

BOARD OF TRUSTEES  
Sun River Valley School District #55F School Board Meeting  
Tuesday, June 8, 2021  
Simms High School – High School Business ED Room  
7:00 P.M.

**Meeting Agenda**

1. **Call Meeting to Order – Pledge of Allegiance**
2. **Consent Agenda**
  - a. Minutes -Regular Board Meeting May 11, 2021 Action
  - b. Minutes – Special Board Meeting June 1, 2021 Action
  - c. Elementary Claims - Approval for June 2021 Action
  - d. High School Claims - Approval for June 2021 Action
3. **Correspondence**
  - a. Resignation – Shianne Currey – Elementary Principal Action
  - b. Resignation – Colleen Green – Paraprofessional Action
  - c. Consider In District Transfer – Josh Sheldon – 6-12 Title I Action
  - d. Consider In District Transfer – Megan Huffman – 3<sup>rd</sup> Grade Fort Shaw Action
  - e. Robert Squires Scholarship
  - f. Benefis Health Foundation
4. **Discussion**
5. **Public Comment**
6. **Reports:** Student Council, Colony, Elementary Principal, Athletic Director/6-12 Principal, Clerk/Business Manager, Transportation/Superintendent
7. **Old Business**
  - a. Consider Appointment – Board Vacancy
8. **New Business**
  - a. Consideration for Extracurricular Personnel Hiring for 2020-2021  
See Attached List Action
  - b. Consider to Approve Required Changes to Existing Policies
    - Policy 3310 – Student Discipline Action
    - Policy 3311 – Firearms and Other Weapons Action
    - Policy 3416 – Administering Medication to Students Action
    - Policy 3417 – Communicable Diseases Action
    - Policy 4315 – Visitor and Spectator Conduct Action
    - Policy 4332 – Conduct on School Property Action
    - Policy 5223 – Personal Conduct Action
    - Policy 5325 – Breastfeeding in the School and Workplace Action
    - Policy 8130 – Air Quality Restrictions Action
    - Policy 8200 – Food Services Action
    - Policy 8301 – District Safety Action
    - Policy 8410 – Operation and Maintenance of District Facilities Action
    - Policy 8411 – Water Supply Systems Action
    - Policy 8421 – Lead Renovation Action
  - Consider to Approve New Recommended Policies – 1<sup>st</sup> Reading
    - Policy 3413 – Student Immunization Action
    - Policy 5320 – Prevention of Disease Transmission Action
    - Policy 8129 – Chemical Safety Action
    - Policy 8131 – Indoor Air Quality Action
    - Policy 8302 – Noxious Plant and Animal Control Action
    - Policy 8303 – Facility Cleaning and Maintenance Action
    - Policy 8502 – Construction and Repairs Action
  - c. Consideration to Approve Bus Routes 2021-2022 Action
  - d. Consider Closing Class of 2021 Account Action
  - e. Consider Opening Class of 2028 Account Action
  - f. Consider Approving Elementary Interim Principal Action
  - g. Consider Voiding Checks: #14468 unused track fee and Payroll #250420 and reissue #250688 Action
  - h. Consideration to Dismiss July 2021 School Board Meeting Action
  - i. Consider to Approve Out of State Travel for FFA Action
  - j. Consider Approving Multidistrict Agreement Action
  - k. Consider Student Attendance Agreements
    - Elementary Action
    - High School Action
  - l. Consider to Approve Superintendent Contract for 2023-2024 Action
  - m. Consider to Hire Assistant Business Manager – Becky Hart Action
9. **Adjournment**

Citizens may comment on items appearing on the agenda when invited to participate during that agenda item by the Board Chair. Citizens may comment on items related to School District business not appearing on this agenda during the public comment portion of the meeting.

Information about this agenda, including the Board packet and supplemental documents, is available at the School District office. Please contact the office if you have any questions.

The Board Chair is authorized to adjust the order of non-action agenda items to accommodate scheduling needs of interested parties.

	Steinke	Rushton	Wiegand	Reifer	Herman		
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Consent Agenda—Action**

**Agenda Item: 2 a, b, c**

### Topic:

Consent Agenda Board Policy 1420

### Background:

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

### Discussion:

### Recommendations:

Sun River Valley School District Board of Trustees

DRAFT

Regular School Board Meeting

7:00 PM

May 11, 2021 Tuesday

**PRESENT:**

\*Ken Steinke, Board Chair  
\*Shantel Herman, Vice-Chair  
\*TJ Reifer  
\*Kris Rushton  
\*Camille Wiegand  
\*Dave Marzolf, Superintendent  
\*Luke McKinley, 6-12 Principal/AD  
\*Shianne Currey, PK-5 Principal  
\*Belinda Klick, Clerk

**VISITORS:**

**ABSENT:**

Kristy Leach

.....  
Ken called the meeting to order @ 7:00 p.m.

**Pledge of Allegiance**

**CONSENT AGENDA:**

**Approve Minutes Regular Meeting April 13, 2021**

Action Taken: Shantel Herman, motion to approve  
Kris Rushton 2<sup>nd</sup>  
Motion passed unanimously.

**Elementary Claims**

Action Taken: Shantel Herman, motion to approve  
TJ Reifer 2<sup>nd</sup>  
Motion passed unanimously

**High School Claims**

Action Taken: Kris Rushton, motion to approve  
TJ Reifer 2<sup>nd</sup>  
Motion passed unanimously.

**BOARD REORGANIZATION:**

- a. Board Reorganization
- b. Introduction of Newly Elected Trustees by Chair
- c. Oath of Office of Trustees Administered
- d. Kennard Steinke, District 55F 3-Year Term
- e. Elect Chair

Action Taken: Shantel Herman, motion to appoint Ken  
Kris Rushton 2<sup>nd</sup>  
Action Taken: Camille Wiegand, motion to appoint Kris  
Shantel Herman 2<sup>nd</sup>  
Ken: TJ Reifer, Shantel Herman, Kris Rushton  
Kris: Camille Wiegand  
Kennard Steinke appointed  
Motion passed.

- f. Elect Vice-Chair

Action Taken: Camille Wiegand, motion to appoint Shantel  
TJ Reifer 2<sup>nd</sup>  
Motion passed unanimously.

DRAFT

**g. Appoint Clerk**

Action Taken: Camille Wiegand, motion to appoint Belinda Shantel Herman 2<sup>nd</sup>  
Motion passed unanimously.

**CORRESPONDENCE**

**School Board Vacancies:** We have 2 board positions open and will need to advertise. Elementary/High School and Vaughn.

**MTSBA Legal:** The plumber has been arrested on Federal Tax Evasion and DUI. The septic system is complete. Our Legal Counsel will be attending the chapter 7 bankruptcy hearing May 27th. We have filed criminal charges.

**Resignations**

Truitt Kinna - Certified Teacher

Action Taken: Shantel Herman, motion to approve  
TJ Reifer 2<sup>nd</sup>

Motion passed unanimously.

Michelle Miler – Kitchen

Abby Parnell – SPED Paraprofessional

Action Taken: TJ Reifer, motion to approve  
Kris Rushton 2<sup>nd</sup>

Motion passed unanimously.

**DISCUSSION: Board Committee Assignments**

**Facility:**

Camille Wiegand-**Chair**  
Shantel Herman

**Negotiations:**

Kris Rushton- **Chair**  
TJ Reifer  
Ken Steinke

**Transportation:**

Kris Rushton-**Chair**  
TJ Reifer  
Dave Marzolf

**Policy:**

Shantel Herman-**Chair**  
Camille Wiegand

**Scholarship/Finance:**

Camille Wiegand -**Chair**  
Shantel Herman

**PUBLIC COMMENT:** None

**REPORTS:**

**Negotiations:** No report

**Facilities:** Dave, has a list of projects in the packet. After getting the roof bid of \$100,000.00 he recommends we wait another year. Currently there is no leaks or wind damage. We'll have to go out to bid for it. We could possibly do another interlocal agreement. We need to install gutters to get the water away from the building. Big Sky Acoustics will come and take a look at our music room. We'll have windows that will need to be replaced.

**Colony:** No report.

**Student Council:** Kierah, Leap Up day is Thursday. We'll do a Scavenger hunt for the students visiting. Student Council elections will be May 24<sup>th</sup>.

**Elementary Principal:** Shianne, information included in the packet. Additional information: the students finished ISEP testing and they scored 83% proficient in reading. 9% Tier 2 and 9% Tier 3 and we'll look at maintaining. June 7<sup>th</sup> we'll do a Step Up to Writing training. Mr. Hazenberg will lead the Track and Field Day the last day of

school. June 3<sup>rd</sup> we'll be taking the students to a movie in Chateau. We're working on sprucing up the facilities with flowers once the weather gets warmer.

**High School Principal/Athletic Director:** Luke, information included in the packet. Additional information: Mrs. Hazenberg brought her Baking Class to do a presentation on their final baking project. The students have learned a very good skill set, safety and sanitation in this class. Luke handed out an activity roster with numbers he will be providing to MHSA for 2021-2022. Jenny Rohrer spoke about the BPA Nationals trip to Galveston. Marshal Kunkle, Dayne Sullivan and Luke Lee made it to finals and the Network team took 2<sup>nd</sup>. She thanked the board for supporting the trip. Luke is pursuing a BPA Banner for the gym. The staff is working on the schedule for next year. We could possibly have 13 students from Vaughn and 10 from Fort Shaw. During Leap Up day there will be a presentation on Dual enrollment and we'll end the day with a Pep Assembly for tennis and track. The junior class is decorating the gym for graduation. Six floor seats will be available for the graduate and family. The ceremony will be about an hour and then we'll have the Pride of Tigers travel down highway 200. Middle School track finished their season. We will not be having middle school spring basketball next year. Simms will host Volleyball District 2021-2022.

**Business Manager:** Belinda, Randy's retirement party will be Saturday, May 22<sup>nd</sup> 4:00-6:00 p.m. @ the Sun River Fire Department. Masks will be required. I will be hosting the end of the year get together, Thursday, May 27<sup>th</sup> @ 4:29 pm. I will be attending MASBO Summer Conference June 14<sup>th</sup> – 18<sup>th</sup> in Billings. Please submit your mileage so I can get you reimbursed in June. We're working on out of district agreements for 2021-2022.

**Superintendent/Transportation:** Dave we will need a main office secretary and bus driver for next year. Jay is half way done with getting his CDL. Fort Benton had bus issues on Roger's Pass so we loaned them a bus. The scholarship committee met this evening to review and interview the candidates for the Toman/Novak and Zeller Scholarships. The Robert Squires will be added to our web page for past graduates to apply.

#### **OLD BUSINESS:**

#### **NEW BUSINESS**

#### **Consideration to Hire/Re-Hire Personnel 2021-2022 Tenured Certified Staff**

Action Taken: Camille Wiegand, motion to approve

TJ Reifer 2<sup>nd</sup>

Motion passed unanimously.

#### **Consideration to Hire/Re-Hire Personnel 2021-2022 Non-Tenured Certified Staff**

Action Taken: Shantel Herman, motion to approve

Camille Wiegand 2<sup>nd</sup>

Motion passed unanimously.

#### **Consideration Personnel Hire/Re-Hiring 2021-2022 Classified Staff**

Action Taken: Camille Wiegand, motion to approve

Kris Rushton 2<sup>nd</sup>

Motion passed unanimously.

#### **Consideration – Advisor/Coaching Hiring 2021-2022**

Action Taken: Shantel Herman, motion to approve **Middle School**

Camille Wiegand 2<sup>nd</sup>

Motion passed unanimously.

Action Taken: TJ Reifer, motion to approve **High School excluding Dace**

**Steinke**

Kris Rushton 2<sup>nd</sup>

Motion passed unanimously.

DRAFT

**Consideration to Hire Dace Steinke HS Asst Football**

Action Taken: Kris Rushton, motion to approve  
TJ Reifer 2<sup>nd</sup>  
Motion passed Camille, Shantel, Kris, TJ  
Abstain: Ken

**Consideration to Authorize Cascade County Election Department to run District Elections 2021-2022**

Action Taken: TJ Reifer, motion to approve  
Kris Rushton 2<sup>nd</sup>  
Motion passed unanimously.

**Consider to Approve Professional Development Committee Options for 2021-2022**

Action Taken: TJ Reifer, motion to approve  
Shantel Herman 2<sup>nd</sup>  
Motion passed unanimously.

**Consideration to Dispose of Records 2012-2013**

Action Taken: TJ Reifer, motion to approve  
Kris Rushton 2<sup>nd</sup>  
Motion passed unanimously.

**Consider to Void Check #14419 & #14463**

Action Taken: Shantel Herman, motion to approve  
TJ Reifer 2<sup>nd</sup>  
Motion passed unanimously.

**Consideration to Approve Mr. Marzolf North Central Learning Resource Board Rep 2021-2022**

Action Taken: Camille Wiegand, motion to approve  
Kris Rushton 2<sup>nd</sup>  
Motion passed unanimously.

**Consider to Approve Attendance Agreements Greenfield 2021-2022**

Action Taken: Shantel Herman, motion to approve  
TJ Reifer 2<sup>nd</sup>  
Motion passed unanimously.

**Consider to Approve MTSBA Policy – 1<sup>st</sup> Reading**

1310 – The Board of Trustees  
2050 – Student Instruction  
2100 – School Year Calendar and Day  
2221 – School Emergencies for Closures  
2410 – High School Graduation Requirements  
3110 – Entrance, Placement and Transfer

Action Taken: TJ Reifer, motion to approve  
Shantel Herman 2<sup>nd</sup>  
Question: 2410 Option 2  
Motion passed unanimously.

**Substitute Hiring 2020-2021 Kristy Leach - K-12 Classroom & Office**

Action Taken: Camille Wiegand, motion to approve  
Kris Rushton 2<sup>nd</sup>  
Motion passed unanimously.

**Certified Hiring 2020-2021 Robert Hazenberg – Drivers Training**

Action Taken: Camille Wiegand, motion to approve  
Shantel Herman 2<sup>nd</sup>  
Motion passed unanimously.

**Invite Board to participate in the High School Graduation Ceremonies**

**Adjournment:**

Camille Wiegand, motion to adjourn the meeting  
TJ Reifer 2<sup>nd</sup>

DRAFT

**Ken Steinke adjourned the meeting at 7:45 p.m.**

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**Ken Steinke, Board Chair**

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**Belinda K. Klick, Clerk**

San River Valley School District  
Board of Trustees  
MAY 11, 2021  
Regular Board Meeting  
Signup Sheet / Attendance

Signature	Printed Name	Item of Concern
1. <i>Kiera Kriedeman</i>	Kiera Kriedeman	StuCo / Baking class
2. <i>Tyler Kiamas</i>	Tyler Kiamas	Baking class
3. <i>Grant Helms</i>	Grant Helms	baking class
4. <i>Lucas Kinkaid</i>	Lucas Kinkaid	Baking Class
5. <i>Stephen Links Jr</i>	Stephen Links Jr	Baking class
6. <i>Jennifer Hazenberry</i>	JENNIFER HAZENBERRY	BAKING CLASS
7. <i>Jodi Koterba</i>	Jodi Koterba	Union Rep
8. <i>Jennifer Rohrer</i>	Jennifer Rohrer	Just here!
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



**BOARD OF TRUSTEES**  
**Sun River Valley School District #55F**  
**Special Meeting**  
**Tuesday June 1, 2021**  
**Simms High School – Business Room**  
**7:00 p.m.**

**Meeting Agenda**

1. Call Meeting to Order
2. Public Comment
3. Consideration of Whether to Accept Territory Transfer Panel Decision      Action
4. Adjournment

Citizens may comment on items appearing on the agenda when invited to participate during that agenda item by the Board Chair. Citizens may comment on items related to School District business not appearing on this agenda during the public comment portion of the meeting. Information about this agenda, including the Board packet and supplemental documents, is available at the School District office. Please contact the office if you have any questions. The Board Chair is authorized to adjust the order of non-action agenda items to accommodate scheduling needs of interested parties.

**Note:** 20-3-322(3) provides: (3) Special meetings of the trustees may be called by the presiding officer or any two members of the trustees by giving each member a 48-hour written notice of the meeting, except that the *48-hour notice is waived in an unforeseen emergency*.



Belinda Klick &lt;bklick@srvs.k12.mt.us&gt;

(no subject)

1 message

David Marzolf &lt;dmarzolf@srvs.k12.mt.us&gt;

Wed, Jun 2, 2021 at 2:55 PM

To: Belinda Klick <BKlick@srvs.k12.mt.us>, Camille Wiegand <wcwiegand@gmail.com>, Ken Steinke <amerifence@3rivers.net>, Kristopher Rushton <krjerushton@gmail.com>, Shantel Herman <seherman@3rivers.net>, Tj <tjreifer@yahoo.com>

Please see Board minutes. If there is a change let me know.

M

Special Meeting tuesday June 1st Called to order at 7:07 p.m.

All Board Members present

Dave Marzolf

Beth O'Halloran

Phone call from Beth discussing territory transfer and how it affects Sun River Valley Public Schools High School District.

Taxable value of property is estimated at \$231,345 with a tax loss of \$

32,571 per year.

Motion made by Shantel to petition for Judicial Review of the Territorial Transfer. Second by Camille.

Meeting adjourned at 7:35 p.m.

06/04/21

11:04:08

SUN RIVER VALLEY SCHOOL

Claim Approval List

For the Accounting Period: 6/21

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Report ID: AP100H

Elementary School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4591	100933 3 RIVERS COMMUNICATIONS	801.97				
1	STATEMENT 06/01/21 264-5110	95.98		101 173	100-2500	531
2	STATEMENT 06/01/21 264-5110	95.98		101 538	100-2500	531
4	STATEMENT 06/01/21 264-5104	104.51		101 173	100-2500	531
5	STATEMENT 06/01/21 264-5104	104.51		101 538	100-2500	531
	Claim Total for District	400.98				
4592	103040 AMERICAN FIDELITY ADMINISTRATIVE	100.00				
1	51976 05/14/21 MAY TIME & ELIGIBIL AMERICAN FIDELITY	25.00		101 173	100-2500	350
2	51976 05/14/21 MAY TIME & ELIGIBIL AMERICAN FIDELITY	25.00		101 538	100-2500	350
3	51976 05/14/21 MAY TIME & ELIGIBIL AMERICAN FIDELITY	25.00		101 657	100-2500	350
	Claim Total for District	75.00				
4593	101547 AQUA TECH LABORATORY	20.00				
1	34577 05/24/21 SIMMS MONTHLY COLIFORM TESTING	5.00		101 538	100-2600	421
	Claim Total for District	5.00				
4594	102744 AT & T MOBILITY	78.78				
1	STATEMENT 05/02/21 231-9449	19.69		101 173	100-2500	531
2	STATEMENT 05/02/21 231-9449	19.70		101 538	100-2500	531
	Claim Total for District	39.39				
4595	100850 BENEFIS HEALTHCARE	279.92				
4	74800036 04/07/21 PT SW, TRAVEL TIME & MILEAGE	140.80		101 173	280-2160	350
5	74800036 04/13/21 PT SW, TRAVEL TIME & MILEAGE	139.12		101 173	280-2160	350
	Claim Total for District	279.92				
4596	103276 BIG SKY ACOUSTICS	3,000.00				
2	1498 06/01/21 SIMMS MUSIC ROOM	1,500.00		101 538	100-2600	350
	Claim Total for District	1,500.00				
4597	106 BUILDERS FIRSTSOURCE	20.97				
1	83363536 05/11/21 SPRINKLER HEAD, ROSE COUPLER	5.24		101 538	100-2600	610
	Claim Total for District	5.24				
4598	103081 CAMILEE WIEGAND	246.40				
1	JAN-MAY 05/11/21 MILEAGE 440	30.80		101 173	100-2300	581
2	JAN-MAY 05/11/21 MILEAGE 440	30.80		101 538	100-2300	581
3	JAN-MAY 05/11/21 MILEAGE 440	30.80		110 173	100-2300	581
4	JAN-MAY 05/11/21 MILEAGE 440	30.80		110 538	100-2300	581
	Claim Total for District	123.20				

06/04/21  
11:04:08

SUN RIVER VALLEY SCHOOL  
Claim Approval List  
For the Accounting Period: 6/21

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Report ID: AP100H

Elementary School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4600	101989 CDW GOVERNMENT	14,790.00				
1	D616079 05/24/21 CHROMEBOOKS	5,780.00	5434	128 173 100-1000		682
2	D616079 05/24/21 GOOGLE CHROME	640.00	5434	128 173 100-1000		682
3	D576212 05/24/21 HP CHROMEBOOKS	7,410.00	5435	128 173 100-1000		682
4	D576212 05/24/21 GOOGLE CHROME	960.00	5435	128 173 100-1000		682
	<b>Claim Total for District</b>	<b>14,790.00</b>				
4601	102573 CHEMNET CONSORTIUM, INC	255.00				
1	108746 05/21/21 MW 5 PANEL & EBT/ALCOHOL	22.50		110 173 100-2700		350
2	108746 05/21/21 MW 5 PANEL & EBT/ALCOHOL	22.50		110 538 100-2700		350
4	108746 05/21/21 CR, CP, JF 5 PANEL	41.25		110 173 100-2700		350
5	108746 05/21/21 CR, CP, JF 5 PANEL	41.25		110 538 100-2700		350
	<b>Claim Total for District</b>	<b>127.50</b>				
4602	100945 CURTISS SERVICE CENTER	4,237.91				
1	MAY 05/31/21 FUEL	1,059.47		110 173 100-2700		624
2	MAY 05/31/21 FUEL	1,059.48		110 538 100-2700		624
	<b>Claim Total for District</b>	<b>2,118.95</b>				
4603	101103 DARRYL'S TIRE & SERVICE CENTER	1,350.00				
1	49412 05/18/21 BUS #9: TIRES 11R22.5 VFE	337.50		110 173 100-2700		610
2	49412 05/18/21 BUS #9: TIRES 11R22.5 VFE	337.50		110 538 100-2700		610
	<b>Claim Total for District</b>	<b>675.00</b>				
4604	102561 DAVE MARZOLF	108.08				
1	MAY 06/02/21 MILEAGE 193	18.38		101 173 100-2300		582
2	MAY 06/02/21 MILEAGE 193	18.37		101 538 100-2300		582
3	MAY 06/02/21 MILEAGE 193	17.29		101 657 100-2300		582
	<b>Claim Total for District</b>	<b>54.04</b>				
4605	197 DICK BLICK ART MATERIALS	141.51				
1	6424502 05/19/21 Mayco Cascade Glaze White	17.45	5393	115 420-1000		610 116
2	6386849 05/12/21 BlickPaintKnifeSetDetail	34.29	5393	115 420-1000		610 116
3	6386849 05/12/21 BlickPaintKnifeSetTraditi	34.29	5393	115 420-1000		610 116
4	6386849 05/12/21 XactoBlades#11pk40	14.18	5393	115 420-1000		610 116
5	6461451 05/26/21 Blick Hardwood Manikin	41.30	5393	115 420-1000		610 116
	<b>Claim Total for District</b>	<b>141.51</b>				
4606	102789 DUSTY'S SPRINKLERS	445.25				
1	214184 05/11/21 BROKEN HEADS & CHECK VALVES	445.25		101 173 100-2600		440
	<b>Claim Total for District</b>	<b>445.25</b>				
4608	102493 HOUGHTON MIFFLIN HARCOURT	17,259.99				
1	955206819 05/25/21 INTO 5YR MATH 6-8	2,000.00	5436	115 420-1000		640 116
2	955206819 05/25/21 INTO 5YR MATH 6-8	2,000.00	5436	115 420-1000		640 116
3	955206819 05/25/21 WAGGLE K-5 SE 5YR	4,800.00	5436	115 420-1000		640 116

06/04/21

11:04:08

## SUN RIVER VALLEY SCHOOL

## Claim Approval List

For the Accounting Period: 6/21

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Report ID: AP100H

Elementary School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
4	955207469 05/26/21 MATH 6 TE BOOKCASE	394.20	5436	115	420-1000	640	116	
5	955207469 05/26/21 MATH DIFFERENTIATION	416.20	5436	115	420-1000	640	116	
6	955207469 05/26/21 MATH 6 SE 5YR	1,000.00	5436	115	420-1000	640	116	
7	955207469 05/26/21 MATH 7 TE BOOKCASE	394.20	5436	115	420-1000	640	116	
8	955207469 05/26/21 MATH DIFFERENTIATION	416.20	5436	115	420-1000	640	116	
9	955207469 05/26/21 MATH 7 SE 5YR	1,000.00	5436	115	420-1000	640	116	
10	955207469 05/26/21 MATH 8 TE BOOKCASE	394.20	5436	115	420-1000	640	116	
11	955207469 05/26/21 MATH DIFFERENTIATION	416.20	5436	115	420-1000	640	116	
12	955207469 05/26/21 MATH 8 SE 5YR	1,000.00	5436	115	420-1000	640	116	
13	955207469 05/26/21 SHIPPING	1,028.79	5436	115	420-1000	640	116	
14	955206819 05/25/21 INTO 5YR MATH 6-8	2,000.00	5436	115	420-1000	640	116	
	Claim Total for District	17,259.99						
4609	102996 JENNIFER ANDERSON	212.50						
1	2453426708 06/01/21 SCHOLASTIC BOOKS	212.50		115 402	423-1000	640	444	
	Claim Total for District	212.50						
4610	100926 JOHN WARNER	540.00						
	TRUITT & 2 EXTRA							
1	412659 05/17/21 (3) SQUARE BUTTE PHOTOS	91.80		101 173	100-2300	810		
2	412659 05/17/21 (3) SQUARE BUTTE PHOTOS	91.80		101 538	100-2300	810		
3	412659 05/17/21 (3) SQUARE BUTTE PHOTOS	86.40		101 657	100-2300	810		
	Claim Total for District	270.00						
4611	103042 JOHNSON DISTRIBUTING	43.61						
1	01-153256 05/11/21 AIR FILTER HUSTLER MOWER	10.90		101 173	100-2600	610		
2	01-153256 05/11/21 AIR FILTER HUSTLER MOWER	10.90		101 538	100-2600	610		
	Claim Total for District	21.80						
4612	103221 K12 MONTANA, INC.	3,495.75						
1	1191 06/01/21 MANAGED SERVICES AGREEMENT	594.27		101 173	100-2300	355		
	K12 MONTANA INC							
2	1191 06/01/21 MANAGED SERVICES AGREEMENT	594.28		101 538	100-2300	355		
	K12 MONTANA INC							
3	1191 06/01/21 MANAGED SERVICES AGREEMENT	559.32		101 657	100-2300	355		
	K12 MONTANA INC							
	Claim Total for District	1,747.87						
4613	103053 KR CHEMICAL SUPPLY	117.80						
1	1284 05/12/21 SOLID PERFORMANCE DETERGENT	29.45		112 173	910-3100	610		
2	1284 05/12/21 SOLID PERFORMANCE DETERGENT	58.90		112 174	910-3100	610		
3	1284 05/12/21 SOLID PERFORMANCE DETERGENT	29.45		112 538	910-3100	610		
	Claim Total for District	117.80						
4614	102965 KORI HILLYARD	138.99						
1	AMAZON 05/13/21 HP INK	138.99		115	420-1000	610	116	
	Claim Total for District	138.99						

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Claim	Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
4616		102488 LAURIE FRANK	2,145.02					
1		JUNE 06/03/21 TRANSPORTATION	2,145.02	5439	113 173	280-2700	514	
		Claim Total for District	2,145.02					
4617		102998 LUKE MCKINLEY	109.76					
1		MAY 06/01/21 MILEAGE 196	27.44		101 538	100-2400	582	
		Claim Total for District	27.44					
4618		735 MCGRAW-HILL SCHOOL EDUCATION	120.23					
1		1176322050 05/12/21 MATH LEVEL B	100.83		115	280-1000	610 116	
2		1176322050 05/12/21 SHIPPING	19.40		115	280-1000	610 116	
		Claim Total for District	120.23					
4619		87 MID-AMERICAN RESEARCH CHEMICAL	2,286.61					
1		0731805 05/13/21 JUDGEMENT DAY, THERMAL LOCK,	571.65		101 173	100-2600	610	
2		0731805 05/13/21 JUDGEMENT DAY, THERMAL LOCK,	571.65		101 538	100-2600	610	
		Claim Total for District	1,143.30					
4620		102432 MIKE WIPF	30.67					
1		GERBERS 05/14/21 TORO MOWER FLAT IDLER	7.66		101 173	100-2600	610	
2		GERBERS 05/14/21 TORO MOWER FLAT IDLER	7.67		101 538	100-2600	610	
		Claim Total for District	15.33					
4621		871 MOUNTAIN VIEW COOP	856.49					
1		229539 05/03/21 OIL 15W40 ROTELLA 55G	151.25					
					110 173	100-2700	610	
2		229539 05/03/21 OIL 15W40 ROTELLA 55G	151.25		110 538	100-2700	610	
4		229859 05/08/21 ROTELLA ELC CONC	27.75		110 173	100-2700	610	
5		229859 05/08/21 ROTELLA ELC CONC	27.75		110 538	100-2700	610	
7		230326 05/17/21 FIBERGLASS, RESIN, MAT	7.00		110 173	100-2700	610	
8		230326 05/17/21 FIBERGLASS, RESIN, MAT	7.00		110 538	100-2700	610	
10		230529 05/22/21 WIPER BLADES	12.75		101 173	100-2600	610	
11		230529 05/22/21 WIPER BLADES	12.75		101 538	100-2600	610	
13		230620 05/25/21 COUPLERS	3.37		110 173	100-2700	610	
14		230620 05/25/21 COUPLERS	3.38		110 538	100-2700	610	
16		230351 05/18/21 5W20, ROUNDUP, RIGHT CUT, WASP	11.99		101 173	100-2600	610	
17		230351 05/18/21 5W20, ROUNDUP, RIGHT CUT, WASP	12.00		101 538	100-2600	610	
		Claim Total for District	428.24					
4622		539 MTSBA	1,519.50					
1		7441 04/30/21 LEGAL SERVICES ORBIT PLUMBING	255.08		101 173	100-2300	810	
2		7441 04/30/21 LEGAL SERVICES ORBIT PLUMBING	255.09		101 538	100-2300	810	
3		7441 04/30/21 LEGAL SERVICES ORBIT PLUMBING	240.08		101 657	100-2300	810	
5		7442 04/30/21 LEGAL SERVICES JH	3.23		101 173	100-2300	810	
6		7442 04/30/21 LEGAL SERVICES JH	3.23		101 538	100-2300	810	
7		7442 04/30/21 LEGAL SERVICES JH	3.04		101 657	100-2300	810	
		Claim Total for District	759.75					

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Claim	Warrant	Vendor #/Name	Claim \$					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
4623		102615 NAPA AUTO PARTS OF GREAT FALLS	32.99					
1		566277 05/11/21 CAR WASH CONC GAL	8.24		110 173	100-2700	610	
2		566277 05/11/21 CAR WASH CONC GAL	8.25		110 538	100-2700	610	
		Claim Total for District	16.49					
4624		613 NATIONAL LAUNDRY CO	1,689.99					
1		73067 05/11/21 TOWELS, MATS, DUST MOP, LAUNDR	105.63		101 538	100-2600	610	
3		76762 05/25/21 TOWELS, MATS, DUST MOP, LAUNDR	72.65		101 538	100-2600	610	
5		73068 05/11/21 TOWELS, MATS, DUST MOP, LAUNDR	179.86		101 173	100-2600	610	
6		76763 05/25/21 TOWELS, MATS, DUST MOP, LAUNDR	111.83		101 173	100-2600	610	
7		S77635 05/25/21 MOTOR & EXHAUST FILTERS	171.29		101 173	100-2600	610	
8		S77635 05/25/21 MOTOR & EXHAUST FILTERS	171.29		101 538	100-2600	610	
		Claim Total for District	812.55					
4625		181 FAIRFIELD TRUE VALUE HARDWARE	156.91					
1		145340 05/18/21 WASP, TOOK KIT, GRASS SEED, RA	39.22		101 173	100-2600	610	
2		145340 05/18/21 WASP, TOOK KIT, GRASS SEED, RA	39.23		101 538	100-2600	610	
		Claim Total for District	78.45					
4626		269 MONTANA HGH SCHOOL ASSOCIATION	4,002.00					
1		2021-2022 ANNUAL DUES	875.00		101 538	720-3500	810	
3		2021-2022 CATASTROPHE PLAN	95.25		101 538	720-3500	810	
5		2021-2022 CONCUSSION INSURANCE	30.25		101 538	720-3500	810	
		Claim Total for District	1,000.50					
4627		102817 JENNIFER HAZENBERG	84.47					
1		WALMART 06/02/21 FIELD DAY PRIZES	68.51		115	420-1000	610	116
2		ACE 06/02/21 FIELD DAY PRIZES	15.96		115	420-1000	610	116
		Claim Total for District	84.47					
4628		93 NORTHWESTERN ENERGY	3,726.76					
		NATURAL GAS/ELEMENTARY						
1		07158645 05/20/21 123 WALKER STREET	51.11		101 538	100-2600	411	
3		07158652 05/20/21 123 WALKER STREET	542.73		101 538	100-2600	411	
5		07158678 05/20/21 6 OLD FORT SHAW ROAD	537.05		101 173	100-2600	411	
6		07158686 05/20/21 10 OLD FORT SHAW ROAD	35.59		101 173	100-2600	411	
7		07158744 05/20/21 295 LARGENT	112.14		101 173	100-2600	411	
8		07158744 05/20/21 295 LARGENT	112.14		101 538	100-2600	411	
10		11025236 05/20/21 LOT 51 SOUTH HELPER	32.98		110 173	100-2700	411	
11		11025236 05/20/21 LOT 51 SOUTH HELPER	32.98		110 538	100-2700	411	
13		19432947 05/20/21 12 OLD FORT SHAW ROAD	61.29		101 173	100-2600	411	
14		19432970 05/20/21 14 OLD FORT SHAW ROAD	33.45		101 173	100-2600	411	
15		19932771 05/20/21 123 WALKER STREET	18.90		101 538	100-2600	411	
17		1549363-8 05/12/21 #1 SCHOOL LOOP ROAD	27.90		101 173	100-2600	411	
		Claim Total for District	1,598.26					

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Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4629	103275 POWER SYSTEMS	1,532.00				
1	8714347 05/19/21 40 lb mega slam ball	65.11	5433	117 538 610-1000		610
3	8714347 05/19/21 14 lb wall ball	78.34	5433	117 538 610-1000		610
5	8714347 05/19/21 20 lb wall ball	96.78	5433	117 538 610-1000		610
7	8714347 05/19/21 SHIPPING	90.87	5433	117 538 610-1000		610
9	8715516 05/24/21 33 lb. Ram Roller	98.75	5433	117 538 610-1000		610
11	8715516 05/24/21 55 lb Ram Roller	138.65	5433	117 538 610-1000		610
13	8715516 05/24/21 22 lb ram roller	78.80	5433	117 538 610-1000		610
15	8715516 05/24/21 44 lb Ram Roller	118.70	5433	117 538 610-1000		610
	Claim Total for District	766.00				
4630	906 PURCHASE POWER	500.00				
1	STATEMENT 05/25/21 POSTAGE	125.00		101 173 100-2500		532
2	STATEMENT 05/25/21 POSTAGE	125.00		101 538 100-2500		532
	Claim Total for District	250.00				
4632	103257 RACHAEL HAYES	1,698.14				
1	TRANSPORTATION	1,698.14	5440	113 173 280-2700		514
	Claim Total for District	1,698.14				
4633	936 REPUBLIC SERVICES	746.55				
1	275822 05/31/21 301 LARGENT STREET SUN RIVER	7.87		101 173 100-2600		431
2	275822 05/31/21 301 LARGENT STREET SUN RIVER	7.88		101 538 100-2600		431
4	277240 05/31/21 1 SCHOOL LOOP ROAD FORT SHAW	186.90		101 173 100-2600		431
5	275856 05/31/21 123 WALKER STREET & PORT-A-POT	132.04		101 538 100-2600		431
	Claim Total for District	334.69				
4635	102611 SAM/MASS	250.00				
1	7303 05/25/21 DM LEADERSHIP SUMMIT	42.50		101 173 100-2300		582
2	7303 05/25/21 DM LEADERSHIP SUMMIT	42.50		101 538 100-2300		582
3	7303 05/25/21 DM LEADERSHIP SUMMIT	40.00		101 657 100-2300		582
	Claim Total for District	125.00				
4636	103002 REBECCA BOUCHER	313.60				
1	JANUARY 06/02/21 MILEAGE 105	29.40		101 173 100-1000		581
3	FEBRUARY 06/02/21 MILEAGE 98	27.44		101 173 100-1000		581
5	MARCH 06/02/21 MILEAGE 126	35.28		101 173 100-1000		581
7	APRIL 06/02/21 MILEAGE 105	29.40		101 173 100-1000		581
9	MAY 06/02/21 MILEAGE 105	29.40		101 173 100-1000		581
11	JUNE 06/02/21 MILEAGE 21	5.88		101 173 100-1000		581
	Claim Total for District	156.80				
4637	313 SIMMS STUDENT ACCOUNTS	77.10				
2	14490 06/02/21 LUNCH VAN MIRROR	11.02		101 173 100-2600		610
3	14490 06/02/21 LUNCH VAN MIRROR	11.03		101 538 100-2600		610
	Claim Total for District	22.05				



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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4638	100940 STAPLES CREDIT PLAN	1,693.98				
1	05/07/21 12 X 15 ENVELOPES	31.98		115	420-1000	610 116
	Claim Total for District	31.98				
	Total Elementary School	52,164.62				

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4591	100933 3 RIVERS COMMUNICATIONS	801.97				
3	STATEMENT 06/01/21 264-5110	191.97		201 174	100-2500	531
6	STATEMENT 06/01/21 264-5104	209.02		201 174	100-2500	531
	<b>Claim Total for District</b>	<b>400.99</b>				
4592	103040 AMERICAN FIDELITY ADMINISTRATIVE	100.00				
4	51976 05/14/21 MAY TIME & ELIGIBIL AMERICAN FIDELITY	25.00		201 174	100-2500	350
	<b>Claim Total for District</b>	<b>25.00</b>				
4593	101547 AQUA TECH LABORATORY	20.00				
2	34577 05/24/21 SIMMS MONTHLY COLIFORM TESTING	15.00		201 174	100-2600	421
	<b>Claim Total for District</b>	<b>15.00</b>				
4594	102744 AT & T MOBILITY	78.78				
3	STATEMENT 05/02/21 231-9449	39.39		201 174	100-2500	531
	<b>Claim Total for District</b>	<b>39.39</b>				
4596	103276 BIG SKY ACOUSTICS	3,000.00				
3	1498 06/01/21 SIMMS MUSIC ROOM	1,500.00		201 174	100-2600	350
	<b>Claim Total for District</b>	<b>1,500.00</b>				
4597	106 BUILDERS FIRSTSOURCE	20.97				
2	83363536 05/11/21 SPRINKLER HEAD, HOSE COUPLER	15.73		201 174	100-2600	610
	<b>Claim Total for District</b>	<b>15.73</b>				
4598	103081 CAMILEE WIEGAND	246.40				
5	JAN-MAY 05/11/21 MILEAGE 440	61.60		201 174	100-2300	581
6	JAN-MAY 05/11/21 MILEAGE 440	61.60		210 174	100-2300	581
	<b>Claim Total for District</b>	<b>123.20</b>				
4599	103168 CAT GRAPHICS, INC	120.00				
2	20059 05/12/21 3RD STATE WRESTLING 2020-2021	120.00		201 174	720-3500	610
	<b>Claim Total for District</b>	<b>120.00</b>				
4601	102573 CHEMNET CONSORTIUM, INC	255.00				
3	108746 05/21/21 MW 5 PANEL & EBT/ALCOHOL	45.00		210 174	100-2700	350
6	108746 05/21/21 CR, CP, JF 5 PANEL	82.50		210 174	100-2700	350
	<b>Claim Total for District</b>	<b>127.50</b>				
4602	100945 CURTISS SERVICE CENTER	4,237.91				
3	MAY 05/31/21 FUEL	2,118.96		210 174	100-2700	624
	<b>Claim Total for District</b>	<b>2,118.96</b>				

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4603	101103 DARRYL'S TIRE & SERVICE CENTER	1,350.00				
3	49412 05/18/21 BUS #9: TIRES 11R22.5 VFE	675.00		210 174	100-2700	610
	Claim Total for District	675.00				
4604	102561 DAVE MARZOLF	108.08				
4	MAY 06/02/21 MILEAGE 193	54.04		201 174	100-2300	582
	Claim Total for District	54.04				
4607	222 GENERAL DISTRIBUTING COMPANY	57.66				
1	1001631 05/31/21 CO2, ALUMINUM, PROPANE, ACETY	57.66		215	327-1000	610 601
	Claim Total for District	57.66				
4610	100926 JOHN WARNER	540.00				
TRUITT & 2 EXTRA						
4	412659 05/17/21 {3} SQUARE BUTTE PHOTOS	270.00		201 174	100-2300	810
	Claim Total for District	270.00				
4611	103042 JOHNSON DISTRIBUTING	43.61				
3	01-153256 05/11/21 AIR FILTER HUSTLER MOWER	21.81		201 174	100-2600	610
	Claim Total for District	21.81				
4612	103221 K12 MONTANA, INC.	3,495.75				
4	1191 06/01/21 MANAGED SERVICES AGREEMENT	1,747.88		201 174	100-2300	355
	K12 MONTANA INC					
	Claim Total for District	1,747.88				
4615	102985 KRISTOPHER RUSHTON	280.63				
1	JUNE-DEC 05/20/21 MILEAGE 266	76.47		201 174	100-2300	581
2	JUNE-DEC 05/20/21 MILEAGE 266	76.48		210 174	100-2300	581
3	JAN-MAY 05/20/21 MILEAGE 228	63.84		201 174	100-2300	581
4	JAN-MAY 05/20/21 MILEAGE 228	63.84		210 174	100-2300	581
	Claim Total for District	280.63				
4617	102998 LUKE MCKINLEY	109.76				
2	MAY 06/01/21 MILEAGE 196	82.32		201 174	100-2400	582
	Claim Total for District	82.32				
4619	87 MID-AMERICAN RESEARCH CHEMICAL	2,286.61				
3	0731805 05/13/21 JUDGEMENT DAY, THERMAL LOCK,	1,143.31		201 174	100-2600	610
	Claim Total for District	1,143.31				
4620	102432 MIKE WIFF	30.67				
3	GERBERS 05/14/21 TORO MOWER FLAT IDLER	15.34		201 174	100-2600	610
	Claim Total for District	15.34				

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Claim	Warrant	Vendor #/Name	Claim \$			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4621		871 MOUNTAIN VIEW COOP	856.49				
3		229539 05/03/21 OIL 15W40 ROTELLA 55G	302.50				
					210 174 100-2700		610
6		229859 05/08/21 ROTELLA ELC CONC	55.50		210 174 100-2700		610
9		230326 05/17/21 FIBERGLASS, RESIN, MAT	14.00		210 174 100-2700		610
12		230529 05/22/21 WIPER BLADES	25.50		201 174 100-2600		610
15		230620 05/25/21 COUPLERS	6.75		210 174 100-2700		610
18		230351 05/18/21 SW20, ROUNDUP, RIGHT CUT, WASP	24.00		201 174 100-2600		610
		Claim Total for District	428.25				
4622		539 MTSEA	1,519.50				
4		7441 04/30/21 LEGAL SERVICES ORBIT PLUMBING	750.25		201 174 100-2300		810
8		7442 04/30/21 LEGAL SERVICES JH	9.50		201 174 100-2300		810
		Claim Total for District	759.75				
4623		102615 NAPA AUTO PARTS OF GREAT FALLS	32.99				
3		566277 05/11/21 CAR WASH CONC GAL	16.50		210 174 100-2700		610
		Claim Total for District	16.50				
4624		613 NATIONAL LAUNDRY CO	1,689.99				
2		73067 05/11/21 TOWELS, MATS, DUST MOP, LAUNDR	316.91		201 174 100-2600		610
4		76762 05/25/21 TOWELS, MATS, DUST MOP, LAUNDR	217.95		201 174 100-2600		610
9		S77635 05/25/21 MOTOR & EXHAUST FILTERS	342.58		201 174 100-2600		610
		Claim Total for District	877.44				
4625		181 FAIRFIELD TRUE VALUE HARDWARE	156.91				
3		145340 05/18/21 WASP, TOOK KIT, GRASS SEED, RA	78.46		201 174 100-2600		610
		Claim Total for District	78.46				
4626		269 MONTANA HGH SCHOOL ASSOCIATION	4,002.00				
2		2021-2022 ANNUAL DUES	2,625.00		201 174 720-3500		810
4		2021-2022 CATASTROPHE PLAN	285.75		201 174 720-3500		810
6		2021-2022 CONCUSSION INSURANCE	90.75		201 174 720-3500		810
		Claim Total for District	3,001.50				
4628		93 NORTHWESTERN ENERGY	3,726.76				
		NATURAL GAS/ELEMENTARY					
2		07158645 05/20/21 123 WALKER STREET	153.33		201 174 100-2600		411
4		07158652 05/20/21 123 WALKER STREET	1,628.21		201 174 100-2600		411
9		07158744 05/20/21 295 LARGENT	224.28		201 174 100-2600		411
12		11025236 05/20/21 LOT 51 SOUTH HELPER	65.96		210 174 100-2700		411
16		19932771 05/20/21 123 WALKER STREET	56.72		201 174 100-2600		411
		Claim Total for District	2,128.50				

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Claim	Warrant	Vendor #/Name	Claim \$				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
4629		103275 POWER SYSTEMS	1,532.00					
2		8714347 05/19/21 40 lb mega slam ball	65.11	5433	217 174 610-1000		610	
4		8714347 05/19/21 14 lb wall ball	78.34	5433	217 174 610-1000		610	
6		8714347 05/19/21 20 lb wall ball	96.78	5433	217 174 610-1000		610	
8		8714347 05/19/21 SHIPPING	90.87	5433	217 174 610-1000		610	
10		8715516 05/24/21 33 lb. Ram Roller	98.75	5433	217 174 610-1000		610	
12		8715516 05/24/21 55 lb Ram Roller	138.65	5433	217 174 610-1000		610	
14		8715516 05/24/21 22 lb ram roller	78.80	5433	217 174 610-1000		610	
16		8715516 05/24/21 44 lb Ram Roller	118.70	5433	217 174 610-1000		610	
		Claim Total for District	766.00					
4630		906 PURCHASE POWER	500.00					
3		STATEMENT 05/25/21 POSTAGE	250.00		201 174 100-2500		532	
		Claim Total for District	250.00					
4631		378 R & L EAGLE GROCERY	8.57					
1		01-824249 05/24/21 FCS SUPPLIES	8.57		201 2 100-1048		610	
		Claim Total for District	8.57					
4633		936 REPUBLIC SERVICES	746.55					
3		275822 05/31/21 301 LARGENT STREET SUN RIVER	15.75		201 174 100-2600		431	
6		275856 05/31/21 123 WALKER STREET & PORT-A-POT	396.11		201 174 100-2600		431	
		Claim Total for District	411.86					
4634		103237 RICHARD I MELBY	1,000.00					
1		50 05/24/21 2021 SIMMS GRADUATION	1,000.00		201 2 100-1050		810	
		Claim Total for District	1,000.00					
4635		102611 SAM/MASS	250.00					
4		7303 05/25/21 DM LEADERSHIP SUMMIT	125.00		201 174 100-2300		582	
		Claim Total for District	125.00					
4636		103002 REBECCA BOUCHER	313.60					
2		JANUARY 06/02/21 MILEAGE 105	29.40		201 174 100-1000		581	
4		FEBRUARY 06/02/21 MILEAGE 98	27.44		201 174 100-1000		581	
6		MARCH 06/02/21 MILEAGE 126	35.28		201 174 100-1000		581	
8		APRIL 06/02/21 MILEAGE 105	29.40		201 174 100-1000		581	
10		MAY 06/02/21 MILEAGE 105	29.40		201 174 100-1000		581	
12		JUNE 06/02/21 MILEAGE 21	5.88		201 174 100-1000		581	
		Claim Total for District	156.80					
4637		313 SIMMS STUDENT ACCOUNTS	77.10					
1		05/17/21 EXTERIOR FLOWERS	33.00		201 2 100-1050		610	
4		14490 06/02/21 LUNCH VAN MIRROR	22.05		201 174 100-2600		610	
		Claim Total for District	55.05					

06/04/21

11:04:09

SUN RIVER VALLEY SCHOOL

Claim Approval List

For the Accounting Period: 6/21

Page: 12 of 12

Report ID: AP100H

High School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4638	100940 STAPLES CREDIT PLAN	1,693.98				
2	04/23/21 APPLE AIRPODS	1,112.00		201 2 100-1050		610
3	04/30/21 TEACHER APPRECIATION GIFT CARD	550.00		201 2 100-1050		610
	Claim Total for District	1,662.00				
	Total High School	20,559.44				

**Sun River Valley School District**

**Meeting Date: June 8, 2021**

**Category: Correspondence—Action**

**Agenda Item: 3 a and b**

	Steinke	Rushton	Wiegand	Reifer	Herman		
Motion							
Second							
Ayes							
Nays							
Abstain							

**Topic:** Personnel Policy 5251

**Background:**

Resignations

Certified personnel will generally be expected to fulfill the terms of their contracts, unless: (1) clearly compelling, mitigating circumstances prevent the certified or exempt individual from doing so; and (2) until such time as the Board, through public action, releases the certified individual from the terms of his/her contract.

Unclassified employees (i.e., non-certified employees) are expected to give due written notice, generally of two (2) weeks, to permit the District to conduct a search for a suitable replacement.

All resignations should be in writing. The immediate supervisor will be informed in writing, and a copy of the resignation will be delivered by the employee to the personnel office. Requests for resignations will be transmitted to the Board as part of the regular personnel report.

**Discussion:**

**Recommendations:**

Accept the resignations presented

**Financial Impact:**



## Sun River Valley Schools

- Simms High School -  
- Fort Shaw Elementary -

*Excellence in Education*

Dave Marzolf – Superintendent x 775  
Luke McKinley – 6-12 Principal x 123  
Shianne Currey – K-5 Principal x 602  
Belinda Klick – Business Manager x 122  
Becky Hart – Technology Coordinator x 110

SRVS.K12.MT.US (406) 264-5110 Fax (406) 264-5189 PO Box 380 / 123 Walker Street, Simms, MT 59477

May 19, 2021

Mrs. Shianne Currey  
PO Box 96  
Fort Shaw, MT 59443

Dear Mrs. Currey,

I am in receipt of your letter received on May 19, 2021 and hereby accept your resignation as Elementary Principal at School District #55F effective June 17, 2021.

Thank you for your service to the students and staff of School District #55F and good luck in your future endeavors.

Sincerely,

David P. Marzolf  
Superintendent of Schools District #55F

cc: Personnel File  
Trustees  
Belinda Klick, District Clerk



May 19, 2021

To Whom It May Concern,

I am writing this letter to resign my position with Sun River Valley Schools as the elementary principal. I have greatly appreciated the opportunity.

Thank you,

Shianne Currey

---



## Sun River Valley Schools

- Simms High School -  
- Fort Shaw Elementary -

*Excellence in Education*

Dave Marzolf – Superintendent x 775  
Luke McKinley – 6-12 Principal x 123  
Shianne Currey – K-5 Principal x 602  
Belinda Klick – Business Manager x 122  
Becky Hart – Technology Coordinator x 110

SRVS.K12.MT.US (406) 264-5110 Fax (406) 264-5189 PO Box 380 / 123 Walker Street, Simms, MT 59477

June 4, 2021

Mrs. Colleen Green  
PO Box 268  
Simms, MT 59477

Dear Mrs. Green,

I am in receipt of your letter received on June 4, 2021 and hereby accept your resignation as Paraprofessional at School District #55F effective June 4, 2021.

Thank you for your service to the students and staff of School District #55F and good luck in your future endeavors.

Sincerely,

David P. Marzolf  
Superintendent of Schools District #55F

cc: Personnel File  
Trustees  
Belinda Klick, District Clerk

PO Box 268  
Simms MT 59477

Ken Steinke, Board Chair  
c/o Sun River Valley School District  
PO Box 380  
Simms MT 59477

Mr. Steinke,

Please consider this letter as my intention to retire from the Sun River Valley School District beginning June 4, 2021.

I have served in the capacity as a special education paraprofessional at Fort Shaw Elementary since October of 2009. Having taught special education at the secondary level for twenty-seven years, I needed to learn a whole new language and script in order to make a difference in the elementary building. Sue Somerfeld provided the patience, tutoring and guidance I needed during my tenure, and one cannot adequately describe the impact that program has on her students. I watched her weave her magic with each student knowing those identified for placement in her room acquired a "second mother." What a privilege it has been for me to work by her side and learn from the best.

Thank you for the opportunity to work in the valley schools and hopefully make a difference in the lives of the students I worked with for the past twelve years.

Respectfully submitted,

A handwritten signature in cursive script that reads "Colleen Green".

Colleen C. Green

	Steinke	Rushton	Wiegand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Correspondence**

**Agenda Item: 3 c**

### **Topic:**

Transfer—In District—Josh Sheldon – 6-12 Title I

### **Background:**

In reference to board policy 5210 and Article V in the negotiated agreement between the Board of Trustees of School District #55F and the Sun River Valley Teachers Association

### **Discussion:**

St. At Council, Colony, Elementary Principal, Athletic Director/6-12 Principal, Clerk/Business Manager, Transportation/Superintendent

### **Recommendations:**

Consider the Transfer Recommendation Presented

### **Fiscal Impact:**

As Per Negotiated Agreement



# Sun River Valley Schools

- Simms High School -  
- Fort Shaw Elementary -

*Excellence in Education*

Dave Marzolf – Superintendent x 775  
Luke McKinley – 6-12 Principal x 123  
Shianne Currey – K-5 Principal x 602  
Belinda Klick – Business Manager x 122  
Becky Hart – Technology Coordinator x 110

SRVS.K12.MT.US (406) 264-5110 Fax (406) 264-5189 PO Box 380 / 123 Walker Street, Simms, MT 59477

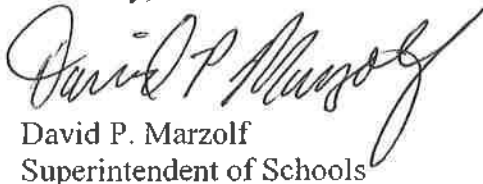
May 13, 2021

Mr. Josh Sheldon  
267 Washington BLVD  
Great Falls, MT 59494

Dear Mr. Sheldon,

In reference to board policy 5210 and Article V in the negotiated agreement between the Board of Trustees of School District #55F and the Sun River Valley Teachers Association, you will be transferred to Simms High School and Middle School for the 2021-2022 school year. Your new assignment will be Title I.

Sincerely,



David P. Marzolf  
Superintendent of Schools

cc: Personnel File  
Trustees  
Shianne Currey, Elementary Principal

	Steinke	Rushton	Wiegand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Correspondence**

**Agenda Item: 3 d**

### **Topic:**

Transfer—In District—Megan Huffman – 3<sup>rd</sup> Grade Fort Shaw

### **Background:**

In reference to board policy 5210 and Article V in the negotiated agreement between the Board of Trustees of School District #55F and the Sun River Valley Teachers Association

### **Discussion:**

Stu...it Council, Colony, Elementary Principal, Athletic Director/6-12 Principal, Clerk/Business Manager, Transportation/Superintendent

### **Recommendations:**

Consider the Transfer Recommendation Presented

### **Fiscal Impact:**

As Per Negotiated Agreement



# Sun River Valley Schools

- Simms High School -  
- Fort Shaw Elementary -

*Excellence in Education*

Dave Marzolf – Superintendent x 775  
Luke McKinley – 6-12 Principal x 123  
Shianne Currey – K-5 Principal x 602  
Belinda Klick – Business Manager x 122  
Becky Hart – Technology Coordinator x 110

SRVS.K12.MT.US (406) 264-5110 Fax (406) 264-5189 PO Box 380 / 123 Walker Street, Simms, MT 59477

May 20, 2021

Mrs. Meghan Huffman  
P.O. Box 153  
Fort Shaw, MT 59443

Dear Mrs. Huffman,

In reference to board policy 5210 and Article V in the negotiated agreement between the Board of Trustees of School District #55F and the Sun River Valley Teachers Association, you will be transferred to Fort Shaw Elementary School for the 2021-2022 school year. Your new assignment will be 3<sup>rd</sup> Grade.

Sincerely,

David P. Marzolf  
Superintendent of Schools

cc: Personnel File  
Trustees  
Shianne Currey, Elementary Principal

	Steinke	Wiegand	Rushton	Reifer	Herman		
motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Correspondence**

**Agenda Item: 3 e**

### **Topic:**

Robert Squires Science and engineering Scholarship

### **Background:**

### **Discussion:**

See Application

### **Recommendations:**



**Robert Squires Scholarship Endowment**  
**Submit Application to the Sun River Valley School Board by:**  
**June 1, 2021**

**Simms Education Foundation  
Scholarship Application**

The Simms Education Foundation was formed in 2015 by the Sun River Valley School Board.

The goal of the foundation is to foster educational opportunities for the youth of Simms High School and their alumni by awarding scholarships to students to enable them to meet the expense of higher education.

All applications must be submitted to the Sun River Valley School Board by: June 1, 2021

**Robert Squires Science and Engineering Scholarship:**

The Robert Squires Science and Engineering Scholarship will provide scholarships to graduates of the Simms High School majoring or minoring in science or engineering while enrolled as a full-time student in a university or college or other institution of advanced learning. The Trustees may disburse said scholarships on such criterion of need and academic achievement as the Trustees, in their sole discretion as Trustees of said school district, shall determine. The Trustees are to provide such scholarship assistance to students in more than one year of such education up to a total of five years for any one student.

Must be a Simms High School Graduating Senior or Simms High School Graduate.

Money will be awarded only after student has been enrolled. Scholarship money will be sent directly to the school of choice. The 2021 Scholarship will be in the amount of \$4,000

If candidate fails to enroll within 1-1/2 semester of graduating or enrolls and withdraws from school the scholarship will be given to an alternate choice. If there is no alternate, the money will be returned to the endowment.

Provide two letters of recommendation of which at least one should come from a staff member of Simms High School. The other may be a community leader, clergy member, employer or supervisor.

Include a copy of transcript.

Simms Education Foundation  
Robert Squires Science and Engineering Scholarship Application

Date 05/04/2021

Name Mackenzie Wiegand

Home Address 124 Holmesland Rd. Sun River, MT 59483

Date of Birth 05/20/2001

Phone Number (406)799-4553

High Schools Attended Simms High School

Father (Guardian's) Full Name Wyatt Warren Wiegand

Mother (Guardian's) Full Name Camille Anita Janelle Wiegand

High School Grade Point Average 3.78

Class Rank 2 of 16

Date of Graduation May 26, 2019

University, College, or Trade School you plan to attend Montana Tech

Address of school you plan to attend 1300 W Park St. Butte, MT 59701

	Steinke	Rushton	Wiegand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Discussion**

**Agenda Item: 3 f**

### Topic:

Donation to Benefis

### Background:

### Discussion:

### Recommendations:

### Financial Impact:



May 19, 2021

Simms High School  
c/o Luke McKinley  
PO Box 380  
Simms, MT 59477-0380

Dear Luke,

Please extend our appreciation to the Simms High School volleyball program, for supporting Sletten Cancer Institute through the Benefis Foundation with the recent Pack the House in Pink gift of \$224.00.

The team at Benefis Sletten Cancer Institute helps people with cancer live longer and better than ever before. We are at the forefront of advanced cancer care in Montana because of the help of our generous donors like you.

At Sletten Cancer Institute's Image Center, cancer patients find the support they need in coping with the visible effects of cancer treatment. The Circle of Hope fund makes it possible for cancer patients to have ready access to wig fittings, skin care during radiation and chemotherapy, and breast prosthesis. They turn "grief into smiles and fear into style". Your gift plays a vital role in bringing courage and peace to cancer patients and their families, whether through treatment options or self-esteem support.

"Alone we can do so little; together we can do so much."

Please keep this letter as official receipt for the charitable contribution and verification that no goods or services were in exchange for it. This may be important for 2021 tax purposes.

Sincerely,

Jami Wald  
Senior Director of Development

What a kind donation ✓  
Thank you for thinking  
of Sletten Cancer  
Institute!

Enclosed is a giving envelope for your convenience, should you need one in the future. If you'd prefer that we not include a giving envelope with your thank you, please let us know by calling 406.455.5844.

Please consider Benefis Health System Foundation in your estate planning.

PO Box 7008 . Great Falls MT 59406-7008 . 406.455.5840 . [www.benefisfoundation.org](http://www.benefisfoundation.org)

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Discussion**

**Agenda Item: 4**

	Steinke	Rushon	Wiegand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

**Topic:**

**Background:**

**Discussion:**

**Recommendations:**

**Financial Impact:**

	Steinke	Rushton	Wiegand	Reifer	Herman		
Location							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Public Comment/Non Action Item**

**Agenda Item: 5**

### Topic:

Public Comment Board Policy 1441 and 1420F

### Discussion:

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the "public comment" section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.

### Recommendations:

MTSBA recommends that you attach the following notice to your agendas for your regular Board meetings and/or have the Board Chairperson read it aloud at the beginning of the Board meeting, until the public becomes educated about the process:

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

For those individuals who desire to address the Board during the "public comment" portion of the meeting, if you haven't already done so, please sign your name to the sheet located in the board room and indicate the general topic on which you will be commenting. The Board Chairperson will call individuals to speak in the order listed on the sheet provided. The Board would like to remind everyone in attendance that to avoid violations of individual rights 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. Depending on the number of persons who wish to address the Board, the Board Chairperson 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 take any action on any matter discussed during the "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.

	Steinke	Rushton	Wiegand	Reifer	Herman		
ption							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Reports**

**Agenda Item: 6**

### **Topic:**

Agenda Reports

### **Background:**

Committees and Administration are given time to report on district activities

### **Discussion:**

Student Council, Colony, Elementary Principal, Athletic Director/6-12 Principal, Clerk/Business Manager, Transportation/  
Su      tendent

### **Recommendations:**

### **Fiscal Impact:**

# **SUN RIVER VALLEY PUBLIC SCHOOLS**

**123 Walker Street**

**P O Box 380**

**Simms, MT 59477**

**Phone (406) 264-5110 / Fax (406) 264-5189**

**Mr. W. Luke McKinley-Principal/ (6-12) Athletic Director (6-12)**

---

**"Home of the Tigers"**

**Board Meeting 7:00 P.M.**

**Tuesday, June 8, 2021**

## **6-12 Principal Report**

### **Building Report**

End of year 20-21, and Planning for 21-22.

Handbook updates presented to board MS/HS.

Out of District Student Listing.

Graduation 2022 (May 22, Sunday 1:00 PM)

General Academic and Building Report and Information.

### **Athletics/Activities Report**

MHSA activities and news.

Activity Scheduling.



	Steinke	Rushton	Weignad	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Old Business—Board Vacancy**

**Agenda Item: 7 a**

### Topic:

**Vacancies Board Policy 1113**

### Background:

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

1. Death of the incumbent;
2. Resignation, in writing, filed with the Clerk;
3. Incumbent moves out of the nominating district, establishing residence elsewhere;
4. Incumbent is no longer a registered elector of the District under the provisions of § 20-20-301, MCA;
5. Incumbent is absent from the District for sixty (60) consecutive days;
6. Incumbent fails to attend three (3) consecutive meetings of the trustees without good reason;
7. Incumbent has been removed under the provisions of § 20-3-310, MCA; or

A trustee position also shall be vacant when an elected candidate fails to qualify.

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

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

### Discussion:

### Recommendations:

### Financial Impact:



Dave Marzolf <dmarzolf@srvs.k12.mt.us>

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## School Board

1 message

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**K C Johnson** <kjohn4@icloud.com>  
To: Dave Marzolf <DMarzolf@srvs.k12.mt.us>

Mon, May 31, 2021 at 10:47 PM

I would like to express my interest in the open school board position.

KC Johnson  
Sent from my iPhone

# Sun River Valley School District

Adopted on: 08/10/98

Reviewed on: 04/14/15

1113

## BOARD OF TRUSTEES

Revised on: 01/08/03, 04/08/14, 04/09/19

### Vacancies

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

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

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

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

Cross Reference: 1240 Duties of Individual Trustees  
1112 Resignations

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

# Sun River Valley School District

Adopted on: 08/10/98

Reviewed on: 04/14/15

Revised on: 01/08/03

1113P

## BOARD OF TRUSTEES

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### Vacancies

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

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

	Steinke	Rushon	Wiegand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: 8 a**

### Topic:

Personnel Hiring: Extracurricular 2021-2022

### Background:

#### Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. Every newly hired employee must complete an immigration and Naturalization Service form, as required by federal law.

Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

The District requires its' contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

### Discussion:

### Recommendations:

Approve

### Fiscal Impact:

per Negotiated agreement.

# **JOB OPENINGS:**

**SRVS District 55&F**

**2021 – 2022**

**Extracurricular Activities**

**@ Simms School**

If interested please contact Luke McKinley at 264-5111 ext. 123 or email:

[lmckinley@srvs.k12.mt.us](mailto:lmckinley@srvs.k12.mt.us)

Position(s) open until filled.

**Advertised 3-31-2021**

**OPEN Positions as of 6-1-2021**

\*Job descriptions are available upon request as per Luke McKinley.

**Fall Activities 9-12 High School 2021 – 2022**

HS Assistant Football- OPEN

**Fall Activities 6-8 Middle School 2021 – 2022**

MS Head Football- OPEN

MS Assistant Football- OPEN

MS Assistant Tennis- OPEN

**Winter Activities 9-12 High School 2021 – 2022**

HS Head Girls Basketball- Carly Paterson

§ Assistant Speech and Drama- OPEN

**Spring Activities 9-12 High School 2021 – 2022**

HS Head Girls Tennis- Colleen Green

HS Head Boys Tennis- Molly Pasma

**Winter Activities 6-8 Middle School 2021 – 2022**

MS Assistant Girls Basketball- OPEN

MS School Head Boys Basketball- Dace Steinke

MS Assistant Boys Basketball- OPEN

MS Assistant Speech & Drama- OPEN

**Year Long 6-12 Activities 2021 – 2022**

Web Host- OPEN

Concessions Manager- Vickie Lapke

	Steinke	Rushton	Wiegand	Reifer	Herman		
Option							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: New Business— Action**

**Agenda Item: 8 b**

**Topic:**

MTSBA Policy Update/MTSBA Policy Maintenance

**Background:**

See attached Policy Notes

**Discussion:**

Please see attached policies in the packet



Dave Marzolf &lt;dmarzolf@srvs.k12.mt.us&gt;

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**MTsBA Policy Updates - Special Edition - HB 102**

1 message

Kris Goss &lt;kgoss@mtsba.org&gt;

Thu, May 27, 2021 at 10:06 AM

To: Kris Goss &lt;kgoss@mtsba.org&gt;

**MTsBA Policy Maintenance Program Members:**

HB 102 is legislation addressing the presence of firearms at educational facilities. It was approved by the legislature, signed by the Governor, and takes effect on July 1, 2021. There are several statutes to review when determining how HB 102 and the related LR-130 affect the authority school boards of trustees have on the issue of governing the presence of weapons in school buildings and on school property,

Regulation of Weapons in School Buildings

HB 102 and LR-130 did not amend Section 45-8-361, MCA, which states, "A person commits the offense of possession of a weapon in a school building if the person purposely and knowingly possesses, carries, or stores a weapon in a school building." This statute is referenced in HB 102 and outlines the authority of a board of trustees to govern the presence of weapons in school buildings. Further, the statute gives local boards of trustees the authority to authorize the possession or storage of a firearm or weapon in a school building. This statute remains in effect and is consistent with Article X, Section 8, of the Montana Constitution which authorizes school boards of trustees to exercise supervision and control over the schools in each district as provided by law.

Regulations of Weapons on School Property by Visitors

MTsBA has updated Model Policy 4332 – Conduct on School Property to give school districts two options complying with HB 102 and LR-130 in a manner consistent with the Montana Constitution and Section 45-8-361, MCA. The policy gives two options for governing the conduct on visitors present on school property through the definition of "school building." Each option is supported by aspects of Montana law. The options reflect a board of trustees' authority to govern the operations of the school district consistent with the concept of local control outlined in the Montana Constitution.

Option 1 in the policy provides for an expanded definition of "school building" to not only include indoor structures enclosed by walls and a roof but also those outdoor facilities that may be used by people such as stadiums and bleachers which are leased or owned by a school district and meet the Montana Building and Construction Standards definition of building. This expanded definition prohibits the possession of firearms or weapons in all of these types of buildings. School districts considering this option must take into account the definition provided may subject the district to litigation asserting the school district is exceeding its authority as restricted by LR-130 and HB 102. Any such challenge will be subject to review in accordance with the board of trustees' authority under Article X, section 8, of the Montana Constitution.

Option 2 in the policy provides for a narrow definition of "school building" that will include indoor structures enclosed by walls and a roof but exclude outdoor facilities such as stadiums or bleachers. This definition relies on the definition of school building used in the Montana Criminal Code and by the Montana Department of Revenue. This definition will be considered consistent with LR-130 and HB 102 but may expose the school district to other challenges asserting the board of trustees has not taken all available measures to ensure a safe school setting. Any such challenge will be subject to review in accordance with the board of trustees' authority under Article X, section 8, of the Montana Constitution.



Policy 4332 also contains an option to address the presence of non-firearm weapons on school property outside school buildings as permitted by LR-130 and Article X, section 8 of the Montana Constitution.

MTSBA Model Policy 4315 – Visitor and Spectator Conduct has also been updated to refer to the update in Policy 4332 regardless of the option selected.

#### Regulation of Firearms as it relates to Employees

To further address HB 102, MTSBA has updated Model Policy 5223 – Personal Conduct to clarify the definition of building as it relates to the authority of the school district to govern an employee's ability to possess or carry a weapon or firearm in a school building. The authority to govern employee conduct is addressed in MTSBA Model Policy 5121 – Applicability of Personnel Policies. Further, ARM 10.55.701(2)(d) requires boards to adopt policies delineating the responsibilities of staff in the district. Finally, an employment contract will bind a staff member to the policies of the district.

#### Regulation of Firearms as it relates to Students

With regard to enrolled students in public school districts, HB 102 and LR-130 did not amend Section 20-5-202, MCA, which states:

(2) (a) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. The trustees shall annually review the district's weapons policy and any policy adopted under this subsection (2)(a) and update the policies as determined necessary by the trustees based on changing circumstances pertaining to school safety.

This statute prohibits students from bringing a firearm "to school." This statute is not limited to "school buildings" like the statutes in Title 45. So, to further analyze what it means to bring a firearm to school, a review of Section 20-5-201, MCA, is required. This statute states students "shall comply with the policies of the trustees and rules of the school" and are under the control and authority of the teachers, principal, and district superintendent when the student "is in school or on school premises, on the way to and from school, or during intermission or recess."

This statute is consistent with MTSBA Model Policy 3311 – Firearms and Weapons. Policy 3311 prohibits students from possessing "a firearm at, any setting that is under the control and supervision of the school district." The policy also prohibits students from possessing other weapons on school property. While HB 102 and LR-130 did not affect this policy, MTSBA has updated Model Policy 3311 to clarify the authority of a school district to discipline a student for possessing a firearm or weapon as outlined in the policy.

MTSBA will continue to monitor LR-130, HB 102, and any related court action to provide additional policy updates.

Thank you for your participation in the MTSBA Policy Maintenance Program.

Kris Goss

Director of Policy Services/Senior Counsel

Montana School Boards Association

5 attachments



**3310-Student Discipline.doc**  
46K



**3311-Firearms and Weapons.doc**  
48K



**4315-Visitor and Spectator Conduct.doc**  
33K



**4332-Conduct on School Property.doc**  
59K



**5223-Personal Conduct.doc**  
44K



Dave Marzolf &lt;dmarzolf@srvs.k12.mt.us&gt;

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**MTSBA Policy Update - Policy 3413 - HB 702**

1 message

Kris Goss &lt;kgoss@mtsba.org&gt;

Tue, Jun 1, 2021 at 8:52 AM

To: Kris Goss &lt;kgoss@mtsba.org&gt;

**MTSBA Policy Maintenance Program Members:**

HB 702 passed the 2021 Legislature and was signed into law effective May 14, 2021. Section 1 of the bill that is now law provides that it is an unlawful discriminatory practice for a governmental entity to refuse, withhold from, or deny to a person any local or state services, goods, facilities, advantages, privileges, licensing, educational opportunities, health care access, or employment opportunities based on the person's vaccination status. The law also provides it is unlawful for an employer to refuse employment to a person, to bar a person from employment, or to discriminate against a person based on the person's vaccination status.

HB 702 includes an exception that specifically states the new law does not apply to the vaccines required for schools in Title 20:

*"(2) This section does not apply to vaccination requirements set forth for schools pursuant to Title 20, chapter 5, part 4, or day-care facilities pursuant to Title 52, chapter 2, part 7."*

However, vaccines against COVID-19 vaccine aren't listed in the required school vaccines so this exception for schools in the bill doesn't apply to that specific type of immunization. This means schools can't deny access to services due to COVID-19 vaccine status or ask about COVID-19 vaccine status under the new law.

In order to address this legislation and its exception, MTSBA has prepared an adjustment to Model Policy 3413. The new law does NOT change the required vaccines for students in schools so that provision of the policy is unchanged. The new version of the policy includes a new provision stating it does not apply to vaccines against COVID-19. This ensures the policy continues to govern required vaccines but complies with the new law and its exception related to COVID-19. With this change, the Policy will accurately reflect the law as stated in the MT-PEC Model Safe Return to School and Continuity of Services Plan.

Please contact me if you have questions about Policy 3413, HB 702, or the Model Safe Return to School and Continuity of Services Plan. Thank you for your continued participation in the MTSBA Policy Maintenance Program.

Kris Goss  
Director of Policy Services/Senior Counsel  
Montana School Boards Association



**3413-Student Immunization.docx**  
22K



Dave Marzolf &lt;dmarzolf@srvs.k12.mt.us&gt;

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**Re: MTSBA Policy Services**

1 message

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**Kris Goss** <kgoss@mtsba.org>  
To: David Marzolf <dmarzolf@srvs.k12.mt.us>

Tue, May 25, 2021 at 10:08 AM

The corrected version is attached.

Kris Goss

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**From:** David Marzolf <dmarzolf@srvs.k12.mt.us>  
**Date:** Tuesday, May 25, 2021 at 10:05 AM  
**To:** Kris Goss <kgoss@mtsba.org>  
**Subject:** Re: MTSBA Policy Services

when I click on 8129, policy 8131 comes up. which is 8129 and which is 8131?

) thanks

M

On Fri, May 21, 2021 at 11:47 AM Kris Goss <kgoss@mtsba.org> wrote:

MTSBA Policy Maintenance Program Members:

The MTSBA Policy Services team has monitored recent regulatory changes affecting school districts from the Department of Public Health and Human Services and Department of Environmental Quality and has prepared necessary updates to the MTSBA Model Policy manual. This edition of MTSBA Policy Notes provides updates to the MTSBA Master Policy Manual, as explained below, and addresses the most timely updates needed to ensure compliance with the new expectations through an accessible policy format.

The specific policies are outlined below. The updates are divided into the follow categories: Required or Recommended Changes to Existing Policies and Required or Recommended New Policies.

Districts that have previously adopted an existing model will adopt required changes and decide whether to adopt recommended changes. If a district has not previously adopted an existing model, it may do so now with the applicable changes. Districts will adopt new required policies and decide whether to adopt a new recommended policy. All of the policies are not emergency policies so they will require the number of readings specified in each district's Policy 1310.

The marked up word versions of the policies are attached. Please report back to MTSBA staff when the policies have been adopted by the board of trustees. MTSBA staff will then update the district's policy manual as hosted on

5/25/2021, 10:20 AM

MTSBA.org to reflect the adopted changes as they relate to your current policies, adopted/revised on date, and headers.

MTSBA Model Policy Updates May 2021:

Required Changes to Existing Policies if Previously Adopted

**MTSBA Model Policy 3416 – Administering Medication to Students**

MTSBA updated this model policy to reflect regulatory changes governing the storage of medication, the delegation of nursing duties and revisions to advised best practices.

**MTSBA Model Policy 3417 – Communicable Diseases**

MTSBA updated this model policy to reflect regulatory changes governing health and hygiene requirements in schools and revisions to advised best practices. This model policy will also ensure necessary provisions regarding health and safety are part of the district's permanent manual when emergency policies are terminated.

**MTSBA Model Policy 5320 – Prevention of Disease Transmission**

MTSBA updated this model policy to reflect regulatory changes governing health and hygiene requirements in schools and revisions to advised best practices. This model policy will also ensure necessary provisions regarding health and safety are part of the district's permanent manual when emergency policies are terminated.

**MTSBA Model Policy 5325 – Breastfeeding in the Workplace**

MTSBA updated this model policy to reflect regulatory changes governing appropriate and suitable accommodation of breastfeeding students, employees, and visitors.

Recommended Changes to Existing Policies if Previously Adopted

**MTSBA Model Policy 8130 – Air Quality Restrictions**

MTSBA updated this model policy to reflect recent regulatory changes governing air quality in schools.

**MTSBA Model Policy 8200 – Food Services**

MTSBA updated this model policy to reflect recent regulatory changes governing school food services.

**MTSBA Model Policy 8301 – District Safety**

MTSBA updated this model policy to reflect regulatory changes governing safety requirements in schools and revisions to advised best practices.

**MTSBA Model Policy 8410 – Operation and Maintenance of Facilities**

MTSBA updated this model policy to reflect regulatory changes governing the operation of school facilities and revisions to advised best practices.

#### **MTSBA Model Policy 8421 – Lead Renovation**

MTSBA updated this model policy to reflect additional options for informing parents about facility renovations involving lead.

#### **Required New Policies**

#### **MTSBA Model Policy 8411 - Water Supply Systems**

MTSBA developed this model policy to ensure districts comply with water testing requirements that now govern schools and school water systems. Specifically, schools using and non-public water system must submit water samples for testing and comply with other standards.

#### **Recommended New Policies**

#### **MTSBA Model Policy 8129 – Chemical Safety**

MTSBA developed this model policy to assist districts in complying with Montana Code Annotated and regulatory changes governing chemical storage.

#### **MTSBA Model Policy 8131 – Indoor Air Quality**

MTSBA developed this model policy to assist districts in complying with regulatory changes governing ventilation systems and filters inside school buildings.

#### **MTSBA Model Policy 8302 – Noxious Plant and Animal Control**

MTSBA developed this model policy to assist districts in complying with regulatory changes governing the operation of school facilities related to application of herbicide and pesticide and other pest management procedures while reflecting revisions to advised best practices.

#### **MTSBA Model Policy 8303 – Cleaning and Disinfecting**

MTSBA developed this model policy to assist districts in complying with regulatory changes governing health and hygiene requirements in schools and revisions to advised best practices. This model policy will also ensure necessary provisions regarding health and safety are part of the district's permanent manual when emergency policies are terminated.

#### **MTSBA Model Policy 8502 – School Construction and Repairs**

MTSBA developed this model policy to assist districts in complying with regulatory changes governing the construction of new schools or facilities or repairs to existing schools. These regulations provide a checklist for school leaders to follow when completing a construction or repair project to ensure full compliance with health and safety regulations.

Thank you all 170 districts for your continued participation in the MTSBA Policy Maintenance Service Program.

Please contact me if you have any questions.

Thank you,

Kris Goss

Director of Policy Services/Senior Counsel

Montana School Boards Association

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This email has been scanned for spam and viruses by Proofpoint Essentials. [Click here to report this email as spam.](#)



**8129 - Chemical Safety.doc**

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2  
3 **STUDENTS**

3310

page 1 of 3

4  
5 Student Discipline

6  
7 The Board grants authority to a teacher or principal to hold a student to strict accountability for  
8 disorderly conduct in a school building, on property owned or leased by a school district, on a  
9 school bus, on the way to or from school, or during intermission or recess.

10  
11 Disciplinary action may be taken against any student guilty of gross disobedience or misconduct,  
12 including but not limited to instances set forth below:

- 13
- 14 • Using, possessing, distributing, purchasing, or selling tobacco products, and alternative  
15 nicotine and vapor products as defined in 16-11-302, MCA.
  - 16 • Using, possessing, distributing, purchasing, or selling alcoholic beverages, including  
17 powdered alcohol. Students who may be under the influence of alcohol will not be  
18 permitted to attend school functions and will be treated as though they had alcohol in  
19 their possession.
  - 20 • Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs,  
21 marijuana, controlled substances, or any substance which is represented to be or looks  
22 like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic  
23 beverage, stimulant, depressant, or intoxicant of any kind, including such substances that  
24 contain chemicals which produce the same effect of illegal substances including but not  
25 limited to Spice and K2. Students who may be under the influence of such substances  
26 will not be permitted to attend school functions and will be treated as though they had  
27 drugs in their possession.
  - 28 • Using, possessing, controlling, or transferring a firearm or other weapon in violation of  
29 the "Possession of Weapons other than Firearms" section in Policy 3311.
  - 30 • Using, possessing, controlling, or transferring any object that reasonably could be  
31 considered or used as a weapon as referred to in Policy 3311.
  - 32 • Disobeying directives from staff members or school officials or disobeying rules and  
33 regulations governing student conduct.
  - 34 • Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable  
35 conduct toward anyone or urging other students to engage in such conduct.
  - 36 • Causing or attempting to cause damage to, or stealing or attempting to steal, school  
37 property or another person's property.
  - 38 • Engaging in any activity that constitutes an interference with school purposes or an  
39 educational function or any other disruptive activity.
  - 40 • Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic  
41 and habitual truants.
  - 42 • Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or  
43 retaliation against any person who alleged misconduct under Policy 3225 or 3226 or  
44 participated in an investigation into alleged misconduct under Policy 3225 or 3226.
  - 45 • Defaces or damages any school building, school grounds, furniture, equipment, or book  
46 belonging to the district.



- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

#### Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force. District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

#### Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-

disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

#### Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Cross Reference:     3300   Suspension and Expulsion  
                             3225   Sexual Harassment of Students  
                             3226   Bullying, Harassment  
                             5015   Bullying, Harassment

Legal Reference:	§ 16-11-302(1)(7), MCA	Definitions
	§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions
	§ 45-5-637, MCA	Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties
	29 U.S.C. § 701	Rehabilitation Act of 1973
	Initiative 190 – “Montana Marijuana Regulation and Taxation Act.”	
	January 1, 2021	

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

**STUDENTS**

3311

Page 1 of 3

Firearms and Other Weapons

Firearms

It is the policy of the School District to comply with the federal Gun Free Schools Act of 1994 and Section 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district.

The District does not allow students to possess firearms on District property or at any setting that is under the control and supervision of the District. In accordance with Section 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

For the purposes of the firearms section of this policy, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

**CHOOSE ONE OF THE FOLLOWING OPTIONS:**

**OPTION 1** – However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

**OPTION 2** – However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, the Board may itself either modify the requirement for expulsion or delegate to the County Superintendent the authority to carry out the Board's decision regarding any modification of the expulsion requirement. *Note: This Option is specifically for those smaller districts that have no employed administrator.*

**OPTION 3** -- However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.*

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

#### Possession of Weapons other than Firearms

The District does not allow students to possess other weapons on District property or at any setting that is under the control and supervision of the District. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

#### Definitions, Exceptions and Referral to Law Enforcement

The District may refer to law enforcement for immediate prosecution any student who possesses, carries, or stores a weapon in a school building as specified in Section 45-8-361, MCA. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. For the purposes of this section of the policy, "school property" means within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds. "Building" specifically means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

The Board of Trustees may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

This section does not apply to a law enforcement officer acting in the officer's official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.

The Board of Trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

*Note may be removed from final adopted policy: Section (g) of the ESSA Section 4141 – Gun Free Requirements, carves out a very significant exception to the Gun Free Schools Act in that it allows a student to have "a firearm that is lawfully stored inside a locked vehicle on school property. . ." Montana law (20-5-202, MCA), on the other hand, does not provide for any exception to the expulsion requirement if a student has a firearm that is lawfully stored inside a locked vehicle on school property. The only reference to federal law in 20-5-202(2), MCA is the federal definition of a firearm. As you well know 20-5-202(2), MCA provides that:*

*(2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.*

*So, Montana schools are required, by state law, to expel a student from school for a period of not less than 1 year if it is determined that the student brought a firearm to school, subject to the case-by-case exception noted in the statute. Based upon the exception noted in federal law and in circumstances where a student is found to have a firearm on school property in a locked vehicle, Montana schools should be citing state law (20-5-202, MCA) and district policy to support any recommendation for expulsion.*

*There is one significant inconsistency between the Federal Gun Free Schools Act and Montana is that under federal law it provides that "State law shall allow the chief administering officer of a local educational agency to modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing," whereas 20-5-202(2), MCA, provides that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.*

Cross Reference:	3310	Student Discipline
	4332	Conduct of School Property
	5332	Personal Conduct

Legal Reference:	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	20 U.S.C. § 7151, et seq.	Gun Free Schools Act of 1994
	18 U.S.C. § 921	Definitions
	ESSA, Section 4141	Gun Free Requirements

Policy History:

Adopted on:

Reviewed on:

Revised on:

## STUDENTS

3416

### Administering Medication to Students

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s healthcare provider.

Except in an emergency situation, only a qualified healthcare professional may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

### Administering Medication

The Board shall permit administration of medication to students in schools in its jurisdiction. A school nurse or other employee who has successfully completed specific training in administration of medication, pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

### Emergency Administration of Medication

In the event of an emergency, a school nurse or trained staff member, exempt from the nursing license requirement under § 37-8-103(1)(c), MCA, may administer emergency medication to any student in need thereof on school grounds, in a school building, at a school function, or on a school bus according to a standing order of an authorized physician or a student’s private physician. In the event that emergency medication is administered to a student, the school nurse or staff member shall call emergency responders and notify the student’s parents/guardians.

~~In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to the order of the student’s health care provider as written in the student’s health care plan.~~

~~In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.~~

~~The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.~~

A building administrator or school nurse shall enter any medication to be administered in an emergency on an individual student medication record and retain the documentation. ~~shall file it in a student's cumulative health folder.~~

#### Assisting Students with Self-Administration of Medication

A building principal or other school administrator may authorize, in writing, any school employee:

To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student's parent or guardian; and

To assist in self-administration of a prescription drug to a student in compliance with written instructions or standing order of an authorized physician or a student's private physician and with the written consent of a student's parent or guardian.

~~A building principal or school administrator may~~ school employee authorized, in writing, ~~any employee to assist students with self-administration of medications, may only rely on the following techniques: provided that only the following may be employed:~~

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.
- Other guidance or restrictions previously provided in writing to the school by a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file.

~~K-5 students who require medication must self-administer in the presence of the designated school staff. High School Students and middle school students may carry and self-administer a one-day supply of medication. Students found in violation of this medication policy may receive disciplinary consequences.~~

#### Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The

student shall be authorized to possess and self-administer medication if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.
- The student shall have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider shall specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and shall be renewed annually. A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the student's doctor, backup medication shall be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a call to emergency responders.

#### Self-Administration of Other Medication

The District shall permit students who are able to self-administer specific medication to do so provided that all of the following have occurred:

- A physician, dentist, or other licensed health care provider provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.
- ~~The medication is part of the annually updated health care plan or there are pre-arranged and administrative approved circumstances for short-term medication administration.~~



- ~~High school and middle school (6-12) students may not need a health care plan but students must be able to verify parental or guardian permission for taking over the counter medication and verify medical permission for prescription medication at school.~~

### Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA. Designation of staff is to be made by a parent, and individual who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student, and school employees are under no obligation to agree to designation. Glucagon is to be provided by the parent or guardian. All documentation shall be kept on file.

### Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Shall examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Shall develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Shall record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Shall store medication requiring refrigeration at 36° to 46° F;
- Shall store prescribed medicinal preparations in a securely locked storage compartment; and
- Shall store controlled substances in a separate compartment, secured and locked at all times.
- All non-emergency medication shall be kept in a locked, nonportable container, stored in its original container with the original prescription label. Epinephrine, naloxone, and student emergency medication may be kept in portable containers and transported by the school nurse or other authorized school personnel.
- Food is not allowed to be stored in refrigeration unit with medications.
- Shall notify the building administrator, school district nurse, and parent or guardian of any medication error and document it on the medication administration record.

The District shall permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, shall be stored in their original containers.

The District shall limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications. ~~The District shall also maintain a list of those staff who have been trained and authorized to supervise students to self-administer their medication.~~

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in law.

The District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.

#### Disposal of Medication, Medical Equipment, Personal Protective Equipment

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, shall destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Medical sharps shall be disposed of in an approved sharps container. Building administrators should contact the school nurse or designated employee when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps container, medical equipment, and personal protective equipment is the responsibility of the school nurse or designated employee in accordance with the Montana Infectious Waste Management Act and the manufacture guidelines specific to the container or equipment.

Legal Reference:	§ 20-5-412, MCA	Definition – parent-designated adult administration of glucagons – training
	§ 20-5-420, MCA	Self-administration or possession of asthma, severe allergy, or anaphylaxis medication
	§ 20-5-421, MCA	Emergency use of epinephrine in school setting
	§ 37-8-103(1)(c), MCA	Exemptions – limitations on authority
	ARM 24.159.1601, et seq	Delegation of Nurse Duties
	§ 20-5-426, MCA	Emergency use of an opioid antagonist in school setting – limit on liability
	§ 75-10-1001, et seq	Infectious Waste Management Act

<u>37.111.812, ARM</u>	<u>Safety Requirements</u>
<u>10.55.701(s), ARM</u>	<u>Board of Trustees</u>

Policy History:

Adopted on:

Reviewed on:

Revised on:

## STUDENTS

3417

Page 1 of 2

### Communicable Diseases

*Note: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*

In all proceedings related to this policy, the District shall respect a student's right to privacy. All applicable district policies and handbook provision governing confidentiality of student medical information remain in full effect.

Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The District shall provide soap and disposable towels or other hand-drying devices shall be available at all handwashing sinks. Common-use cloth towels are prohibited. Sanitary napkin disposal shall be provided for girls of age ten or older and in teachers' toilet rooms and nurses' toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some other readily available on-site access to sanitary napkins.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if report the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person

designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation shall be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

#### Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control  
37.111.825, ARM Health Supervision and Maintenance

Policy History:

Adopted on:

Reviewed on:

Revised on:

2  
3 **COMMUNITY RELATIONS**

4315

4  
5 Visitor and Spectator Conduct

6  
7 Any person, including an adult, who behaves in an unsportsmanlike or inappropriate manner  
8 during a visit to the school or a school event may be ejected from the event and/or denied  
9 permission to access school buildings or property or school events as determined by the Board of  
10 Trustees. Examples of unsportsmanlike or inappropriate conduct include but are not limited to:

- 11  
12 • Using vulgar or obscene language or gestures;  
13 • Possessing or being under the influence of any alcoholic beverage;  
14 • Possessing or consuming any illegal substance or marijuana;  
15 • Possessing a weapon or firearm in violation of Policy 4332;  
16 • Fighting or otherwise striking or threatening another person;  
17 • Failing to obey instructions of a security officer or District employee; and  
18 • Engaging in any illegal or disruptive activity.  
19 • Other violations of District Policy.

20  
21 The Superintendent is authorized to temporarily restrict access to school buildings or property  
22 and recommend to the Board of Trustees denial of future admission to any person by delivering  
23 or mailing a notice by certified mail with return receipt requested, containing:

- 24  
25 1. Date, time, and place of a Board hearing;  
26 2. Description of the unsportsmanlike conduct; and  
27 3. Proposed time period admission to school buildings or property or school events will be  
28 denied.

29  
30 Cross Reference: 4301 Visitors to School  
31 4332 Conduct on School Property

32  
33 Legal Reference: § 20-1-206, MCA Disturbance of school – penalty  
34 § 20-4-303, MCA Abuse of teachers  
35 § 45-8-101, MCA Disorderly conduct  
36 § 45-8-351, MCA Restriction on Local Government Regulation of  
37 Firearms  
38 Article X, section 8 Montana Constitution  
39 Initiative 190 – “Montana Marijuana Regulation and Taxation Act.”  
40 January 1, 2021

41  
42 Policy History

43 Adopted on:

44 Reviewed on:

45 Revised on:

2  
3 **COMMUNITY RELATIONS**

4  
5 Conduct on School Property

6  
7 General Conduct

8  
9 In addition to prohibitions stated in other District policies, a person on school property who is not an  
10 enrolled student or District employee shall not:

- 11  
12 1. Injure or threaten to injure another person;  
13  
14 2. Damage another's property or that of the District;  
15  
16 3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;  
17  
18 4. Smoke or otherwise use tobacco or nicotine products, and alternative nicotine and vapor  
19 products as defined in 16-11-302, MCA, or other similar products;  
20  
21 5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or marijuana;  
22  
23 6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational  
24 program or any other activity occurring on school property;  
25  
26 7. Optional: Possess a non-firearm weapon as defined in this policy;  
27  
28 8. Enter upon any portion of school premises at any time for purposes other than those which are  
29 lawful and authorized by the Board; or  
30  
31 9. Willfully violate other District rules and regulations.

32  
33 For the purposes of this policy, "school property" means within school buildings, in vehicles used for  
34 school purposes, or on owned or leased school land or grounds. District administrators are authorized to  
35 appropriate action, as circumstances warrant, to enforce this section of the policy including but not  
36 limited to requesting the assistance of law enforcement in accordance with Montana law.

37  
38 Firearms and Weapons

39  
40 A person who is not an enrolled student or District employee shall not possess any firearm or other non-  
41 firearm weapon in a school building at any time.

42  
43 For the purposes of this policy, the term "firearm" means (A) any weapon which will or is designed to or  
44 may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of  
45 any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to  
46 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

47  
48 For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a  
49 weapon or through its use is capable of intimidating, threatening or producing bodily harm or which may  
50 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile



weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

District administrators are authorized to appropriate action, as circumstances warrant, to enforce this section of the policy including but not limited to requesting the assistance of law enforcement in accordance with Montana law.

This section does not apply to a law enforcement officer acting in the officer's official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.

The Board of Trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Definitions: Districts will select Option 1 or Option 2

Option 1 provides for an expanded definition of "school building" to not only include indoor structures enclosed by walls and a roof but also those outdoor facilities that may be used by people such as stadiums and bleachers which are leased or owned by a school district and meet the Montana Building and Construction Standards definition of building. This expanded definition prohibits the possession of firearms or weapons in all of these types of buildings. School districts considering this option must take into account the definition provided may subject the district to litigation asserting the school district is exceeding its authority as restricted by LR-130 (2020) and HB 102 (2021). Any such challenge will be subject to review in accordance with the board of trustees' authority under Article X, section 8, of the Montana Constitution.

Option 2 provides for a narrow definition of "school building" that will include indoor structures enclosed by walls and a roof but exclude outdoor facilities such as stadiums or bleachers. This definition relies on the definition of school building used in the Montana Criminal Code and by the Montana Department of Revenue. This definition may be considered consistent with LR-130 (2020) and HB 102 (2021) but may expose the school district to other challenges asserting the board of trustees has not taken all available measures to ensure a safe school setting. Any such challenge will be subject to review in accordance with the board of trustees' authority under Article X, section 8, of the Montana Constitution.

Option 1: For the purposes of this policy, "School building" means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

Option 2: For the purposes of this policy, "School building" means an enclosed structure with external walls and a roof owned or leased by a local school district that are used for instruction or for student activities as specified in ARM 42.4.201(2) and Section 45-8-361, MCA. The term is construed to exclude all stadiums, bleachers, and other similar outdoor facilities.

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081  
Smoke Free School Act of 1994  
16-11-302, MCA Definitions  
§ 20-1-220, MCA Use of tobacco product in public school building or on  
public school property prohibited  
§ 20-1-206, MCA Disturbance of School  
§ 20-5-410, MCA Civil penalty  
§ 45-6-201, MCA Definition of enter or remain unlawfully  
§ 45-8-101, MCA Disorderly conduct  
§ 45-8-102, MCA Failure of disorderly persons to disperse  
§ 45-8-351, MCA Restriction on Local Government Regulation of  
Firearms  
§ 45-8-361, MCA Possession or allowing possession of weapon in school  
building -- exceptions -- penalties -- seizure and  
forfeiture or return authorized -- definitions.  
Article X, section 8 Montana Constitution  
Initiative 190 – “Montana Marijuana Regulation and Taxation Act.” January 1,  
2021

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 \_\_\_\_\_ School District

2  
3 **PERSONNEL**

5223

Page 1 of 2

4  
5  
6 Personal Conduct

7  
8 School District employees will abide by all district policies, state and federal laws in the course of their  
9 employment. Where applicable, employees will abide by and honor the professional educator code of  
10 conduct.

11  
12 All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum,  
13 and impartiality in the conduct of District business. All employees shall maintain appropriate employee-  
14 student relationship boundaries in all respects, including but not limited to personal, speech, print, and  
15 digital communications. Failure to honor the appropriate employee student relationship boundary will  
16 result in a report to the Department of Public Health and Human Services and the appropriate law  
17 enforcement agency.

18  
19 In accordance with state law, an employee shall not dispense or utilize any information gained from  
20 employment with the District, accept gifts or benefits, or participate in business enterprises or  
21 employment that creates a conflict of interest with the faithful and impartial discharge of the employee's  
22 District duties. A District employee, before acting in a manner which might impinge on any fiduciary  
23 duty, may disclose the nature of the private interest which would create a conflict. Care should be taken  
24 to avoid using or avoid the appearance of using official positions and confidential information for  
25 personal advantage or gain.

26  
27 Further, employees are expected to hold confidential all information deemed not to be for public  
28 consumption as determined by state law and Board policy. Employees also will respect the  
29 confidentiality of people served in the course of an employee's duties and use information gained in a  
30 responsible manner. The Board may discipline, up to and including discharge, any employee who  
31 discloses confidential and/or private information learned during the course of the employee's duties or  
32 learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion  
33 should be used even within the school system's own network of communication and confidential  
34 information should only be communicated on a need to know basis.

35  
36 Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the  
37 job within a particular building.

38  
39 Firearms and Weapons

40  
41 Employees of the District shall not injure or threaten to injure another person; damage another's property  
42 or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.

43  
44 For the purposes of this policy, the term "firearm" means (A) any weapon which will or is designed to or  
45 may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of  
46 any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to  
47 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

48  
49 For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a  
0 weapon or through its use is capable of intimidating threatening or producing bodily harm or which may

be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

District administrators are authorized to appropriate action, as circumstances warrant, to enforce this section of the policy including but not limited to requesting the assistance of law enforcement in accordance with Montana law.

For the purposes of this policy, "school property" means within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds. "Building" specifically means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

This section does not apply to a law enforcement officer acting in the officer's official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.

The Board of Trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Cross Reference: Professional Educators of Montana Code of Ethics  
5121 Applicability of Personnel Policies  
3311 Firearms and Weapons  
5232 Abused and Neglected Children  
4332 Conduct on School Property

Legal Reference:	§ 20-1-201, MCA	School officers not to act as agents
	Title 2, Chapter 2, Part 1	Standards of Conduct
	§ 39-2-102, MCA	What belongs to employer
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	§ 45-5-501, MCA	Definitions
	§ 45-5-502, MCA	Sexual Assault
	ARM 10.55.701(2)(d)	Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Revised on:

PERSONNEL

5325

Breastfeeding in the School and Workplace

Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District shall support women who want to continue breastfeeding after returning from maternity leave.

The District shall provide reasonable unpaid break time each day to an employee or who needs to express milk for the employee's a child, if breaks are currently allowed. If breaks are not currently allowed, the District shall consider each case and make accommodations as possible. The District is not required to provide break time if to do so would unduly disrupt the District's operations. Supervisors are encouraged to consider flexible schedules when accommodating employees' needs. Building administrators are authorized to work with teachers to provide students necessary time to express milk for a child.

The District shall make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee or student can express employee's breast milk and access to a place to store expressed breast milk safely. The available space shall include the provision for lighting and electricity for the pump apparatus. If possible, supervisors and building administrators shall ensure that those employees or students in need of such employees are aware of these workplace accommodations shall be aware of them prior to maternity leave.

Legal Reference:	§ 39-2-215, MCA	Public employer policy on support of women and breastfeeding – unlawful discrimination
	§ 39-2-216, MCA	Private Place for nursing mothers
	§ 39-2-217, MCA	Break time for nursing mothers
	37.111.811, ARM	<u>Physical Requirements</u>

Policy History:

Adopted on:

Reviewed on:

Revised on:

## NONINSTRUCTIONAL OPERATIONS

8130

### Air Quality Restrictions on Outdoor Activities, Practice and Competition

Each school district is responsible for ensuring the safety of its students and student athletes when participating in physical education, recess, practices or athletic contests.

The District Board of Trustees and Administration shall use the Recommendations for Outdoor Activities Based on Air Quality for Schools guidelines, developed by DEQ and the DEQ's Air Data Map, as the determining factor when making a decision to allow or not allow students to participate in outdoor activities and contests.

The District Board of Trustees and Administration have developed the following protocol for determination of allowing students and student athletes to participate in outdoor activities when Air Quality Restrictions have reached the Unhealthy for Sensitive Groups or higher categories as indicated on the DEQ guidelines.

1. The \_\_\_\_\_ School District shall use the [ \_\_\_\_\_ air quality monitor] [ \_\_\_\_\_ geographical spot on the [todaysair.mt.gov](http://todaysair.mt.gov) website] **CHOOSE ONE OR BOTH** to determine the air quality for our school district.
2. The following personnel shall make the decision to hold or cancel outdoor activities, practices, or contests:
  - a. Recess (all levels) \_\_\_\_\_
  - b. Junior High practices (all levels) \_\_\_\_\_
  - c. Junior High contests (all levels) \_\_\_\_\_
  - d. High School practices (all levels) \_\_\_\_\_
  - e. High School contests (all levels) \_\_\_\_\_
  - f. All outdoor activities, (all levels) \_\_\_\_\_
3. The decision to hold or cancel outdoor activities shall be made \_\_\_\_\_ (hours)(days) **CHOOSE ONE** in advance of the activity.
4. The notice to hold or cancel an outdoor activity shall be communicated to:
  - a. Students through \_\_\_\_\_
  - b. Staff through \_\_\_\_\_
  - c. Coaches through \_\_\_\_\_
  - d. Parents through \_\_\_\_\_
  - e. Community \_\_\_\_\_

The superintendent or an employee designated by the superintendent is authorized to establish a procedure to limit the infiltration of outside air into each school during poor air quality conditions.

References: 10.55.701(q), ARM Board of Trustees  
www. todaysair.mt.gov  
<http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>  
37.111.827, ARM Outdoor Air Quality

#### Policy History:

Adopted on:

Reviewed on:

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## NONINSTRUCTIONAL OPERATIONS

8200

### Food Services

The District supports the philosophy of the National School Lunch Program and shall provide wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected indigent students.

Because of the potential liability of the District, the food services program shall not accept donations of food without approval of the Board. Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that provisions of all state and local laws have been met before selling the food as part of school meals.

As an integral part of a school, the District's food service is operated in compliance with ARM Title 37, chapter 110, subchapter 2, rules for food service establishments.

### Commodities

The District shall use food commodities made available under the Federal Food Commodity Program for school meals.

### Free and Reduced-Price Food Services

The District shall provide free and reduced-price meals to students, according to the terms of the National School Lunch Program and the laws, rules, and regulations of the state. The District shall inform parents of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-price meals shall be confidential, in accordance with National School Lunch Program guidelines. A parent has the right to appeal to a designated hearing official any decision with respect to his or her application for free or reduced-price food services.

The Board may establish programs whereby meals may be provided in the District in accordance with National School Lunch Program guidelines.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor and food, handling, utility, and equipment depreciation costs.

Legal Reference:	§ 20-10-204, MCA	Duties of trustees
	§ 20-10-205, MCA	Allocation of federal funds to school food services fund for federally connected, indigent pupils
	§ 20-10-207, MCA	School food services fund
	37.111.842, ARM	<u>Food Service Requirements</u>

### Policy History:

Adopted on:  
Reviewed on:  
Revised on:

## NONINSTRUCTIONAL OPERATIONS

8301

### District Safety

For purposes of this policy, *"disaster means the occurrence or imminent threat of damage, injury, or loss of life or property"*.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents shall be reported to the District office.

The board of trustees has identified the following local hazards that exist within the boundaries of its school district:

[Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms, etc.]

The [Superintendent] [building principal] shall design and incorporate drills in its school safety or emergency operations plan to address the above stated hazards. The trustees shall certify to the office of public instruction that a school safety or emergency operations plan has been adopted. This plan and procedures shall be discussed and distributed to each teacher at the beginning of each school year. There shall be at least eight (8) disaster drills a year in a school. All teachers shall discuss safety drill procedures with their class at the beginning of each year and shall have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record shall be kept of all fire drills.

The trustees shall review the school safety or emergency operations plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the office of public instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to school safety and security.

The Superintendent shall develop safety and health standards which comply with the Montana Safety Culture Act. **[Optional]:** The Superintendent shall ensure District employees are provided equipment, tools, and devices designed to ensure a safe and health workplace in accordance with this policy. Failure to use the provided equipment in a suitable or timely manner may be considered a violation of District policy. If a staff member requires equipment that is not available, an employee may submit a request to the administration in accordance with established District practice.

To ensure a safe school setting and to comply with regulations governing schools in Montana, the following safety measures shall be implemented in the District:



- (a) Janitorial and other storage areas that contain toxic or hazardous materials must be kept locked between periods of use. Custodial closets, boiler rooms, and other areas where hazardous or poisonous compounds are stored must be inaccessible to students.
- (b) All cleaning compounds and other toxic chemicals not stored in the product container or package in which it was obtained must be stored in a labeled container that clearly identifies the product by name.
- (c) Chemicals must be stored as specified by the chemical's Safety Data Sheet.
- (d) The school and school site must be free of objects or conditions which create unreasonable or unnecessary dangers to health or safety.
- (e) First aid kits and AEDs must be provided and stored in accessible locations that are easily identifiable to staff and trained personnel.
- (f) Playground and school yards must be inspected every month by the facility manager or other school personnel and the inspection must be recorded and records kept on the school site. Inspections must be conducted using a playground safety checklist approved by the DPHHS.
- (g) Playground inspection results must be made available for review by the local health authority or the DPHHS upon request.
- (h) Periodic maintenance and repair must be performed on playground equipment according to the manufacturer's specifications. Repairs, not including the leveling of fall protection material, must be documented.
- (i) Playground equipment must be maintained in a safe condition.

Legal Reference:      § 20-1-401, MCA

Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan

§ 20-1-402, MCA

Number of disaster drills required – time of drills to vary

§§ 39-71-1501, et seq., MCA  
37.111.812, ARM

Montana Safety Culture Act  
Safety Requirements

Policy History:

Adopted on:

Reviewed on:

Revised on:

## NONINSTRUCTIONAL OPERATIONS

8410

Page 1 of 3

### Operation and Maintenance of District Facilities

#### Inspections

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

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

The District shall permit representatives of DPHHS or local health authority to enter any school at any reasonable time for the purpose of making inspections to determine compliance with applicable regulations. DPHHS or local health authority may determine that special circumstances or local conditions warrant inspections with greater or less frequency. Upon receiving a complaint, the local health authority may determine if more inspections are necessary.

Inspections of school facilities shall be done using forms approved by the DPHSS. Inspection records shall be kept on file at the school for at least three years from the time of inspection. Following each inspection, representatives of the DPHHS or local health authority shall give the school administration a copy of an inspection report which notes any deficiencies and sets a time schedule for compliance. The report shall document deficiencies.

The District shall comply with the Building and Fire Safety Codes administered by the State Building Codes Division and the State Fire Marshal or by local building officials.

#### Laundry Facilities

Laundries operated in conjunction with or utilized by the District shall be provided with:

- (a) a mechanical washer and hot air tumble dryer. Manual washing and line drying of towels and other laundry items is prohibited. Dryers shall be properly vented to prevent maintenance problems and buildup of moisture.
- (b) a hot water supply system capable of supplying water at a temperature of 120°F to the washer during all periods of use.
- (c) sufficient separation between the area used for sorting and storing soiled laundry

- and the area used for folding and storing clean laundry to prevent the possibility of cross-contamination.
- (d) separate carts for transporting soiled and clean laundry.
  - (e) handwashing facilities including sink, soap, and disposable towels. A soak sink may double as a handwashing sink.

Towels and other laundry items shall be machine washed at a minimum temperature of 120°F for a minimum time of ten minutes and dried to greater or equal to 130°F for ten minutes in a hot air tumble dryer.

### Solid Waste and Recycling

In order to ensure that solid waste, including recycling material, is safely stored and disposed of, the School District shall:

- (a) store all solid waste between collections in containers which have lids, are corrosion-resistant, and are constructed to minimize pest attraction and harborage;
- (b) clean all solid waste containers with sufficient frequency to maintain them in a condition which minimizes pest attraction;
- (c) for exterior containers other than dumpsters or compactors, utilize stands which prevent the containers from being tipped, protect them from deterioration, and allow easy cleaning below and around them. Further, dumpsters or compactors shall be located on or above a smooth surface of non-absorbent material, such as concrete or asphalt, that is maintained in clean and good condition;
- (d) transport, or utilize a private or municipal hauler to transport, the solid waste at least weekly to a landfill site approved by the DEQ in a covered vehicle or covered containers.

### Physical Requirements

The School District shall comply with the following physical requirements:

- (a) Floors, walls, and ceilings in toilet, locker, and shower rooms, laundries, janitorial closets, and similar rooms subject to large amounts of moisture shall be maintained in a smooth and non-absorbent condition. Non-absorbent, non-skid floor matting may be used where appropriate to prevent injury.
- (b) Adequate coat/jacket and book storage for each student shall be provided;
- (c) Livestock and poultry shall be located more than 50 feet from food service areas, offices, or classrooms except those offices and classrooms associated with animal husbandry activities or other demonstrations as approved by the school administration. In classrooms, offices, or food service areas where livestock and poultry are approved by the administrator, animals shall not have contact with

eating or serving surfaces.

Legal Reference:	10.55.908, ARM	School Facilities
	<u>37.111.834, ARM</u>	<u>Solid Waste</u>
	<u>37.111.840, ARM</u>	<u>Laundry Facilities</u>
	<u>37.111.811, ARM</u>	<u>Physical Requirements</u>
	<u>37.111.810, ARM</u>	<u>Inspections</u>
	<u>10.55.701(s), ARM</u>	<u>Board of Trustees</u>
	<u>10.55.701(l), ARM</u>	<u>Board of Trustees</u>

Policy History:

Adopted on:

Reviewed on:

Revised on:

## NONINSTRUCTIONAL OPERATIONS

8411

### Water Supply Systems and Wastewater

The District shall ensure an adequate and potable supply of water for school buildings and properties by either:

- (a) connecting to a compliant public water supply system; or
- (b) utilizing a non-public system whose construction and use meet the standards published by DPHHS if the school is not utilized by more than 25 persons daily at least 60 days out of the calendar year, including staff and students, and a - compliant public water supply system is not accessible. When using a system outlined in this subsection (b) a school shall submit a water sample at least quarterly to a laboratory licensed by the DPHHS to perform microbiological analysis of the water supplied in order to determine that the water does not exceed the maximum microbiological contaminant levels acceptable to DPHHS.

A water supply system of a type other than described in subsections (a) or (b) may be utilized only if it is designed by a professional engineer and offers equivalent sanitary protection as determined by DPHHS or local health authority. When using a system outlined in this paragraph, the District shall submit a water sample at least quarterly to a laboratory licensed by DPHHS to perform microbiological analysis of the water supplied in order to determine that the water does not exceed the maximum microbiological contaminant levels acceptable to DPPHS, DEQ, or local health authority.

The District shall replace or repair the water supply system serving it whenever the water supply:

- (a) contains microbiological contaminants in excess of the maximum levels acceptable to DPPHS, DEQ, or local health authority.
- (b) does not have the capacity to provide adequate water for drinking, cooking, personal hygiene, laundry, and water-carried waste disposal.

If the District cannot make water under pressure available, the drinking water from an approved source shall be stored in a clean and sanitized container having a tight-fitting lid and a suitable faucet apparatus for filling individual cups. In this situation, single service drinking cups shall be provided.

### Flushing and Testing

The District shall review water systems and features including but not limited to sink faucets, drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility shutdown. Drinking fountains shall be regularly cleaned and sanitized. The District shall create and implement a flushing program unless it meets the established waiver requirements

established by DEQ. Flushing shall be required following any period of time during which the school is inactive.

The District shall maintain a schematic and inventory of fixtures in accordance with DEQ protocols as part of the District's water testing program. The District shall sample all water fountains and sinks used for food preparation. All other potential human consumption fixtures shall be sampled, unless the District receives approval for a testing plan from DEQ to test a representative sample of potential fixtures in the school in accordance with DEQ protocols. All samples shall be analyzed by a Montana certified lab using EPA-approved standard drinking water methods for the detection and quantification of lead. All test results will be considered public records.

#### Wastewater

The District shall ensure wastewater is completely and safely disposed of by:

- (a) connecting to a compliant public wastewater system; or
- (b) if the school is not utilized by more than 25 persons daily at least 60 days out of the calendar year, including staff and students, and a compliant public wastewater system is not available, utilizing a non-public system whose construction and use meet DEQ construction and operation standards.

If the District uses pit privies, the privies shall be operated and maintained in compliance with the standards specified in DEQ Circular-4. If the District uses a wastewater system design of a type other than described in this policy, it shall be designed by a professional engineer and offers equivalent sanitary protection as determined by the DPPHS, DEQ, or local health authority.

Legal References: 37.111.832, ARM Water Supply System  
ARM Title 17, chapter 38, subchapter 1  
17.38.207, ARM Maximum Microbiological Containment Levels  
DEQ Circular FCS 1-2016.  
DEQ Circular 4  
10.55.701(s), ARM Board of Trustees  
10.55.701(l), ARM Board of Trustees  
10.55.701(q), ARM Board of Trustees

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## NONINSTRUCTIONAL OPERATIONS

8421

Page 1 of 2

### Lead Renovation

In accordance with the requirements of the Environmental Protection Agency (EPA), the District has this Lead Renovation Policy that is designed to recognize, control and mitigate lead hazards at all District owned facilities and grounds.

The Lead-based paint renovation, repair and painting program (RRP) is a federal regulatory program affecting contractors, property managers, and others who disturb painted surfaces. It applies to child-occupied facilities such as schools and day-care centers built prior to 1978.

"Renovation" is broadly defined as any activity that disturbs painted surfaces and includes most repair, remodeling, and maintenance activities, including window replacement.

The District has implemented this policy to identify, inspect, control, maintain and improve the handling of lead related issues across the district facilities and grounds. In an effort to reduce potential hazards, the District through training has put together maintenance programs that will not only better protect the environment, but the students and employees of the District as well.

The District's Lead Renovation Policy shall apply too not only employees of the maintenance department but to outside contractors as well. No outside painting contractor will be permitted to work for the District after April 22, 2010 unless they can show proof of training relative to lead renovation or maintenance from an accredited training institution.

### Information Distribution Requirements

No more than 60 days before beginning renovation activities in any school facility of the District, the company performing the renovation must:

1. Provide the Superintendent with EPA pamphlet titled *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*.
2. Obtain, from the District, a written acknowledgement that the District has received the pamphlet.
3. Provide the parents and guardians of children using the facility with the pamphlet and information describing the general nature and locations of the renovation and the anticipated completion date by complying with one of the following:
  - (i) Mail or hand-deliver the pamphlet and the renovation information to each parent or guardian of a child using the child-occupied facility. The School District will also include information about how parents and guardians may choose to receive the pamphlet via email in a consent and enrollment form.
  - (ii) While the renovation is ongoing, post informational signs describing the general nature and locations of the renovation and the anticipated completion date. These signs must be posted in areas where they can be seen by the parents or guardians of the children frequenting the child-occupied facility. The signs must

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Page 2 of 2

be accompanied by a posted copy of the pamphlet or information on how interested parents or guardians can review a copy of the pamphlet or obtain a copy from the renovation firm at no cost to the parents or guardians.

4. The renovation company must prepare, sign, and date a statement describing the steps performed to notify all parents and guardians of the intended renovation activities and to provide the pamphlet.

#### Recordkeeping Requirements \*

All documents must be retained for three (3) years following the completion of a renovation.

- Records that must be retained include:
- Reports certifying that lead-based paint is not present.
- Records relating to the distribution of the lead pamphlet.
- Documentation of compliance with the requirements of the Lead-Based Paint Renovation, Repair, and Painting Program.

*\*Note: The MTSBA recommends that districts follow the same record retention schedule as they do for Asbestos abatement (forever).*

Legal Reference:	40 CFR Part 745, Subpart E	Lead-based paint poisoning in certain residential structures
	15 U.S.C. 2682 and 2886	Toxic Substances Control Act, Sections 402 and 406

#### Policy History:

Adopted on:

Reviewed on:

Revised on:



## STUDENTS

3413

### Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the department. Haemophilus influenza type "b" immunization is required for students under age five (5). Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, and tetanus vaccine, except that Haemophilus influenza type "b" vaccine is required only for children under 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

This policy does not apply to or govern vaccinations against COVID-19. The Board does not require immunization against COVID-19 in order to enroll in the District in accordance with Montana law. District officials shall not inquire about the COVID-19 vaccination status of students, employees, or visitors. District officials shall not make decisions regarding access to District services for students, employees, or visitors based upon an individual's COVID-19 vaccination status. Students enrolled in dual credit courses in accordance with District policies may be subject to distinct immunization requirements of the applicable post-secondary institution.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-405, MCA	Medical or religious exemption
	Chapter 418	2021 General Legislative Session

## PERSONNEL

5230

5320

### Prevention of Disease Transmission

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures, developed in consultation with public health and medical personnel, shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. The procedures shall follow standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The District shall provide training on procedures on a regular basis. Appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

The District shall provide soap and disposable towels or other hand-drying devices shall be available at all handwashing sinks. Common-use towels are prohibited. The District shall provide sanitary napkin disposal in teachers' toilet rooms and nurses' toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some other readily available on-site access to sanitary napkins.

If a staff member develops symptoms of any reportable communicable or infectious illness while at school, the responsible school officials shall do the following:

- (a) isolate the staff member immediately from students or staff
- (b) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported.

### Healthy Hand Hygiene Behavior

All staff and volunteers present in any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

5320

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

#### Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff privacy rights. All applicable district policies and handbook provision governing confidentiality of staff medical information remain in full effect.

Legal Reference:      37.114.101, et seq., ARM      Communicable Disease Control  
                                 37.111.825, ARM                      Health Supervision and Maintenance

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## NONINSTRUCTIONAL OPERATIONS

8129

### Chemical Safety

The District shall establish and maintain a Chemical Hygiene Plan all areas that store hazardous chemicals including but not limited to science labs, industrial arts classrooms or buildings. Chemical Hygiene Plans shall include plans for appropriate selection, storage, inventory, use, and disposal of hazardous chemicals, and biological materials.

The District has designated \_\_\_\_\_ as the Chemical Hygiene Officer in accordance with the requirements of the Occupational Safety and Health Administration. The Officer has primary responsibility for ensuring the implementation of all components of the Chemical Hygiene Plan.

Safety Data Sheets for all materials in science labs, industrial arts classrooms or buildings, and art labs, and lab storage rooms shall be stored in those rooms and be accessible at all times. The Safety Data Sheets shall also be kept in a secure, remote site outside of the science lab, industrial arts classroom or buildings, and art labs, and lab storage rooms.

All District staff shall ensure storage areas are kept clean and organized. Unused hazardous materials shall be disposed in a timely manner as stated by the manufacturer and approved by DEQ. Schools shall consult with the DEQ and the DPHHS for additional information about how they can properly discard hazardous material.

Legal Reference: 37.111.812, ARM  
Section 50-78-101, MCA, et seq

Safety Requirements,  
Montana Employee and Community  
Hazardous Chemical Information  
Act

### Policy History:

Adopted on:

Reviewed on:

Revised on:

## NONINSTRUCTIONAL OPERATIONS

8131

### Indoor Air Quality

The District shall ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. District ventilation systems shall undergo annual checks by the school facility manager, superintendent or other staff approved by the superintendent to ensure ventilation systems are operating within manufacturer parameters.

Air filters in the District shall have a minimum efficiency reporting value of between 8 and 13 as recommended by the National Air Filtration Association and the EPA unless other types of non-MERV rated filters are used.

To the greatest extent possible during times of poor outdoor air quality, the District shall change filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The District shall clean any electrostatic air filters according to manufacturer specifications.

The school facility manager, superintendent or other staff approved by the superintendent shall complete annual indoor air quality inspections using the Walk-Through Inspection Checklist from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved inspection form.

The District shall maintain records of indoor air quality inspection on site for no less than three years and the records shall be made available to the local health authority and DPHHS upon request.

Legal Reference: 37.111.826, ARM Indoor Air Quality

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## NONINSTRUCTIONAL OPERATIONS

8302

### Noxious Plant and Animal Control

Each school and school site shall be maintained free of harborage for insects, rodents, and other pests. Extermination methods and other measures to control pests shall conform with the requirements of the DPHHS or the local health authority.

All areas shall be maintained free of accumulation of debris or standing water which may provide harborage for pests.

Storage areas shall be maintained so as to prevent pest harborage. Lumber, pipe, and other building materials shall be stored neatly.

The growth of brush, weeds, and grass shall be controlled to prevent harborage of pests. School grounds shall be maintained to prevent the growth of noxious weeds considered detrimental to health.

### Integrated Pest Management Plan

The District has developed and implemented an Integrated Pest Management (IPM) program. Students, parents, and staff shall be notified when chemicals for IPM are going to be used. The school IPM shall include strategies to prevent the spread of pests.

The facility manager, superintendent or other staff approved by the superintendent shall, whenever practical, ensure the use of nonchemical methods to control pests, including proper sanitation practices, structural repair, and window screens.

### Pesticide Application Notification

Except as otherwise provided in this policy, the District shall notify parents or guardians of students of the application of a pesticide to an area of the school that is used by or is accessible to students least 24 hours before the application. The notification shall state the following:

- (a) A description of the area where the pesticide will be applied;
  - (b) The date and approximate time of application;
  - (c) The common or brand name of each pesticide to be used;
  - (d) The targeted pests to be controlled by the pesticide;
  - (e) Each active ingredient in the pesticide;
  - (f) The EPA registration number;
  - (g) The telephone contact number, if any, on the label of the pesticide for additional information about each pesticide; and
  - (h) A contact name and telephone number at the school.
- (i) If the application will be outdoors, the notification shall also include three dates in chronological order in case the preceding date is canceled due to weather.

During the school year, the notification required by this policy shall be made by individual notice delivered by phone, face-to-face oral communication, electronic mail, postal mail, or facsimile. The Board of Trustees authorizes the superintendent or other staff approved by the superintendent to develop a registration system to provide this notification only to those parents who wish to receive the notification. The registration shall provide written notice to the parents or guardians of the student at the beginning of the school year, or upon a child's enrollment, that pesticides may be used in or around the school. The administrator shall develop methods to permit each parent or guardian how to register to be notified at least 24 hours before a pesticide treatment.

If pesticides are used outside the school year and the school is open or to be accessible by the public, the notification required shall be prominently posted in a conspicuous location on the school premises at least 24 hours before the pesticide application is scheduled to occur.

Immediately before starting the application of a pesticide, the certified applicator shall post in the area of the school where the pesticide is to be applied, a sign 8.5x11-inch in size, or greater. Fonts shall be no smaller than 26 point (one-fourth inch). The administrator shall ensure the sign remains posted and students are kept out of the treated area until the reentry interval on the label, if any, has expired, or, if the label does not specify a reentry interval, for at least 24 hours.

#### Emergency Pesticide Application

The superintendent or other staff approved by the superintendent may authorize an immediate pesticide treatment without prior notification if the superintendent determines an emergency exists. An emergency includes an immediate and unanticipated threat to the health and safety of the individuals at the school. If a school administrator authorizes an emergency pesticide application all the information that is required in a notice under this policy shall be included in the record maintained as required by this policy

#### Exceptions to the Notice Requirements

The following pesticide applications are not subject to the notification or posting requirements of this rule:

- (a) Applications of antimicrobial pesticides;
- (b) An application where the school remains unoccupied for a continuous 72- hour period following the application of the pesticide;
- (c) Applications of rodenticides in tamper-resistant bait stations or in areas inaccessible to students; and
- (d) Applications of silica gels and other ready-to-use pastes, foams, or gels that will be used in areas inaccessible to students.

Record Keeping

The superintendent or other staff approved by the superintendent shall keep records of pesticide applications subject to the notification and posting requirements of this rule. Records shall include:

- (a) A copy of each notice issued;
- (b) The date of application;
- (c) The name and employer of the individual who applied the pesticide, including the individual's certification number;
- (d) The rate of application;
- (e) The concentration of the pesticide applied; and
- (f) The total amount of pesticide used.

Records shall be kept for at least five years and shall be made available to the local health authority, DPHHS, or the public for review upon request.

Legal Reference: 37.111.846, ARM Noxious Plant and Animal Control  
10.55.701(s), ARM Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Revised on:



## NONINSTRUCTIONAL OPERATIONS

### Facility Cleaning and Maintenance

District personnel shall routinely both clean by removing germs, dirt and impurities and, when necessary, disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Personnel shall clean with the cleaners typically used and will use all cleaning products according to the directions on the label. When necessary, personnel shall disinfect with common EPA-registered household disinfectants. Personnel shall follow the manufacturer's instructions for all cleaning and disinfection products.

When necessary, the District shall provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. The superintendent or other staff approved by the superintendent are required to ensure adequate supplies to support cleaning and disinfection practices. Specifically, the District shall comply with the following cleaning and maintenance requirements:

- (a) Daily cleaning and maintenance services will be provided whenever the school is in use.
- (b) Each janitor room will be kept clean, ventilated, lockable, and free from odors.
- (c) Soiled mop heads will be changed frequently, using laundered replacements.
- (d) Toilets, lavatories, and showers will not be used for washing and rinsing of mops, brooms, brushes, or any other cleaning device.
- (e) Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and floors will contain fungicides or germicides.
- (f) Deodorizers and odor-masking agents will not be used
- (g) Toilet bowl brushes, mops and sponges will be used only for cleaning toilet bowls and urinals and will be stored separately from other cleaning devices. Cleaning devices used for lavatories and showers may not be used for any other purposes.
- (h) Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for use on gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths or other means approved by the DPHSS or local health authority which will not spread soil from one place to another may be used for dusting and cleaning, with the exception of gymnasium floors.
- (i) All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair as outlined in this Policy.
- (j) Cleaning compounds and pesticides will be stored, used, and disposed of in accordance with the manufacturer's instructions.
- (k) Safety data sheets will be kept with all cleaning supplies in the area where the cleaning supplies are located.
- (l) As current non-green cleaning supplies are depleted it is recommended that they are

- replaced with cleaning products that are "Green Products."
- (m) All cleaning supplies need to have an EPA registration number, a "use by" reading letter, be stored with approved ventilation, and stored out of the reach of students.
  - (n) All vomit, blood, and fecal matter including diarrhea will be cleaned using appropriate personal protective equipment. Cleaning supplies and personal protective equipment used for vomit, blood, and fecal matter clean-up will be disposed in accordance with disposal of medical equipment in Policy 3416, if applicable. All affected areas will be disinfected in accordance with this Policy.
  - (o) All therapeutic whirlpools will be constructed and maintained for easy cleaning. Whirlpools will be drained and sanitized after each use. Individuals with open sores or infections are prohibited from using therapeutic whirlpools.

#### Assigned Cleaning and Disinfecting

Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in accordance with their knowledge, experience, and applicable guidance from federal, state, tribal, and local health officials. Personnel shall have access to or the opportunity to access the latest available guidance upon request to their supervisor.

Personnel shall coordinate with colleagues and supervisors to develop a plan, schedule, and routine to regularly clean identified surfaces and objects. Personnel shall honor this plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to change in school schedule, absence of colleagues, availability of equipment and supplies, and federal, state, tribal or local health directives and guidance. If adjustment is necessary, personnel shall again coordinate with colleagues and supervisors to improve the plan, schedule, and routine. Personnel shall solicit and accept perspectives from colleagues and other school officials when considering improvements to the plan.

Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been occupied for seven days shall be routinely cleaned. Personnel shall always use chemicals, products, and substances in a manner consistent with the applicable instructions.

Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted by location and substance. During evaluation and identification of surfaces, personnel shall consider removing soft and porous materials in high traffic areas that may increase risk of exposure.

Personnel shall establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure. If disinfection of any surface

or item is necessary, disinfection shall occur in accordance with stated guidance and substance instructions.

Physical Barriers and Guides

Personnel shall review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, shall assist or protect students and staff. Personnel shall coordinate with building or district administrators to complete or install any identified physical barrier.

Legal References:    37.111.841, ARM    Cleaning and Maintenance  
                             10.55.701(s), ARM    Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8502

Construction and Repairs

Before commencing new school construction or repairs, the District shall submit plans for construction of a new school or an addition to or an alteration of an existing school to DPHHS or the local health authority for review and approval. Plans shall include the following where applicable:

- (a) Location and detail of classrooms used for science or science laboratories, consumer science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts, including location and ventilation detail of lockable storage area of chemicals and other hazardous products;
- (b) Location and detail of janitorial facilities;
- (c) Specifications for the sewage treatment and disposal system to serve the school unless previously approved;
- (d) Specifications for the water supply to serve the school unless previously approved;
- (e) Locations for all emergency eyewash and shower stations, which shall meet the American National Standard for Emergency Eyewash and Shower Equipment;
- (f) Location and detail of laundry facilities including description of equipment and a flow chart indicating the route of laundry through sorting, washing, drying, ironing, folding, and storage;
- (g) Specifications for the final finishes of floors, walls and ceilings in toilet, locker and shower rooms, laundries, and janitorial closets;
- (h) Statement from the designer of the facilities that lighting capable of meeting the minimum requirements of ARM 37.111.830 will be provided;
- (i) Location and detail of the solid waste storage facilities;
- (j) name of DEQ-approved sanitary landfill which will receive solid waste from the school;
- (k) Specifications for a food service to serve the school unless the food service has been previously approved by the DPHHS and/or local health authority;
- (l) Any other information requested by the DPHHS or local health authority relating to the health, sanitation, safety, and physical well-being of the teachers, staff, and students;
- (m) Specifications for any new or modified playground equipment, which shall comply with the standards of the United States Consumer Product Safety Commission's 2010 Handbook for Public Playground Safety and the requirements of the 2010 ADA Standards for Accessible Design;
- (n) Specifications for any new or modified air intakes;
- (o) Specifications for any radon-resistant technique used in the building process;
- (p) Documentation reflecting how the topography of the site will permit good drainage of surface water away from the school building to eliminate significant areas of standing water and infiltration of surface water into the school building;
- (q) Specifications showing all chemical storage areas in new construction will be constructed to maintain negative air pressure to eliminate contamination of the school's indoor air quality by being vented to the outside of the building;

- (r) Specifications showing gas supply lines serving science laboratories, consumer science, industrial arts, and other rooms utilizing multiple outlets will have a master shut-off valve that is readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area;
- (s) Specifications showing industrial arts classrooms or buildings and other rooms using electrically will operated instruction equipment which presents a significant safety hazard to the student utilizing such equipment shall be supplied with a master electric switch readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area.
- (t) Specifications showing that janitorial storage spaces will be lockable, have sufficient storage are for equipment and chemicals; and be vented to the outside of the building.
- (u) Specifications showing that hot and cold water shall be provided to handwashing sinks and shower facilities. Hot water shall not be below 100° F nor exceed a temperature of 120°F.
- (v) Documentation showing DPHHS the use of radon prevention strategies in new construction.

The District shall not commence construction may not commence until all plans required by this policy been approved by DPPHS or the local health authority. Construction shall be in accordance with the plans as approved unless permission is granted in writing by the DPHHS or the local health authority to make changes.

#### Change of Use in Existing Building

The District shall not use an existing building not currently utilized as a school without the prior approval of the DPHHS or the local health authority. The District shall comply with this policy when modifying a building in order to be utilized as a school.

The District is authorized to use of modular or mobile buildings in response to temporary or permanent closure of the existing school facility, segments thereof, or classroom overflow when plans are submitted and approved by DPHHS or the local health authority.

Legal Reference:      Section 50-1-206, MCA 50-1-203, 50-1-206, MCA  
37.111.804, ARM      Preconstruction Review  
37.111.805, ARM      Existing Building – Change of Use  
10.55.701(s), ARM      Board of Trustees  
10.55.701(l), ARM      Board of Trustees

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

	Steinke	Rushton	Wiegand	Reifer	Herman		
motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: 8 c**

### Topic:

Sun River Valley Public Schools District 55F Bus Routes 2020-2021

Board Policy 8110

### Background:

The district currently runs 5 bus Routes 2 times daily. We also have a Pre-School/early K Route

### Discussion:

### Recommendations:

Approve six routes for the 2021-2022 school year.

### Fiscal Impact:

Budgeted Fund/Elementary and HS

Route #1 - Bev Carlisle 590-1246 (Simms/Ft Shaw)

Route #2 - Mike Wipf 403-2144 (Bench/Dracut Hill)

Route #3 ????? (Sun River/Hwy 89)

Route #4 - Curtis Patterson 899-1243 (Vaughn/Sun Prairie)

Route #5 - Cindy Runstrom 868-0419 (Vaughn/Hwy 200)

PK—Early K Route

# SUN RIVER VALLEY SCHOOL DISTRICT 2021-2022 BUS ROUTES

Please have your child at the bus stop at least FIVE MINUTES EARLY. Times are approximate and may be adjusted at any time throughout the school year.

Questions or concerns: Dave Marzolf 264-5110 [dmarzolf@srs.k12.mt.us](mailto:dmarzolf@srs.k12.mt.us)

## Route #1 - Bev Carlisle 590-1246 (Simms/Ft Shaw)

AM / PM

6:30/5:07  
6:37/5:02  
6:37/5:02  
6:40/4:51  
6:40/4:51  
6:41/4:52  
6:45/4:51  
6:47/4:51  
6:48/4:51  
6:49/4:51 SIMMS POST OFFICE  
6:49/4:51  
6:49/4:50  
6:49/4:51 SIMMS HIGH SCHOOL  
6:50/4:49  
6:51/4:49  
6:55/4:46  
6:56/4:45  
6:58/4:42  
7:02/4:37  
7:05/4:34  
7:08/4:30  
7:08/4:29  
7:11/4:25  
7:12/4:23  
7:15/4:21  
7:18/4:18  
7:19/4:17  
7:20/4:15  
7:20/4:15  
7:21/4:14 FORT SHAW POST OFFICE--  
7:23/4:12  
7:25/4:09  
7:27/4:09  
7:30/4:15 FORT SHAW ELEMENTARY  
7:46/4:05 SIMMS HIGH SCHOOL

## Route #2 -

(Sun River/Hwy 89)

AM / PM

6:23/4:28  
6:25/4:26  
6:30/4:38  
6:42/4:41  
6:50/4:44  
6:53/4:53  
6:54/4:46  
6:55/4:48  
6:58/4:54  
7:00/4:58  
7:01/4:59  
7:02/5:00  
7:08/5:06  
7:10/5:08  
7:12/5:12  
7:15/5:10  
7:22/5:19  
7:25/5:16  
7:30/5:24  
7:35/4:21 FORT SHAW ELEMENTARY  
7:45/4:05 SIMMS HIGH SCHOOL

## Route #4 - Curtis Patterson 899-1243 (Vaughn/Sun Prairie)

AM / PM

6:45/5:08  
6:46/5:07  
6:47/5:06  
6:47/5:06  
6:50/5:03  
6:57/4:56  
6:58/4:55  
7:00/4:52 GAS N SHOP (JOYCO STATION) - Sun Prairie  
7:10/4:42  
7:18/4:37  
7:27/4:27  
7:31/4:25 FORT SHAW ELEMENTARY  
7:41/4:05 SIMMS HIGH SCHOOL

## Route #3 - Mike Wipf 403-2144 (Bench/Dracut Hill)

AM / PM

6:20/5:14  
6:40/4:55  
6:41/4:58  
6:41/4:57  
6:44/4:57  
6:48/4:52  
6:52/4:50  
7:00/4:42  
7:02/4:32  
7:04/4:36  
7:05/4:36  
7:08/4:35  
7:10/4:31 OPEN BUCKLE  
7:13/4:31 MORMON CHURCH  
7:17/4:30  
7:18/4:29  
7:20/4:23  
7:21/4:22  
7:22/4:21  
7:24/4:20  
7:29/4:19  
7:30/4:17 FORT SHAW ELEMENTARY  
7:43/4:05 SIMMS HIGH SCHOOL

## Route #5 - Cindy Runstrom 868-0419 (Vaughn/Hwy 200)

AM / PM

6:45/4:34  
6:47/4:36  
6:48/4:38  
6:52/4:39  
6:53/4:39  
6:56/4:40  
6:57/4:41  
6:57/4:41  
6:57/4:41  
6:57/4:41  
6:57/4:41  
6:57/4:41  
6:57/4:41  
6:59/4:43 VALLEY COUNTRY STORE -  
7:03/4:45  
7:04/4:46  
7:05/4:46  
7:07/4:48  
7:08/4:49  
7:10/4:50  
7:12/4:35  
7:15/4:33  
7:30/4:19 FORT SHAW ELEMENTARY  
7:40/4:05 SIMMS HIGH SCHOOL

If you don't see your child's name listed or they are listed in the wrong place, please call at your convenience.

	Steinke	Rushton	Wiegand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: 8 d and e**

### Topic:

Consideration to close the class of 2021 account and open/add the class of 2028 account.

### Background:

Each year the graduating class account is closed and the incoming class opens an account.

### Discussion:



	Steinke	Rushton	Wiegand	Reifer	Herman		
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: 8 f**

### **Topic:**

Personnel Hiring 2021-2022 School Year

### **Background:**

#### Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment. Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

The District requires its' contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

### **Discussion:**

### **Recommendations:** Hire certified

PK-5 Principal Holly Kincaid as Interim Principal for the 2021-2022 School Year

### **Fiscal Impact:**

Per Negotiations with Board Committee

	Steinke	Rushton	Wiegand	Reiter	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: 8 g**

### **Topic:**

Sydni returned a check for Track as we won't be charged for last weekend events.: #14468

Payroll re-issue--#250688

### **Background:**

### **Discussion:**

Board approval is needed to void uncashed checks/outstanding student account checks

### **Recommendations:**

Approve to void checks

### **Fiscal Impact:**

NA

	Steinke	Rushton	Wiegand	Reifer	Herman		
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: New Business, Action**

**Agenda Item: 8 h**

### Topic:

Consideration of dismissing the July Board meeting

### Background:

Due to the nature of summer work, activities and vacations we have previously dismissed the July board meeting.

### Discussion:

### Recommendations:

Upon Board discussion and action

### Fiscal Impact:

None

	Steinke	Rushon	Weigand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: Out of State Travel 8 i**

### **Topic:**

Out of state—Overnight Travel—Policy 2320

### **Background:**

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

### **Discussion:**

FFA National Convention—See attached

### **Recommendations:**

### **Fiscal Impact:**



## SIMMS FFA

123 Walker St  
Simms, MT 59477  
FFAsimms@TheAET.com

(406) 264-5110x402  
jkoterba@srvs.k12.mt.us

May 19, 2021

Mr. Dave Marzolf  
Superintendent  
Sun River Valley Schools

I am requesting permission for a delegation of Simms FFA to travel to the National FFA convention in Indianapolis, Indiana October 27-Oct 30 plus necessary travel days. The chapter was recognized as a silver star chapter and will be competing for National Star ranking. I would like to give first travel opportunity to the 2020 state level winner of the FFA Agriscience Fair who continued in ag classes for the 2020-21 school year as their trip and competition became a virtual experience: Hudson Rohrer, Macy Herman, Baylee Herman, Zoe Wright, and Alexander Baranko. Mandy Widmer did the bulk of the work for the qualifying award so I would like to give her the opportunity as well. Our delegation will consist of 1 male students, and up to 5 female students and Mrs. Koterba, advisor. We are looking to fly from Great Falls to Indianapolis, we will be renting ground transportation as needed. The housing in Indianapolis will be a rental home.

The students will miss up to 3 days of school for travel and the convention. Travel, housing, and registration will be paid for by community donations, and chapter fundraising activities. Students will be responsible to pay for their own food and expenses not covered through fundraising efforts. I am estimating a cost of \$850 per student.

This is a wonderful opportunity for our chapter to represent Montana and experiences available through this national organization.

Thank you for considering our request.

Jodi Koterba  
Simms FFA Advisor

Luke McKinley  
Simms Principal

	Steinke	Rushton	Wiegand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: 8 j**

### Topic:

Multi District Agreements—Fund Transfers MCA 20-3-363, 20-9-703 and 20-9-704 (Attached)

Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, such as Transportation (10) Bus Depreciation (11), Tuition (13) Adult Education (17) except that funds cannot be transferred from the Retirement Fund or the Debt Service Fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.

### Discussion:

### Recommendations:

Consider transferring \$30,000 from HS and Elementary Transportation

### Fiscal Impact:

\$30,000

**Multidistrict Agreement**  
**Sun River Valley Elementary School District and Simms High School District**

This Multidistrict Agreement (hereinafter "Agreement") is entered into this 8<sup>th</sup> day of June, 2021 by and between Sun River Valley Elementary School and Simms High School District (collectively hereinafter "Sun River Valley Public School District").

WHEREAS, educational programming and the maintenance of building facilities and new facility construction is essential in meeting the demands of educating the students who attend Sun River Valley Public Schools;

WHEREAS, the Districts have an opportunity to collaborate and collectively upgrade facilities and construct new facilities to meet district needs;

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the Multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;

WHEREAS, in accordance with section 20-9-703, MCA, Sun River Valley Elementary (LE 0112) shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of collaborating and collectively upgrading facilities, facility maintenance, purchase of properties and new construction by the participating Districts; **\$30,000. High School and Elementary School Transportation**
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. The Sun River Valley Elementary District is designated as the prime agency and as such shall establish a non-budgeted interlocal cooperative fund for the purpose of the financial administration of this Multidistrict Agreement.

4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, such as Transportation (10) Bus Depreciation (11), Tuition (13) Adult Education (17) except that funds cannot be transferred from the Retirement Fund or the Debt Service Fund; or (c) any non-budgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from June 2021 to June 2022. This Agreement may be extended by mutual approval of each Participating District.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 60 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative upon 60 days written notice to all Participating Districts.
11. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.

As agreed on this 8<sup>th</sup> day of June, 2021.

\_\_\_\_\_  
Board Chair, Sun River Valley Public Schools

\_\_\_\_\_  
High School District Trustee

Attest:

\_\_\_\_\_  
Elementary District Trustee

\_\_\_\_\_  
Clerk, Sun River Valley Public Schools District 55F



	Steinke	Rushton	Wiegand	Reifer	Herman	Leach	
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action Item**

**Agenda Item: 8 k**

### Topic:

Out of District Attendance Agreements Board Policy 3141

Elementary

High School

### Discussion:

### Recommendations:

### Fiscal Impact:

**STUDENTS ATTENDING POWER FROM SRV SCHOOL DISTRICT**  
**2021-2022**  
**(Revised 5/24/2021)**

**2<sup>ND</sup> GRADE:**

Tucker Gagne

**9<sup>TH</sup> GRADE:**

Alexander Brandt

**11<sup>TH</sup> GRADE:**

Allie Eaves

**12<sup>TH</sup> GRADE:**

Brayden Carlsson

Brodi Niebaum

Jersey Somerfeld

**OUT OF DISTRICT AGREEMENTS**  
**2021-2022**  
**MAILED 5/18/2021**

Sage Anderson 1<sup>st</sup>  
Colter Anderson 5<sup>th</sup>  
Robert Besich 3<sup>rd</sup>  
Anna Boucher 3<sup>rd</sup>  
Brian Boucher 3<sup>rd</sup>  
Abel Brill 2<sup>nd</sup>  
Jared Petersen 2<sup>nd</sup>  
Myles Rushton 1<sup>st</sup>  
Raylan Rushton 3<sup>rd</sup>  
Greyson Salotti 4<sup>th</sup>  
Bryson Sheldon 5<sup>th</sup>  
Zayden Shepherd 1<sup>st</sup>  
Rhain Thibert 4<sup>th</sup>

MaKailey Petronek 6<sup>th</sup>  
Rhileigh Thibert 6<sup>th</sup>  
Bailey Anderson 7<sup>th</sup>  
Trace Berg 7<sup>th</sup>  
Hayley Petersen 7<sup>th</sup>  
Owen Salotti 7<sup>th</sup>  
Grace Standley 7<sup>th</sup>  
Kyler Petronek 8<sup>th</sup>  
Xaidia Thibert 8<sup>th</sup>  
Braxton Berg 10<sup>th</sup>  
Roland Carrier 10<sup>th</sup>  
Kylie Harrison 10<sup>th</sup>  
Tobyn Petronek 10<sup>th</sup>  
Jackson Schubarth 10<sup>th</sup>  
Trenton Sheldon 10<sup>th</sup>  
Dillin Thibert 10<sup>th</sup>  
Genevieve Badgett 11<sup>th</sup>  
Kaleb Bean 12<sup>th</sup>  
Carter McDowell 12<sup>th</sup>  
Jacob Remsh 12<sup>th</sup>  
Dezree Socia 12<sup>th</sup>

	Steinke	Rushon	Reifer	Weigand	Herman		
Option							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: 8 I**

### Topic:

**Extend the contract buy 1 year—add 1 year for a 3 year term for the 2023-2024 school year**

### Background:

#### Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. Every newly hired employee must complete an

In. Migration and Naturalization Service form, as required by federal law.

Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

The District requires its' contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and a administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

### Discussion:

Superintendent Contract—Negotiations Committee

### Recommendations:

**Extend the contract buy 1 year—add 1 year for a 3 year term for the 2023-2024 school year**

### Impact:

	Steinke	Rushton	Wiegand	Reifer	Herman		
otion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: June 8, 2021**

**Category: Action**

**Agenda Item: 8 m**

### Topic:

Personnel Hiring 2021-2022 School Year

### Background:

#### Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment. Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

The District requires its' contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

### Discussion:

**Recommendations:** Hire Classified as presented on Agenda

Assistant Business Manager/IT \$20 per hour and Full ins.

### Fiscal Impact:

Per Negotiations with Board Committee