

Cascade School District



Board of Trustees Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

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

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document) and provide you with information about the District and your role as a Trustee of the District. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a trustee.

This handbook is designed for school board members. Its purpose is to assist in providing the highest attainable degree of education and success for each pupil in the District.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Floerchinger
Title VII, Civil Rights or Discrimination Issues: Levi Collins
Title IX: Michael Wilson
Equal Employment Opportunities (EEO): Levi Collins
Americans with Disabilities Act: Levi Collins

We wish you every success here at Cascade School District. We believe that each Trustee contributes directly to Cascade School District's growth and success, and we hope you will take pride in being a member of our team. We hope that your experience here will be challenging, enjoyable, and rewarding.

Proudly providing educational service to the communities and outlying areas of Cascade, Ulm, Deep Creek, Craig and Wolf Creek.

Cascade Elementary District, LE 0101

Cascade Elementary School, SC 0158

Cascade Junior High School, SC 1661

Cascade High School District, LE 0102

Cascade High School, SC 0157

**LE (Legal Entity), SC (School Code)*

I. Board of Trustees Purpose and Scope

CORE PURPOSE

Reference: Policy 1102FE

The Core Purpose of Cascade Public Schools is to educate so that the potential of all is realized. We base our Core Purpose on the following Core Values and Beliefs:

- We believe that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all.
- We believe that in order for our students to succeed, it is essential that we promote an environment in which students love to learn.
- We believe that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all.
- We believe that it is imperative to maintain a positive, compassionate and safe school environment.

BOARD OF TRUSTEES LEGAL STATUS, ORGANIZATION & MEMBERSHIP

Reference: Policy 1000

Cascade School District is classified as a class 2 school district and is operated according to the laws and regulations pertaining to a class 2 district. (Policy 1100)

The District is governed by a six (6) member Board of Trustees. Trustees shall hold office for a three (3) year term or until a successor is elected and qualified. Terms of trustees are staggered by law. The outlying district of Ulm, District No. 85, shall have one (1) representative on the High School Board of Trustees providing for six (6) members who make up the High School Board and five (5) members who make up the Elementary Board. All trustees may participate in business pertaining to the High School District, but only trustees elected from the Elementary District may act on Elementary District business.

School board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board. (Policy 1105) Board of Trustees Legal Status, Organization and Membership.

LEGAL MATTERS AND BOARD SUPPORT

Reference: MCA 20-3-332

The Cascade Public Schools retains the Montana School Boards Association (MTSBA) as legal counsel when necessary. Matters of a legal nature are handled through consultation with the high quality MTSBA staff attorneys.

When acting in their official capacity at a regular or special meeting of the board or a committee of the board, the trustees of each district are individually immune from suit for damages.

Board members are encouraged to attend the Montana Council of Educational Leadership (MCEL) held each fall and to attend other trainings offered by MTSBA throughout the year (e.g., School Law, School Budgets, Strategic Planning). Many Board policies and actions are reflective of current law and interpretations that periodically change. In an effort to be proactive, MTSBA sponsored sectionals allow for an understanding of common litigious pitfalls that can be avoided. MCEL is usually held in cities around the state during the third week of October. Registration, travel, meals, and lodging are furnished for current Board members to facilitate attendance and provide financial support.

A trustee may not receive remuneration for service as a trustee; however, trustees living more than 3 miles from a meeting place are entitled to mileage reimbursement. This includes when a Trustee uses a personal vehicle to travel to a workshop, training institute or conference. Reimbursement will be paid two times a year—in January for travel expenses incurred from July to December, and in July for travel from January to June.

II. General Duties & Responsibilities

CODE OF ETHICS

Reference: Policy 1511

As a member of the Board of Trustees, I will strive to improve public education and will:

- Attend all regularly scheduled Board meetings insofar as possible, become informed concerning the issues being considered, render all decisions based on available facts and my independent judgment, and refuse to surrender that judgment to Individuals or special interest groups.
- Work with Board members to establish effective Board policies and recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Encourage the free expression of opinion of fellow members and seek systematic communications between all elements of the community, students, and staff.
- Recognize and respect the responsibilities that properly are delegated to the Superintendent (e.g., authority to administer Board policies).
- Communicate to the Superintendent public reaction to Board policies, school programs, or staff.
- Be informed about educational issues through study and participation in informative programs, (e.g., MTSBA training).
- Support the employment of the best qualified persons to serve as school staff, and insist on regular and impartial evaluation of staff.
- Avoid compromising the Board or administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under applicable law.
- Refrain from using a Board Position for personal or partisan gain, remembering always that the first and greatest concern must be the educational welfare of the students attending Cascade Public School.

BOARD POWERS AND RESPONSIBILITIES

Reference: MCA 20-3-324

- Define the Mission, Vision and Philosophy of Education for the District.
- Determine the long and short term goals that will move the District toward its Mission and Vision.
- Provide stewardship of fiscal resources in relation to the District's Mission.
- Maintain avenues for the effective communication of stakeholder.
- Employ a superintendent and evaluate his/her performance.
- Monitor and evaluate the District and its progress in relation to the Mission, Vision, and goals.
- Advocate for the students and quality of their school.

DUTIES OF INDIVIDUAL BOARD MEMBERS

Reference: MCA 20-3-301, 20-9-213; Policy 1240

- When exercising the power and performing the duties of a Trustee, the members shall act collectively and only at a regular or properly called special meeting.
- If contacted individually, Board members are encouraged to refer the matter to the appropriate administrator. Individual Board members may not take action to compromise the Board or the administration.
- Board members are encouraged to refer complainants to the lowest level of the Chain of Command, as delineated in the Uniform Complaint Procedure (Board Policy #1700) and allow the situation to be resolved through administrative means so as to remain impartial.
- Board members' questions or communication to staff about programs and/or requests for information should also be submitted through the Superintendent.

- The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees may not assume responsibilities of administrators or other staff members. The Board or staff member will not be bound by an action or a statement made by an individual trustee except if pursuant to an official action taken by the whole Board.
- Trustees should review the agenda and Board packets prior to a meeting in order to be prepared to participate.
- Trustees should visit each school not less than once per year to examine its management, conditions, and needs.
- A trustee should give advance notice to the Chair or Superintendent if he or she is unable to attend a Board meeting.

III. Policy & Procedure

REGULAR BUSINESS SCHEDULE

July:

- Finance Committee meetings to prepare Final Budget
- Transportation Committee attends Cascade County Transportation meeting
- Review SBAC test results/AYP status

August:

- Present Trustees Report
- Budget Meeting—Adopt Final Budget for upcoming fiscal year

September:

- Student enrollment review
- Distribute information for MCEL, register for MCEL

October:

- Board training at MCEL
- Fall Report

November:

- Review Fall Report

December:

- Distribute Superintendent evaluation forms
- Renew Interlocal Agreement (every 3 years)

January:

- Superintendent evaluation and contract
- Negotiations Committee preparation

February:

- Election Resolution

March:

- Trustee Oath & Intent forms due to Clerk 40 days prior to election
- Teacher and principal evaluations ongoing
- Resolution under Senate Bill 307

April:

- Finalize teacher and principal evaluations
- Accreditation Status Report due from OPI
- Last month to approve requests for teacher salary lane changes
- Rehire certified staff as recommended

May:

- School Election
- Board Organizational meeting
- Approve school calendar for coming year
- Teacher contract renewals
- Present signature pages of evaluated certified staff
- Rehire classified staff as recommended

June:

- Act on transportation contracts
- Act on attendance agreements
- Present signature pages of evaluated classified staff & advisors
- Transportation Committee attend Lewis and Clark County Transportation meeting
- Approve Kindergarten 1 program
- Approve updates & revisions to handbooks
- Decommission obsolete property
- Cancel stale warrants
- Open/Close Activity Funds
- Transfer funds to Interlocal Agreement & Compensate Absences Funds

ADOPTION & AMENDMENT OF DISTRICT POLICIES**Reference:** Policy 1310

Proposed new policies and changes are presented in writing for reading and discussion at Board meetings. Interested parties may submit their views or arguments in support or opposition to the proposed policy. The final adoption vote may not take place earlier than the second reading and new or amended policies become effective upon adoption. Policies are meant to be interpreted in terms of state statute, administrative rules, regulatory agencies, educational objectives, and procedures and practices accepted by leaders and authorities in the field of public education.

Refer to Board Policies #1110, 1111, 1112, 1113, and 1210 for guidance and procedures on Trustees taking office, Trustee elections, Trustee orientation, resignations, filling Trustee vacancies, and the terms and duties of the Chairperson and Vice-Chairperson.

MANAGEMENT RIGHTS**Reference:** Policy 1513

The Board retains the right to operate and manage in such areas as but not limited to:

1. Direct employees;
2. Employ, dismiss, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
4. Maintain the efficiency of District operations;
5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
7. Establish the methods and processes by which work performed.

The Board reserves all other rights, statutory and inherent as provided by state law.

SCHOOL BOARD USE OF ELECTRONIC MAIL**Reference:** Policy 1402

Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. Do not use email as a substitute for deliberations at Board meetings or for other communications properly confined to Board meetings.
2. Be aware that email and attachments relating to Board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Avoid reference to confidential information about employees, students, or other sensitive matters because of the risk of improper disclosure.

IV. Board Meeting Conduct

BOARD MEETINGS

Reference: Policy 1400, 1420

Agenda: Topics to be considered for placement on the agenda at regularly scheduled Board meetings must be received by the Superintendent by 4:00PM, Tuesday, preceding the regularly scheduled meeting.

Publishing and Distribution: Board Agendas and relevant supplementary information will be distributed electronically to Board members (via email) and will be available to any interested citizen at the Superintendent's office and on the school's web site not less than 48-hours prior to a regular monthly meeting and not less than 48-hours prior to a special meeting.

Time and Site: Regular monthly meetings are scheduled for the third Tuesday of each month at 6:00 PM in the Board Conference room. The one exception will be the June Board Meeting. It will take place the fourth Tuesday of the Month. The date and time of special meetings will be set by the Board Chair.

Quorum: A majority of the full membership constitutes a quorum, whether physically or electronically present, and is necessary to conduct all business. The 5-member Elementary District must have no fewer than 3 members present; the 6-member High School District must have no fewer than 4 members present.

Electronic Participation: Participation by telephone or other electronic means is allowed. Members are considered present for purposes of convening a quorum, but must be connected throughout the discussion of business items in order to vote on that item.

Consent Agenda: Routine items that are considered each month can be placed in the Consent Agenda and approved in a single motion. The Superintendent may remove items with advanced notice.

Types of Meetings:

- **Special meetings:** May be called by the Board Chair or by two Board members, giving each member 48-hours written notice and specifying the purpose for the meeting (MCA 20-3-322). Business transacted is limited to that stated in the notice for the meeting.
- **Adjourned (continued) meetings:** Any legal meeting of the Board may be adjourned to a specific time and place. Only issues on the agenda of the adjourned meeting may be acted upon at the continued meeting.
- **Open meetings:** All meetings, regular or special, shall be open to the public in accordance with the Montana Open Meeting Law (MCA 2-3-203) and are subject to closure only as authorized by law. Board meetings are held in public, but are not public meetings. Members of the public will be recognized and allowed input at the discretion of the Chair.
- **Closed (Executive Session) meetings:** The Board Chair may close a portion of a regular or special meeting if it is determined that the demands for individual privacy CLEARLY exceed the merits of public disclosure. The right of individual privacy may be waived by the individual involved. Information during a closed session is confidential and no formal action can be taken. Only when the meeting is declared open can a formal motion be made and voted upon.
- **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-August 4, the Clerk will publish a notice stating the date, time, and place Trustees will meet to consider and adopt a final budget, which by law, must be on or before August 15. The meeting may continue from day to day; but the Board must adopt a final budget no later than the fourth Monday in August.
- **Organizational meetings:** On or before the third Saturday in May, the Board shall elect a Chairman and a Vice-Chairman to serve one-year terms, swear in newly-elected trustees and appoint the clerk.
- **Regular monthly meetings:** Must be held in the school building in a publicly accessible location. If regular meetings are scheduled at other places or at other times, 48-hour public notice must be given.

Trustees may meet outside the boundaries of the district for collaboration, cooperation, or training on educational issues. Adequate notice (48-hours) as well as an agenda must be provided to the public; however, decisions can only occur at properly noticed meetings held in District boundaries.

RULES OF ORDER

Reference: Policy 1420

The Board of Trustees abides by the following fundamentals:

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority has the right to be heard.
5. Each proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the larger unit, organization, or assembly.
7. The purpose is to facilitate action, not to obstruct it.

Generally, Robert's Rules of Order shall govern the parliamentary procedure for all meetings of the Board with the following exceptions:

1. The Chairperson can make motions.
2. The Chairperson can participate in the discussions of a motion without stepping down from the chair.
3. The Chairperson may vote and the vote of all members will be taken by voice unless a division is called, then a vote shall be by show of hand.
4. Rules may be amended at any meeting by a majority vote of those present.
5. Certain issues may receive a "passage by consent" (e.g. bills, minutes, financial reports, transportation contracts, attendance agreements).

A motion is a proposal the entire Board takes action on. There are three basic types of motions. A Main Motion is to introduce items to the members for their consideration and cannot be made when another motion is on the floor. A Subsidiary Motion is made to change or amend a main motion; it is voted on before the main motion. An Incidental Motion provides a means of questioning procedure concerning other motions and must be considered before the other motion.

Only Board members may make motions. Motions should be stated in the affirmative, e.g., "I move that we..." rather than, "I move that we do not..." Only another Board member can second the motion. If there is no second, the motion dies. If the motion is seconded, the Board Chair restates the motion saying "It has been moved and seconded that we..." thus placing the motion before the membership for consideration and eventual action (a vote). Once a motion is presented or restated by the Chair, it becomes "assembly property" and cannot be changed without the consent of the Board (through a Subsidiary Motion).

The Chair will ask for Board comments on the motion, and members can then debate the motion. The maker of the motion has first right to comment. All remarks are to be addressed to the chair and confined to the merits of the motion. Debate can be closed by a 2/3 vote of the membership or by the Chair if no one offers discussion for further debate. With debate over or closed, the Chair will ask if there is any public comment on the motion and will close public comment following the last speaker. Following public comment, the Chair puts the motion to a vote by asking "Are you ready to vote on the motion", or "Are you ready for the question?" If no one speaks, the Chair proceeds with the vote by restating the motion and asking those in favor to respond "Aye" and those opposed "Nay". The Chair completes the Board actions by announcing the result of the vote.

PUBLIC COMMENT

Reference: Policy 1420F, 1441

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on district issues, school business or educational matters not otherwise specifically listed on the agenda. As has also been the practice of the District, and in accordance with Montana law, if any

member of the public desires to speak to an item that is specifically listed/identified on the agenda, they will be allowed to do so when the time comes up for discussion and action.

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

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

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

CITIZEN PARTICIPATION

Reference: MCA Chapter 2, Part 2 – Open Meetings; Policy 1420, 1420F, 1441

All citizens are welcome and encouraged to attend all meetings of the Board of Trustees and its committees. In accordance with the Montana Open Meeting Law (MCA 2-3-203), citizens will have the opportunity to address the Board with public comment on any matter not otherwise specifically listed on the agenda as well as agenda items. All Board meetings in which a quorum is present will include a designated time for “Public Comment on Non-Agenda Items” while public comment on agenda items is encouraged when the item is being considered on the agenda.

All remarks are to be addressed to the Board only and NOT to any individual member of the Board, staff, or audience.

No person, other than the Board and the person having the floor shall be permitted to enter into any discussion either directly or through a member of the Board, without the permission of the Board Chair or presiding officer.

No questions are to be directed toward any individuals except through the Board Chair or presiding officer.

Under Rules of Order, questions cannot be answered by the Board, only heard. The Board is not under any obligation to respond. It is illegal for the Board to take any action on comments.

Speakers will not mention specific names of individuals in a public forum due to rights of privacy. Individual attacks will NOT be tolerated. The Board cannot and will not entertain comments on individual personnel or students in public session.

Comments made by the person addressing the Board do not represent the opinions of the Board or staff and are only the expressed opinion of the speaker.

V. Community Relations

CITIZEN/EMPLOYEE COMPLAINTS TO BOARD MEMBERS

Reference: Policy 1520, 1700, 4310

Trustees should hear the citizen or employee concern for full understanding of the person(s) involved, date and place. What follows are recommendations when talking with an individual with a concern or complaint:

1. Repeat the problem back verbatim to the citizen/employee
2. Inform the citizen/employee of the chain of command. If unsure of who to approach, refer the citizen to the appropriate person/chain of command. Concern must go through the command chain.
3. Remind the citizen/employee of due process and that you, as Trustee, must remain impartial in case the situation goes before the Board.
4. Have the citizen/employee pick up the Uniform Complaint Procedure policy and initiate a discussion with the person with whom the concern is involved.

As a Trustee, you are encouraged to talk with the superintendent within 24 hours when an employee is involved in relaying the communication. Personal judgment, discretion, and comfort should be applied when questioning whether to inform the superintendent of a citizen's concern or complaint.

Every attempt will be made to solve the complaint at the lowest level possible. Policy appeals will go through the chain of command and if they cannot be resolved at any level, including the superintendent, the policy complaint will be brought to the attention of the entire Board of Trustees.

Note: The Board sets policy and individual members are discouraged from becoming involved in administrative matters. Board members must remain unbiased in matters involving request or complaints to preserve the impartiality of the process and the chain of command. This policy and procedure helps ensure the smooth operation of the district.

UNIFORM COMPLAINT PROCEDURE

Reference: Policy 1700

Students, parents, employees or community members may file a complaint in accordance with Board Policy #1700 if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. District officials will endeavor to respond to and resolve all complaints without the need to resort to the grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

Level 1: Informal

Discuss the complaint with the appropriate individual for the promptest and informal resolution.

Level 2: Principal

If not resolved at Level 1, a written complaint (signed and dated stating the complaint, pertinent descriptions of incident and persons involved, and requested remedy) may be filed with the principal. The written complaint must be filed within 30-calendar days. After investigating and/or attempting to resolve, the principal will respond in writing within 30-calendar days.

Level 3: Superintendent

If complainant or person against whom complaint was filed is dissatisfied with the principal's finding, either may file a written request of review to the Superintendent (within 15-calendar days of the principal's decision). The Superintendent may meet with either party, investigate further, engage a third-party investigator, or take any other appropriate steps to resolve the complaint and must respond in writing within 30-calendar days.

Level 4: The Board

If either party is dissatisfied with the Superintendent's findings or actions, either may appeal, in writing, to the Board of Trustees within 15-calendar days. The Chair may place the appeal on an agenda of a regular or special meeting or appoint an appeals panel. A panel must report its decision within 30-calendar days. Board decision is final, unless appealed pursuant to Montana law within the time frame provided by law.

Level 5: County Superintendent

A decision may be appealed in writing to the County Superintendent within 30-calendar days.

RECORDS AVAILABLE TO THE PUBLIC

Reference: Policy 1401

All district records, except those restricted by state and federal law, are available to citizens for inspection (e.g., record of the accounting of school funds, meeting minutes, Board policies). The district may charge a fee for fulfilling a public information request.

A full and accurate record of all adopted policies and acts are kept by the Clerk in accordance with MCA 20-3-323. Minutes of previous meetings, the official record of all actions of the Board maintained by the Clerk, will be approved by the Board, will be part of the public record, and will be made available upon request.

VI. School Finance

FISCAL MANAGEMENT

Reference: Policy 7000

Because educational programs are dependent on adequate funding and the proper management of those funds, district goals can best be attained through efficient fiscal management. As trustee of local, state, and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the intended purposes.

The Board seeks to achieve the following goals in the District's fiscal management:

1. Engage in advance planning, with staff and community involvement, to develop budgets which will achieve the greatest educational returns in relation to dollars expended.
2. Establish levels of funding which shall provide superior education for district students.
3. Provide timely and appropriate information to staff who have fiscal responsibilities
4. Establish efficient procedures in all areas of fiscal management.

BUDGETS, FUNDS & CODES

Reference: Policy 7325, OPI Accounting Manual & Chart of Accounts

A "budgeted fund" means any fund for which a budget must be officially adopted by the Board of Trustees in order to expend money from the fund (MCA 20-9-201). The budgeted funds are:

General Fund	Building Reserve Fund
Transportation Fund	Adult Education Fund
Tuition Fund	Bus Depreciation Fund
Retirement Fund	Technology Fund
Debt Service Fund	Flexibility Fund

A "non-budgeted" fund is any fund for which an official budget is not required to be adopted in order to expend money on deposit in the fund. Expenditures from these funds are limited to the amount of cash balance in the fund. Some examples are:

School Food Service Fund	Impact Aid Fund
Miscellaneous Program Fund	Traffic Education Fund
Building Fund	Extracurricular Fund
Interlocal Agreement Fund	Compensated Absences Fund

Each district must use the accounting codes designated by the Office of Public Instruction (OPI). District clerks pay bills using expenditure codes that identify the payment. An expenditure code looks like this:

101-100-1000-610

Accounting codes are made up of 4 different parts:

Fund code XXX	The first three digits tell which fund (General, Transportation, Food) and which district the fund is in.
Program code XXX	The second three digits tell which Program (regular ed, special ed).
Function code XXXX	Four digits that tell the general purpose for the expenditure.
Object code XXX	The third set of three digits gives more detailed information about the expenditure (salaries, supplies, utilities).

Fund codes for the Elementary District are in the 100's and in the 200's for the High School District. The following are the funds that Cascade School District has in use:

101 General Fund	201 General Fund
110 Transportation	210 Transportation
111 Bus Depreciation	211 Bus Depreciation

112 Food Service	213 Tuition
113 Tuition	214 Retirement
114 Retirement	215 Federal Programs
115 Federal Programs	217 Adult Education
	218 Drivers Education
121 Compensated Absences	221 Compensated Absences
128 Technology	228 Technology
129 Flexibility	229 Flexibility
150 Debt Service	250 Debt Service
160 Building	260 Building
161 Building Reserve	261 Building Reserve
	282 Interlocal Agreement

The following are the most commonly seen Program codes, or second set of three digits:

- 1XX Regular education expense
- 280 Special Education expense
- 300 Career and Technical Education expense
- 421 Title I expense
- 434 21st Century Grant expense
- 710 Extracurricular activities
- 720 Extracurricular athletics
- 910 Food Service

The most commonly encountered Function codes, the four digits, are as follows:

- 1XXX Instruction
- 21XX Support service (guidance counseling)
- 222X Educational Media Services
- 23XX Support Services—General Administration
- 24XX Support Services—School Administration
- 26XX Operation and Maintenance of Plant Services
- 27XX Transportation
- 3100 School Foods

The last three digits, the Object code, tell the specific purpose for the expenditure. The following are the most commonly seen on the district expenditure reports:

- 1XX Salaries
- 2XX Benefits
- 3XX Professional services (e.g., legal services)
- 4XX Purchased property services (e.g., copy machines)
- 5XX Other purchased services (e.g., install fencing, cameras)
- 6XX Supplies (instructional, custodial, office)

Coding Example:

101.100.1000.610 = this expenditure is for the Elementary District (101) for regular education expenses (100) in the area of instruction (1000) for supplies (610).

VII. District References

BOARD OF TRUSTEES 2023-2024

John Rumney, Chair

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Iain McGregor, Vice Chair

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Ruth Mortag

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Rick Cummings

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Mark McKamey

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BOARD COMMITTEES 2023-2024

Reference: Policy 1130

All committees created by the Board will serve a clear public and governmental purpose, will be created and their purpose defined by the Board, will comply with the open meeting laws, and no committee may contain more than three Board members (limited to fewer than 1/2 of the Board).

Policy Review

John Rumney, Ruth Mortag, Mark McKamey

Facilities & Grounds

John Rumney, Chris Wilson, Iain McGregor

Transportation

Chris Wilson, Iain McGregor, Mark McKamey

Negotiations

Ruth Mortag, Iain McGregor, Rick Cummings

Finance & Budget

John Rumney, Rick Cummings, Mark McKamey

Technology

Ruth Mortag, Chris Wilson, Rick Cummings,

Agenda

John Rumney

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