.11		201 625		
AMAZON.COM			CC Accounting:	201-	-100-2600-610	
101	CC-587 07/12/21 Replacement Pads	6.10		101 625		
HARBOR FREIGHT			CC Accounting:	101-	-100-2600-610	
102	CC-587 07/12/21 Replacement Pads	5.87		201 625		
HARBOR FREIGHT			CC Accounting:	201-	-100-2600-610	
103	CC-587 07/15/21 Pyrex Mixing Bowl	31.99		112 625		
AMAZON.COM			CC Accounting:	112-	-910-3100-610	
104	CC-587 07/15/21 Food Coloring	17.49		112 625		
AMAZON.COM			CC Accounting:	112-	-910-3100-610	
105	CC-587 07/20/21 Batteries	270.30		101 625		
BATTERIES + BULBS			CC Accounting:	101-	-100-2600-610	
106	CC-587 07/20/21 Batteries	259.70		201 625		
BATTERIES + BULBS			CC Accounting:	201-	-100-2600-610	
107	CC-587 07/22/21 Bee Veil	10.19		101 625		
NORTH 40 OUTFITTERS			CC Accounting:	101-	-100-2600-610	
108	CC-587 07/22/21 Bee Veil	9.80		201 625		
NORTH 40 OUTFITTERS			CC Accounting:	201-	-100-2600-610	
109	CC-587 07/29/21 Supplies	5.04		101 625		
GRAINGER			CC Accounting:	101-	-100-2600-610	
110	CC-587 07/29/21 Supplies	4.84		201 625		
GRAINGER			CC Accounting:	201-	-100-2600-610	
111	CC-587 07/29/21 Supplies	5.76		101 625		
GRAINGER			CC Accounting:	101-	-100-2600-610	
112	CC-587 07/29/21 Supplies	5.54		201 625		
GRAINGER			CC Accounting:	201-	-100-2600-610	
113	CC-587 07/30/21 Supplies	433.56		101 625		
GRAINGER			CC Accounting:	101-	-100-2600-610	
114	CC-587 07/30/21 Supplies	416.56		201 625		
GRAINGER			CC Accounting:	201-	-100-2600-610	
115	CC-587 08/01/21 CREDIT	-76.50		101 625		
BATTERIES + BULBS			CC Accounting:	101-	-100-2600-610	
116	CC-587 08/01/21 CREDIT	-73.50		201 625		
BATTERIES + BULBS			CC Accounting:	201-	-100-2600-610	
117	CC-587 08/02/21 CarQuest Supplies	17.48		110 625		
MISC. VENDOR.			CC Accounting:	110-	-100-2700-610	
118	CC-587 08/02/21 CarQuest Supplies	17.48		210 625		
MISC. VENDOR.			CC Accounting:	210-	-100-2700-610	
119	CC-587 08/03/21 Document Cameras	239.78		128 625		
AMAZON.COM			CC Accounting:	128-	-100-2600-610	
120	CC-587 08/03/21 Document Cameras	239.78		228 625		
AMAZON.COM			CC Accounting:	228-	-100-2600-610	
121	CC-587 08/03/21 Supplies	133.60		101 625		
GRAINGER			CC Accounting:	101-	-100-2600-610	

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
122	CC-587 08/03/21 Supplies	128.36		201 625		
GRAINGER			CC Accounting:	201-	-100-2600-610	
123	CC-587 08/03/21 Locks	20.60		201 625		
CENTRAL MONTANA LOCK & SAFE, LLC			CC Accounting:	201-	-100-2600-610	
124	CC-588 07/21/21 SAM Registration	150.00		101 625		
EL PRINCIPAL SAM			CC Accounting:	101-	-100-2300-582	
125	CC-588 07/21/21 SAM Registration	100.00		201 625		
EL PRINCIPAL SAM			CC Accounting:	201-	-100-2300-582	
126	CC-589 07/06/21 PE - Yoga Balls	48.65		201 625		
ATHLETIC 1 WALMART			CC Accounting:	201-	-100-1000-610	
127	CC-589 07/08/21 PE - Yoga Balls	48.65		201 625		
ATHLETIC 1 WALMART			CC Accounting:	201-	-100-1000-610	
128	CC-589 07/12/21 PE - CREDIT	-29.19		201 625		
ATHLETIC 1 WALMART			CC Accounting:	201-	-100-1000-610	
129	CC-589 07/14/21 Weight Room Supplies	45.87		101 625		
ATHLETIC 1 NORTH 40 OUTFITTERS			CC Accounting:	101-	-100-2600-610	
130	CC-589 07/14/21 Weight Room Supplies	44.08		201 625		
ATHLETIC 1 NORTH 40 OUTFITTERS			CC Accounting:	201-	-100-2600-610	
131	CC-589 07/14/21 Weight Room Supplies	2.03		101 625		
ATHLETIC 1 NORTH 40 OUTFITTERS			CC Accounting:	101-	-100-2600-610	
132	CC-589 07/14/21 Weight Room Supplies	1.96		201 625		
ATHLETIC 1 NORTH 40 OUTFITTERS			CC Accounting:	201-	-100-2600-610	
133	CC-589 07/15/21 PE - Yoga Balls	38.92		201 625		
ATHLETIC 1 WALMART			CC Accounting:	201-	-100-2600-610	
134	CC-589 07/21/21 PE - Rowing Machines (2)	1,800.00		282 625		
ATHLETIC 1 ROUGUE			CC Accounting:	282-	-100-1000-610	
135	CC-589 07/21/21 PE - Concept 2 Skierg (2)	1,900.00		282 625		
ATHLETIC 1 ROUGUE			CC Accounting:	282-	-100-1000-610	
136	CC-589 07/21/21 PE - Assault Airbike (2)	1,498.00		282 625		
ATHLETIC 1 ROUGUE			CC Accounting:	282-	-100-1000-610	

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
137	CC-589 07/30/21 PE - Bigger Faster Stronger	250.00		201 625		
	ATHLETIC 1		CC Accounting:	201-	-100-1000-682	
	BIGGER FASTER STRONGER					
138	CC-590 07/15/21 Math - Algebra Supplies	362.99		201 625		
	ATHLETICS 2		CC Accounting:	201-	-100-1000-610	
	DIDAX INCORPORATED					
139	CC-590 07/13/21 FB - HUDL Subscription	1,099.00		201 625		
	ATHLETICS 2		CC Accounting:	201-	-720-3500-682	
	HUDL					
140	CC-591 07/07/21 VB - Spike Trainer, Net Extend	555.11		201 625		
	ACTIVITIES 1		CC Accounting:	201-	-720-3500-610	
	MISC. VENDOR.					
141	CC-591 07/07/21 Phonics Skills Supplies	128.05		113 625		
	ACTIVITIES 1		CC Accounting:	113-	-280-1000-610	
	EVAN MOOR EDUCATIONAL PUBLISHERS					
142	CC-591 07/23/21 BAND - Finale v27 Upgrade - Do	99.00		228 625		
	ACTIVITIES 1		CC Accounting:	228-	-100-1000-682	
	MAKEMUSIC INC					
143	CC-592 07/07/21 Misc Supplies	9.47		115 625		422
	K-12 STAFF		CC Accounting:	115-	-434-1000-610-422	
	WALMART					
144	CC-592 07/14/21 Avery Labels	61.96		101 625		
	K-12 STAFF		CC Accounting:	101-	-100-1000-610	
	AMAZON.COM					
145	CC-592 07/15/21 Holt Science Books	438.62		201 625		
	K-12 STAFF		CC Accounting:	201-	-100-1000-640	
	AMAZON.COM					
146	CC-592 07/21/21 Summer School Snack	75.23		115 625		422
	K-12 STAFF		CC Accounting:	115-	-434-1000-630-422	
	468 MARKET					
147	CC-592 07/22/21 SCI - White Boards, Projects,	82.13		201 625		
	K-12 STAFF		CC Accounting:	201-	-100-1000-610	
	AMAZON.COM					
148	CC-592 07/22/21 K - Storage Boxes	39.52		101 625		
	K-12 STAFF		CC Accounting:	101-	-100-1000-610	
	AMAZON.COM					
149	CC-592 07/26/21 K - Pencil Boxes	30.99		101 625		
	K-12 STAFF		CC Accounting:	101-	-100-1000-610	
	AMAZON.COM					
150	CC-592 07/26/21 2nd - Wireless Keyboard/Mouse	19.99		101 625		
	K-12 STAFF		CC Accounting:	101-	-100-1000-610	
	AMAZON.COM					
151	CC-592 07/27/21 Summer School Snacks	20.99		115 625		422
	K-12 STAFF		CC Accounting:	115-	-434-1000-630-422	
	468 MARKET					

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152 K-12 STAFF MICHAEL'S	CC-592 07/27/21 Crafts	16.98		115 625		422
			CC Accounting:	115-	-434-1000-610-422	
153 K-12 STAFF SAMS CLUB	CC-592 07/27/21 Summer School Snacks	106.32		115 625		422
			CC Accounting:	115-	-434-1000-610-422	
154 K-12 STAFF WALMART	CC-592 07/27/21 School Supplies	135.95		115 625		422
			CC Accounting:	115-	-434-1000-610-422	
155 K-12 STAFF AMAZON.COM	CC-592 07/27/21 Music	9.99		101 625		
			CC Accounting:	101-	-100-1000-610	
156 K-12 STAFF WALMART	CC-592 07/28/21 School Supplies	139.00		115 625		422
			CC Accounting:	115-	-434-1000-610-422	
157 K-12 STAFF AMAZON.COM	CC-592 07/29/21 SCI - Balance Balls, EXPO	41.85		201 625		
			CC Accounting:	201-	-100-1000-610	
158 K-12 STAFF AMAZON.COM	CC-592 08/02/21 K - PawPrint Cutouts	6.99		101 625		
			CC Accounting:	101-	-100-1000-610	
159 K-12 STAFF THE DOLLAR TREE	CC-592 08/02/21 School Supplies	11.00		115 625		422
			CC Accounting:	115-	-434-1000-610-422	
160 K-12 STAFF THE DOLLAR TREE	CC-592 08/02/21 School Supplies	26.00		115 625		422
			CC Accounting:	115-	-434-1000-610-422	
161 K-12 STAFF GREAT FALLS ACE 10TH	CC-592 08/02/21 Misc Supplies	16.14		115 625		422
			CC Accounting:	115-	-434-1000-610-422	
162 K-12 STAFF AMAZON.COM	CC-592 08/02/21 K - Fly Swatters	38.97		101 625		
			CC Accounting:	101-	-100-1000-610	
163 K-12 STAFF 468 MARKET	CC-592 08/03/21 Summer School Snacks	13.87		115 625		422
			CC Accounting:	115-	-434-1000-630-422	
164 K-12 STAFF AMAZON.COM	CC-592 08/05/21 VB - Water Bottles	110.19		201 625		
			CC Accounting:	201-	-720-3500-610	
165	Adjustment	335.34*		101 100-2300		810

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7451	11870S	505 TOWN OF CASCADE	2,333.00					
1		POOL 2021 08/16/21 Swim Instructor Wages	420.00*		115	434-1000	120	422
2		POOL 2021 08/16/21 Swim Instructor Benefits	105.00*		115	434-1000	200	422
3		POOL 2021 08/16/21 Swim Asst Wages	308.00*		115	434-1000	120	422
4		POOL 2021 08/16/21 Swim Asst Benefits	77.00*		115	434-1000	200	422
5		POOL 2021 08/16/21 Swim Asst Wages	280.00*		115	434-1000	120	422
6		POOL 2021 08/16/21 Swim Asst Benefits	70.00*		115	434-1000	200	422
7		POOL 2021 08/16/21 Pool Party	350.00*		115	434-1000	610	422
8		POOL 2021 08/16/21 Pool Tickets	723.00*		115	434-1000	610	422
7452	11869S	1843 RICK GREER	348.50					
1		829701 08/23/21 Classroom Nameplates - Teacher	174.25		101	100-2600	610	
2		829701 08/23/21 Classroom Nameplates - Teacher	174.25		201	100-2600	610	
7453	11866S	1157 BUG DOCTOR	163.00					
1		2250 08/03/21 Pest Control	81.50		101	100-2600	340	
2		2250 08/03/21 Pest Control	81.50		201	100-2600	340	
7454	11868S	3876 HOME DEPOT PRO INSTITUTIONAL	455.66					
1		633741855 08/09/21 Cleaning Supplies	60.89		101	100-2600	610	
2		633741855 08/09/21 Cleaning Supplies	58.51		201	100-2600	610	
3		634021471 08/10/21 Natl Blend Pad Whit	31.16		101	100-2600	610	
4		634021471 08/10/21 Natl Blend Pad Whit	29.94		201	100-2600	610	
5		634021489 08/10/21 Purell Hand Sanitizer	140.33		101	100-2600	610	
6		634021489 08/10/21 Purell Hand Sanitizer	134.83		201	100-2600	610	
7455	11864S	1557 AMERICAN EXPRESS	1,093.32					
1		CC-593 08/05/21 Pawnee Travel Plaza	47.50		110	625		
	MISC HOTELS OUT-OF-DIST				CC Accounting: 110-	-100-2300-582		
2		CC-593 08/05/21 Pawnee Travel Plaza	47.50		210	625		
	MISC HOTELS OUT-OF-DIST				CC Accounting: 210-	-100-2300-582		
3		CC-593 08/05/21 Tonkawa Lodge	64.13		110	625		
	MISC HOTELS OUT-OF-DIST				CC Accounting: 110-	-100-2300-582		
4		CC-593 08/05/21 Tonkawa Lodge	64.12		210	625		
	MISC HOTELS OUT-OF-DIST				CC Accounting: 210-	-100-2300-582		
5		CC-593 08/05/21 The Hub	6.24		110	625		
	MISC RESTAURANTS OUT-OF-DIST				CC Accounting: 110-	-100-2300-582		
6		CC-593 08/05/21 The Hub	6.24		210	625		
	MISC RESTAURANTS OUT-OF-DIST				CC Accounting: 210-	-100-2300-582		
7		CC-593 08/06/21 Game Time Grill	10.44		110	625		
	MISC RESTAURANTS OUT-OF-DIST				CC Accounting: 110-	-100-2300-582		
8		CC-593 08/06/21 Game Time Grill	10.44		210	625		
	MISC RESTAURANTS OUT-OF-DIST				CC Accounting: 210-	-100-2300-582		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
9		CC-593 08/06/21 Bus Fuel	100.10		110	625		
	MISC. VENDOR.			CC Accounting:	110-	-100-2700-624		
10		CC-593 08/06/21 Bus Fuel	100.09		210	625		
	MISC. VENDOR.			CC Accounting:	210-	-100-2700-624		
11		CC-593 08/07/21 Holiday Inn	113.10		110	625		
	MISC HOTELS OUT-OF-DIST			CC Accounting:	110-	-100-2300-582		
12		CC-593 08/07/21 Holiday Inn	113.09		210	625		
	MISC HOTELS OUT-OF-DIST			CC Accounting:	210-	-100-2300-582		
13		CC-593 08/07/21 Dominos	19.16		110	625		
	MISC RESTAURANTS OUT-OF-DIST			CC Accounting:	110-	-100-2300-582		
14		CC-593 08/07/21 Dominos	19.15		210	625		
	MISC RESTAURANTS OUT-OF-DIST			CC Accounting:	210-	-100-2300-582		
15		CC-593 08/07/21 Pilot Gas Station	84.02		110	625		
	MISC. VENDOR.			CC Accounting:	110-	-100-2700-624		
16		CC-593 08/07/21 Pilot Gas Station	84.01		210	625		
	MISC. VENDOR.			CC Accounting:	210-	-100-2700-624		
17		CC-593 08/08/21 Holiday Inn	101.89		110	625		
	MISC HOTELS OUT-OF-DIST			CC Accounting:	110-	-100-2300-582		
18		CC-593 08/08/21 Holiday Inn	101.88		210	625		
	MISC HOTELS OUT-OF-DIST			CC Accounting:	210-	-100-2300-582		
19		CC-593 08/18/21	0.22		210	625		
				CC Accounting:	210-	-100-2300-810		
7456	11867S	1092 CASCADE HIGH SCHOOL	4,130.21					
1		73122365 07/31/21 Bus Fuel - July 2021	2,065.11		110	100-2700	624	
2		73122365 07/31/21 Bus Fuel - July 2021	2,065.10		210	100-2700	624	
	# of Claims	40	Total:	383,406.10				

383,406.10

Fund/Account	Amount
101 General Fund	
101	\$21,748.76
110 Transportation	
101	\$5,111.22
111 Bus Depreciation	
101	\$117,248.76
112 Food Services	
101	\$6,456.13
113 Tuition	
101	\$128.05
115 Federal Programs	
101	\$21,496.54
128 Technology	
101	\$3,751.53
201 General Fund	
101	\$20,818.89
210 Transportation	
101	\$5,398.06
211 Bus Depreciation	
101	\$158,951.24
215 Federal Programs	
101	\$1,282.96
228 Technology	
101	\$5,881.55
282 Interlocal Agreement	
101	\$14,339.41
289 Retirement/COBRA Insurance Fund	
101	\$793.00
Total:	\$383,406.10

Section III - Student Activity Accounts

09/09/21
09:12:52

CASCADE PUBLIC SCHOOLS
Statement of Activity by Account Name for 08/01/21 to 08/31/21

Page: 1 of 2
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	In Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
1 ANNUAL	659.73	0.00	0.00	0.00	0.00		0.00	0.00	659.73
36 ART	1275.30	0.00	0.00	0.00	0.00		0.00	0.00	1275.30
2 ATHLETICS	18107.16	3220.94	0.00	50.00	0.00		0.00	0.00	14936.22
5 BAND	2784.08	0.00	0.00	0.00	0.00		0.00	0.00	2784.08
51 BOOK FAIR	394.77	0.00	0.00	0.00	0.00		0.00	0.00	394.77
3 BPA	7951.99	0.00	0.00	0.00	0.00		0.00	0.00	7951.99
4 CHEER/PEP CLUB	989.12	0.00	0.00	0.00	0.00		0.00	0.00	989.12
7 CHOIR	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
60 CLASS OF 2021	1079.96	1079.40	0.00	0.00	0.00		0.00	0.00	0.56
16 CLASS OF 2022	1318.59	0.00	0.00	0.00	0.00		0.00	0.00	1318.59
61 CLASS OF 2023	243.28	0.00	0.00	0.00	0.00		0.00	0.00	243.28
62 CLASS OF 2024	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
13 CONCESSIONS	23433.55	0.00	0.00	0.00	0.00		0.00	0.00	23433.55
47 COUNSELING	1649.84	0.00	0.00	0.00	0.00		0.00	0.00	1649.84
65 DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
32 FCS	0.23	0.00	0.00	0.00	0.00		0.00	0.00	0.23
15 FFA	4625.11	5009.92	0.00	25.00	0.00		0.00	0.00	-359.81
64 FOOD SERVICE CLEARING	-256.97	0.00	0.00	0.00	0.00		0.00	0.00	-256.97
12 HS BOYS' BB	5.12	0.00	0.00	0.00	0.00		0.00	0.00	5.12
46 HS CROSS COUNTRY	308.97	0.00	0.00	0.00	0.00		0.00	0.00	308.97
38 HS FOOTBALL	3773.99	3345.01	0.00	0.00	0.00		0.00	0.00	428.98
40 HS GIRLS' BB	753.16	0.00	0.00	0.00	0.00		0.00	0.00	753.16
66 HS GOLF	261.83	0.00	0.00	0.00	0.00		0.00	0.00	261.83
19 HS HONOR SOCIETY	4171.29	0.00	0.00	0.00	0.00		0.00	0.00	4171.29
29 HS STUDENT COUNCIL/MBI	1026.99	0.00	0.00	0.00	0.00		0.00	0.00	1026.99
37 HS TRACK	107.18	0.00	0.00	0.00	0.00		0.00	0.00	107.18
10 HS VOLLEYBALL	6069.54	0.00	0.00	0.00	0.00		0.00	0.00	6069.54
34 HS WRESTLING	1327.06	0.00	0.00	0.00	0.00		0.00	0.00	1327.06
57 JH BOYS BB	1378.23	0.00	0.00	0.00	0.00		0.00	0.00	1378.23
39 JH FOOTBALL	1.72	0.00	0.00	0.00	0.00		0.00	0.00	1.72
56 JH GIRLS BB	507.60	0.00	0.00	0.00	0.00		0.00	0.00	507.60
35 JH HONOR SOCIETY	205.86	0.00	0.00	0.00	0.00		0.00	0.00	205.86
27 JH STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
53 JH TRACK	784.35	0.00	0.00	0.00	0.00		0.00	0.00	784.35
54 JH VOLLEYBALL	254.42	0.00	0.00	0.00	0.00		0.00	0.00	254.42
55 JH WRESTLING	127.06	0.00	0.00	0.00	0.00		0.00	0.00	127.06
43 JMG	206.85	0.00	0.00	0.00	0.00		0.00	0.00	206.85
6 JUNIOR TIRP	1.43	0.00	0.00	0.00	0.00		0.00	0.00	1.43
18 K-8 MISC EARNINGS	3387.47	42.50	0.00	0.00	0.00		0.00	0.00	3344.97
26 LIVING 2 SERVE	0.16	0.00	0.00	0.00	0.00		0.00	0.00	0.16
25 REVOLVING	6881.51	375.00	0.00	4130.21	0.00		0.00	0.00	10636.72
24 ROBOTICS	96.39	0.00	0.00	0.00	0.00		0.00	0.00	96.39
9 SCHOLARSHIP	1705.11	0.00	0.00	0.00	0.00		0.00	0.00	1705.11
33 SHOP FUND	1294.31	0.00	0.00	0.00	0.00		0.00	0.00	1294.31
31 TECHNOLOGY	7744.15	0.00	0.00	0.00	0.00		0.00	0.00	7744.15
17 XCELL	726.94	0.00	0.00	0.00	0.00		0.00	0.00	726.94
898 MISC EARNINGS	119.08	0.00	0.00	0.00	0.00		0.00	0.00	119.08
899 MISC CHARGES	-49.96	0.00	0.00	0.00	0.00		0.00	0.00	-49.96
Total for Student Accounts	107433.55	13072.77		4205.21					98565.99
Bank Account Totals	107433.55	13072.77	0.00	4205.21	0.00		0.00	0.00	98565.99

Section IV - Student Attendance Agreements

d. Student Attendance Agreements

2021-2022 School Year

Students attending school in Cascade from out of district

Helena School Dist. 7th-12th R BA Grade

Bloomquist, Finnah	X	X	8
Einspahr, Abigail	X	X	8
Gatch, Austin	X	X	9
Gatch, Nathan	X	X	11
Maulding, Colten	X	X	7
Otheim, Carsyn	X	X	9
Otheim, Carter	X	X	11
Park, Cody	X	X	8
Park, Johnny	X	X	10
Shuck, Landon	X	X	8
Waters, Kaydence	X	X	11

Great Falls Dist. EK-12th R BA Grade

Brooks, Jason	X	X	5
Kirby, Victoria	X	X	12

Ulm School Dist. EK-8th R BA Grade

Lange, Drake	X	X	7
Milligan, Noah	X	X	6
Smith Bryson	X	X	6
Smith, Novah	X	X	8

Wolf Creek School Dist. EK-6th R BA Grade

Buffalo, Aja	X	X	11
Cloninger, Tannalee	X	X	7
Hunter, Izabel	X	X	4
Maulding, Trevor	X	X	3
Park, Alexandria	X	X	6

Simms Elementary School District R BA Grade

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Augusta Elem/HS School Dist. R BA Grade

Golie, Brydger	X	X	6
Golie, Jacob	X	X	7

Sun River Valley District R BA Grade

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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

9/9/2021

Section V - Sub List

e. Sub List

Substitute Teachers	
Name	
CERTIFIED	
Burcusa, Michael	C/FP
Eisenzimer, Joann	C/TB/FP
LaLiberty, Frank	C/TB
Manning, Diana	C/TB/FP
McKamey, Jeanne	C/TB/FP
Pieper, Frank	C/FP
Skogley, Melody	C/TB/FP
Strobbe, Peggy	C/FP
NON-CERTIFIED	
Aker, Virginia	FP
Baker, Enrico	FP
Castellanos, Toni Marie	TB/FP
Castellanos-Romero, Amy	FP
Ethridge, Andrea	FP
Price, Alexi	FP
Rhodes, Leah*	FP
Woodend, Justine	FP
Secretarial	
Name	

*Need Approval by the Trustees

T.B. Approved (No longer required)

C - Some teaching certification

FP - FINGERPRINTED

PH - Physical Approved

Bus Drivers	
Name	
Aker, Virginia	FP/PH
Grismer, Tina (shuttle only)	
McDermand, James	
Nelson, Dave*	FP
Nelsen, Mark	FP/PH
Skogley, Jeff	TB/FP
Tilleman, Eric	TB/FP
Winkowitsch, Daniel*	
Custodian	
Name	
Aker, Virginia	FP/PH
Correll, Michele	FP/PH
Hall-Elmore, Roberta	TB/FP/PH
Hunter, Tina	TB/FP/PH
Johnson, Angela	TB/FP/PH
McDermand, James	
Kitchen	
Name	
Hickam, Jay	FP/PH
Sukut, Earl	FP/TB/PH
Vinson, Joanne	FP/TB/PH
Volunteers	
Name	
Nelsen, Jessica (piano)	
XCELL! Afterschool Program	
Name	
Antonich, Myrtle	ULM
Calvert, Brittney	ULM
Hastings, Angela	ULM
McCullough, Riley	ULM
McKamey, Mattison	
Periman, Madison	ULM
Strobbe, Peggy	C/FP
Wilson, Madison	FP