

Sun River Valley School District #55F School Board Meeting  
Regular Meeting Tuesday, October 12, 2021  
Fort Shaw Elementary, Commons Area 7:00 P.M.  
**Meeting Agenda**

1. **Call Meeting to Order/Pledge of Allegiance**
2. **Consent Agenda**
  - a. Approve Minutes, Regular Board Meeting September 14, 2021 Action
  - b. Elementary Claims Action
  - c. High School Claims Action
3. **Correspondence**

Fort Shaw Historical Society
4. **Discussion**
5. **Public Comment**
6. **Reports:** Facilities, Student Council, Colony, PK-5 Principal, 6-12 Principal/Athletic Director, Business Manager, Superintendent/Transportation
7. **Old Business**
8. **New Business**
  - a. Consider Student Attendance Agreements (see attached lists)

Elementary	Action
High School	Action
  - b. Consider Purchase of New Bus Action
  - c. Consider to Void Checks

Student Account Check #49006 – 2 Vendors Combined on 1 Check	Action
#14235 and #14236 – Cancelled VB with Heart Butte	
Student Account #14555 Volleyball Official Change	
Student Account #14582 Printing Error	
  - d. Consider Personnel Hiring Classified and Substitutes

Glen Ferguson – K-12 Substitute	Action
Dace Steinke – K-12 Substitute	Action
Carly Patterson – K-12 SPED Paraprofessional	Action
  - e. Consider Personnel Hiring Coaches

Tana McGurran – Head Girls MS Basketball Coach	Action
Katy Griffen – Assistant Middle School Basketball Coach	Action
Dallin Nelson – Assistant Middle School Boys Basketball Coach	Action
  - f. Consider Approval of MTSBA Policy as Per MTSBA Policy Notes Action
  - g. Consider to Open an Account for the Tiger Times Newspaper Action
  - h. Consider Retirement Package Article XVI Negotiated Agreement Action
  - i. Consider to Approve Archery Club Action
  - j. Tour of Facilities – Fort Shaw
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	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Consent Agenda—Action**

**Agenda Item: 2 a, b and 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

September 14, 2021 Tuesday

**PRESENT:**

**VISITORS:** Jodi Koterba

\*Ken Steinke, Board Chair

\*Shantel Herman, Vice-Chair

\*KC Johnson

\*Kris Rushton

\*Camille Wiegand

\*Dave Marzolf, Superintendent

\*Luke McKinley, 6-12 Principal/AD

\*Holly Kincaid, PK-5 Principal

\*Becky Hart, Asst. Clerk

**ABSENT:**

Belinda Klick, Clerk

TJ Reifer

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

**Pledge of Allegiance**

**CONSENT AGENDA:**

**Approve Minutes Regular Meeting August 10, 2021**

Action Taken: Shantel Herman, motion to approve

2<sup>nd</sup> Kris Rushton

Motion passed unanimously.

**Approve Minutes Special Meeting August 24, 2021**

Action Taken: Kris Rushton, motion to approve

2<sup>nd</sup> KC Johnson

Motion passed unanimously.

**Elementary Claims**

Action Taken: KC Johnson, motion to approve

2<sup>nd</sup> Shantel Herman

Motion passed unanimously

**High School Claims**

Action Taken: Kris Rushton, motion to approve

2<sup>nd</sup> Shantel Herman

Motion passed unanimously.

**Executive Session – Legal**

**Went into closed session @ 7:03 p.m.**

**Approved Executive Minutes in closed session**

**Opened meeting @ 7:17 p.m.**

Action Taken: Shantel Herman, motion to approve Legal Issue

2<sup>nd</sup> KC Johnson

Motion passed unanimously.

DRAFT

## **CORRESPONDENCE**

### **Resignations**

Billy Stalford, Custodial/Maintenance

Action Taken: Shantel Herman, motion to approve

2<sup>nd</sup> Camille Wiegand

Motion passed unanimously.

## **DISCUSSION**

**PUBLIC COMMENT:** Jodi Koterba talked about National Teach Ag Day. Jodi and Christine Perkins will be having an event kickoff on Thursday, September 16<sup>th</sup> and will have activities pertaining to teaching as a career every third Wednesday of the month going forward.

### **REPORTS:**

**Facilities:** Dave Marzolf talked about air filtration system, new head of maintenance, and how he heard many positive comments about how good everything looked at homecoming. He is looking at a new roof for the shop next Summer, and has spoken to someone about redoing the Gym floor at the High School. KC Johnson asked who the new head of maintenance was and it was stated that it was Todd Larson.

**Student Council:** No report.

**Colony:** No report.

**Elementary Principal:** Holly, information included in the packet. Holly Kincaid discussed MAP testing, setting writing goals for the Elementary, tracking behavioral issues through MTSS, and that she was working on a grant to start an Elementary Gifted and Talented program. Jodi Koterba mentioned they are redoing donated bikes to raffle for the Elementary later this year.

**High School Principal/Athletic Director:** Luke, information included in the packet. Luke McKinley talked about Fort Shaw and Simms MS and HS collaboration on developing Covid-19 protocol. (see attached). KC Johnson asked about current cases of Covid in the district. It was reported that there weren't many. Luke also said that Homecoming went well, MAP testing was ongoing this week, and that our numbers were good and morale was good.

**Business Manager:** Becky said she will begin training for Assistant Clerk duties next week.

**Superintendent/Transportation:** Dave Marzolf reported that he has a quote for a new Thomas bus. He also mentioned that the MT Highway Patrol K9 unit will do some training at Sun River Gym and that Deputy Sheriff Shawn will have access to the cameras. Luke mentioned that Robotics will be having a season kickoff this Saturday, September 18<sup>th</sup>.

**OLD BUSINESS:** None

### **NEW BUSINESS:**

**Consider to Hire Joni Gordon – Edgenuity Coordinator**

Action Taken: Camille Wiegand, motion to approve

2<sup>nd</sup> Shantel Herman

Motion passed unanimously.

**Consider to Hire Coaches 2021-2022**

Christine Perkins, HS Asst. Speech & Drama

Action Taken: KC Johnson, motion to approve

2<sup>nd</sup> Kris Rushton

Motion passed unanimously.

Christine Perkins, MS Asst. Speech & Drama

Action Taken: Shantel Herman, motion to approve

2<sup>nd</sup> KC Johnson

Motion passed unanimously.

**Consideration Out of District Attendance Agreements**

DRAFT

Action Taken: Shantel Herman, motion to approve Elementary  
2<sup>nd</sup> Camille Wiegand  
Motion passed unanimously.  
Action Taken: Kris Rushton, motion to approve High School  
2<sup>nd</sup> KC Johnson  
Motion passed unanimously.

**Consider to Approve Kindergarten (Young) Students**

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

**Consider Out of State Travel, Ms. Kincaid**

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


**Adjournment:**

Camille Wiegand, motion to adjourn the meeting  
2<sup>nd</sup> KC Johnson

**Ken Steinke adjourned the meeting at 7:37 p.m.**

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**Ken Steinke, Board Chair**

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**Becky Hart, Asst. Clerk**

Sun River Valley School District  
Board of Trustees  
SEPTEMBER 14, 2021  
Regular Board Meeting  
Signup Sheet / Attendance

	Signature	Printed Name	Item of Concern
1.	<i>Sadi Koterba</i>	Sadi Koterba	
2.			
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10/08/21  
09:15:38

SUN RIVER VALLEY SCHOOL  
Claim Approval List  
For the Accounting Period: 10/21

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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	
4844	100933 3 RIVERS COMMUNICATIONS	551.49					
1	STATEMENT 10/01/21 264-5104	73.25		101 173	100-2500	531	
2	STATEMENT 10/01/21 264-5104	73.25		101 538	100-2500	531	
4	STATEMENT 10/01/21 264-5110	64.62		101 173	100-2500	531	
5	STATEMENT 10/01/21 264-5110	64.62		101 538	100-2500	531	
	Claim Total for District	275.74					
4846	103040 AMERICAN FIDELITY ADMINISTRATIVE	100.00					
1	54005 09/16/21 SEPTEMBER TIME & ELIGIBIL AMERICAN FIDELITY	25.00		101 173	100-2500	350	
2	54005 09/16/21 SEPTEMBER TIME & ELIGIBIL AMERICAN FIDELITY	25.00		101 538	100-2500	350	
3	54005 09/16/21 SEPTEMBER TIME & ELIGIBIL AMERICAN FIDELITY	25.00		101 657	100-2500	350	
	Claim Total for District	75.00					
4847	101547 AQUA TECH LABORATORY	20.00					
1	35271 10/01/21 SIMMS MONTHLY COLIFORM	5.00		101 538	100-2600	421	
	Claim Total for District	5.00					
4848	100855 BLACK MOUNTAIN SOFTWARE INC	525.00					
1	27212 09/22/21 CHECK SIGNER	89.25		101 173	100-2500	810	
2	27212 09/22/21 CHECK SIGNER	89.25		101 538	100-2500	810	
3	27212 09/22/21 CHECK SIGNER	84.00		101 657	100-2500	810	
	Claim Total for District	262.50					
4849	106 BUILDERS FIRSTSOURCE	1,057.66					
4	84214770 09/28/21 FIELD PAINT & STRIPING	211.24		101 538	720-3500	610	
	Claim Total for District	211.24					
4850	101989 CDW GOVERNMENT	7,711.40					
2	09/29/21 11A G8 11.6" CHROMEBOOKS	5,101.40	5456	115 404	423-1000	682 444	
3	09/29/21 GOOGLE EDUCATION	660.00	5456	115 404	423-1000	682 444	
	Claim Total for District	5,761.40					
4851	100945 CURTISS SERVICE CENTER	6,035.14					
1	SEPTEMBER 09/30/21 FUEL	1,508.78		110 173	100-2700	624	
2	SEPTEMBER 09/30/21 FUEL	1,508.79		110 538	100-2700	624	
	Claim Total for District	3,017.57					
4852	103289 DELUXE	415.45					
1	0204992359 08/14/21 DISTRICT WINDOW ENVELOPES	70.62		101 173	100-2500	610	
2	0204992359 08/14/21 DISTRICT WINDOW ENVELOPES	70.63		101 538	100-2500	610	
3	0204992359 08/14/21 DISTRICT WINDOW ENVELOPES	66.47		101 657	100-2500	610	
	Claim Total for District	207.72					

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Claim Approval List  
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Elementary School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4853	101330 MONTANA DEPARTMENT OF	100.00				
2020 ANNUAL FEE						
1	512200274 08/30/21 NON-TRANSIENT NON-COMMUNITY	50.00		101 538 100-2600		421
	WATER/SIMMS					
	Claim Total for District	50.00				
4854	102789 DUSTY'S SPRINKLERS	54.50				
1	215992 09/07/21 PLASTIC BALL VALVE & NW PIPE	6.75		101 538 100-2600		440
3	215997 09/07/21 PROGRAMMING & POP-UP ROTOR	27.50		101 173 100-2600		440
	Claim Total for District	34.25				
4856	102718 HIGHLINE COMMUNICATIONS	262.01				
1	82268 09/10/21 RADIOS & UNITY GAIN ANTE HB	65.50		110 173 100-2700		440
2	82268 09/10/21 RADIOS & UNITY GAIN ANTE HB	65.50		110 538 100-2700		440
	Claim Total for District	131.00				
4857	103226 HOLLY KINCAID	1,210.36				
1	AUG/SEPT 10/01/21 MILEAGE 156	65.52				
				101 173 100-1000		582
2	AUG/SEPT 10/01/21 MILEAGE 156	21.84		101 657 100-1000		582
3	790873838 10/04/21 PRINCIPAL ENDORSEMENT	1,123.00		101 173 100-2300		810
	Claim Total for District	1,210.36				
4858	103214 HUBERT COMPANY	1,843.59				
1	492105 09/16/21 VITAMIX FOOD BLENDER	460.89		112 173 910-3100		610
2	492105 09/16/21 VITAMIX FOOD BLENDER	921.80		112 174 910-3100		610
3	492105 09/16/21 VITAMIX FOOD BLENDER	460.90		112 538 910-3100		610
	Claim Total for District	1,843.59				
4859	102487 IDENTITY SCREEN PRINTING &	55.00				
1	MS TENNIS COACHING SHIRTS	55.00		101 538 720-3500		610
	Claim Total for District	55.00				
4860	101931 I-STATE TRUCK CENTER	1,061.99				
1	R252046052 09/28/21 #8 TROUBLESHOOT ENGINE ISS	265.49		110 173 100-2700		440
2	R252046052 09/28/21 #8 TROUBLESHOOT ENGINE ISS	265.50		110 538 100-2700		440
	Claim Total for District	530.99				
4862	103195 JOSH SHELTON	50.00				
1	25 STUDENT DEKS	50.00		101 538 100-1000		610
	Claim Total for District	50.00				
4863	103221 K12 MONTANA, INC.	3,600.00				
1	1260 10/01/21 MANAGED SERVICES AGREEMENT	612.00		101 173 100-2300		355
2	1260 10/01/21 MANAGED SERVICES AGREEMENT	612.00		101 538 100-2300		355



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Elementary School

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
3	1260 10/01/21 MANAGED SERVICES AGREEMENT	576.00		101 657 100-2300		355	
	Claim Total for District	1,800.00					
4864	307 KELLEY CONNECT	3,525.00					
1	59926 09/30/21 BROTHER, MONOCHROME, C4150 COL	599.25		101 173 100-2500		610	
2	59926 09/30/21 BROTHER, MONOCHROME, C4150 COL	599.25		101 538 100-2500		610	
3	59926 09/30/21 BROTHER, MONOCHROME, C4150 COL	564.00		101 657 100-2500		610	
	Claim Total for District	1,762.50					
4865	100861 LAPKE CONSTRUCTION, LLC	3,002.97					
2	09/10/21 GRAVEL, SINK ART, TVS, DOORS,	1,501.48		101 538 100-2600		350	
	Claim Total for District	1,501.48					
4866	87 MID-AMERICAN RESEARCH CHEMICAL	2,642.10					
1	0738931 08/05/21 DISINFECTANT TOWELS	145.50		115 765-2600		610	765
2	0738931 08/05/21 DISINFECTANT TOWELS	1,390.60		115 775-2600		610	775
3	0739708 08/13/21 MULTI-PURPOSE	550.00		115 775-2600		610	775
4	0743219 09/22/21 ORANGE CRUSH & DESCALER	556.00		115 775-2600		610	775
	Claim Total for District	2,642.10					
4867	84 MASBO	100.00					
1	9809 09/23/21 BECKY HART MEMBERSHIP 21-22	17.00		101 173 100-2500		810	
2	9809 09/23/21 BECKY HART MEMBERSHIP 21-22	17.00		101 538 100-2500		810	
3	9809 09/23/21 BECKY HART MEMBERSHIP 21-22	16.00		101 657 100-2500		810	
	Claim Total for District	50.00					
4868	102212 MONTANA INK & TONER	104.50					
1	184048 08/27/21 LSROSCRMN INK	104.50		115 420-1000		610	117
	Claim Total for District	104.50					
4869	102267 MSU-COT	400.00					
1	22038 08/13/21 TODD LARSON BOILER TRAINING	100.00		101 173 100-2600		810	
2	22038 08/13/21 TODD LARSON BOILER TRAINING	100.00		101 538 100-2600		810	
	Claim Total for District	200.00					
4870	613 NATIONAL LAUNDRY CO	1,536.25					
1	06048 09/14/21 TOWELS, MATS, DUST MOP, WET MO	81.71		101 538 100-2600		610	
3	09719 09/28/21 TOWELS, MATS, DUST MOP, WET MO	100.59		101 538 100-2600		610	
5	06049 09/14/21 TOWELS, MATS, DUST MOP, WET MO	148.04		101 173 100-2600		610	
6	09720 09/28/21 TOWELS, MATS, DUST MOP, WET MO	205.93		101 173 100-2600		610	
7	S08033 09/20/21 MERFIN PAPER TOWELS	113.26		101 173 100-2600		610	
8	S08033 09/20/21 MERFIN PAPER TOWELS	113.26		101 538 100-2600		610	
	Claim Total for District	762.79					
4871	93 NORTHWESTERN ENERGY	533.93					
1	07158645 09/20/21 123 WALKER STREET	27.29					
				101 538 100-2600		411	

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Elementary School

Claim	Warrant	Vendor #/Name	Claim \$			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
3		07158652 09/20/21 123 WALKER STREET	48.10		101 538	100-2600	411
5		07158678 09/20/21 6 OLD FORT SHAW ROAD	55.28		101 173	100-2600	411
6		07158686 09/20/21 10 OLD FORT SHAW ROAD	29.30		101 173	100-2600	411
7		07158744 09/20/21 295 LARGENT STREET SUN RIVER	17.20		101 173	100-2600	411
8		07158744 09/20/21 295 LARGENT STREET SUN RIVER	17.20		101 538	100-2600	411
10		11025236 09/20/21 LOT 51 SOUTH HELPER	5.57		110 173	100-2700	411
11		11025236 09/20/21 LOT 51 SOUTH HELPER	5.58		110 538	100-2700	411
13		19432947 09/20/21 12 OLD FORT SHAW ROAD	11.15		101 173	100-2600	411
14		19432970 09/20/21 14 OLD FORT SHAW ROAD	13.46		101 173	100-2600	411
15		19932771 09/20/21 123 WALKER STREET	5.42		101 538	100-2600	411
17		1549363-8 09/14/21 1 SCHOOL LOOP ROAD	10.36		101 173	100-2600	411
		Claim Total for District	245.91				
4872	102337	NWEA	239.25				
1		SCIENCE	123.75	5452	115 404	423-1000	610 444
2		SCIENCE	80.85	5452	115 403	423-1000	610 444
3		SCIENCE	34.65	5452	115 402	423-1000	610 444
		Claim Total for District	239.25				
4873	103290	OX & SON TOWING & RECOVERY LLC	370.00				
1		8638 09/30/21 BUS #8 TOW FROM ISTATE-SIMMS	92.50		110 173	100-2700	810
2		8638 09/30/21 BUS #8 TOW FROM ISTATE-SIMMS	92.50		110 538	100-2700	810
		Claim Total for District	185.00				
4874	103275	POWER SYSTEMS	10,335.63				
1		8731466 08/04/21 3-IN-1 FOAM PLYO BOXES (4)	507.02		117 538	610-1000	610
3		8731466 08/04/21 SHIPPING	94.80		117 538	610-1000	610
5		8737844 09/03/21 ASSAULT AIR BIKE	1,095.37	5448	101 538	100-1000	610
7		8737844 09/03/21 SHIPPING & SURCHARGE	1,170.63	5448	101 538	100-1000	610
9		8739047 09/13/21 CONCEPT 2 ROWER	1,350.00	5448	101 538	100-1000	610
11		8739047 09/13/21 SKIERG PM5 MONITOR	949.99	5448	101 538	100-1000	610
		Claim Total for District	5,167.81				
4875	906	PURCHASE POWER	552.66				
1		STATEMENT 09/26/21 POSTAGE	138.16		101 173	100-2500	532
2		STATEMENT 09/26/21 POSTAGE	138.17		101 538	100-2500	532
		Claim Total for District	276.33				
4876	103257	RACHAEL HAYES	4,021.92				
1		AUG/SEPT/O 10/05/21 TRANSPORTATION	4,021.92	5463	113 173	280-2700	514
		Claim Total for District	4,021.92				
		Total Elementary School	32,690.95				

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High School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4844	100933 3 RIVERS COMMUNICATIONS	551.49				
3	STATEMENT 10/01/21 264-5104	146.51		201 174	100-2500	531
6	STATEMENT 10/01/21 264-5110	129.24		201 174	100-2500	531
	Claim Total for District	275.75				
4845	103288 AMY BROOKS	2,818.81				
1	TRANSPORTATION	2,818.81	5462	213 174	280-2700	514
	Claim Total for District	2,818.81				
4846	103040 AMERICAN FIDELITY ADMINISTRATIVE	100.00				
4	54005 09/16/21 SEPTEMBER TIME & ELIGIBIL	25.00		201 174	100-2500	350
	AMERICAN FIDELITY					
	Claim Total for District	25.00				
4847	101547 AQUA TECH LABORATORY	20.00				
2	35271 10/01/21 SIMMS MONTHLY COLIFORM	15.00		201 174	100-2600	421
	Claim Total for District	15.00				
4848	100855 BLACK MOUNTAIN SOFTWARE INC	525.00				
4	27212 09/22/21 CHECK SIGNER	262.50		201 174	100-2500	810
	Claim Total for District	262.50				
4849	106 BUILDERS FIRSTSOURCE	1,057.66				
1	84163365 09/20/21 FASTENERS, WIRE, DOWELS	83.76		215 174	327-1000	610 61
2	84198972 09/26/21 CORD, PAINT, NYLON CORD, MIS	49.94		215 174	327-1000	610 61
3	84198972 09/26/21 FIELD PAINT	15.96		201 174	720-3500	610
5	84214770 09/28/21 FIELD PAINT & STRIPING	633.72		201 174	720-3500	610
6	84222822 09/29/21 MINERAL, PAINT THINNER, BRUS	37.06		215 174	327-1000	610 61
7	84237787 10/01/21 JIG BLADE & BLOCK OIL	25.98		215 174	327-1000	610 61
	Claim Total for District	846.42				
4850	101989 CDW GOVERNMENT	7,711.40				
1	J912528 08/26/21 65" INTERACTIVE TOUCH	1,950.00	5447	215	452-1000	610 869
	Claim Total for District	1,950.00				
4851	100945 CURTISS SERVICE CENTER	6,035.14				
3	SEPTEMBER 09/30/21 FUEL	3,017.57		210 174	100-2700	624
	Claim Total for District	3,017.57				
4852	103289 DELUXE	415.45				
4	0204992359 08/14/21 DISTRICT WINDOW ENVELOPES	207.73		201 174	100-2500	610
	Claim Total for District	207.73				
4853	101330 MONTANA DEPARTMENT OF	100.00				
2020 ANNUAL FEE						
2	512200274 08/30/21 NON-TRANSIENT NON-COMMUNITY	50.00		201 174	100-2600	421
	WATER/SIMMS					
	Claim Total for District	50.00				

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## SUN RIVER VALLEY SCHOOL

## Claim Approval List

For the Accounting Period: 10/21

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High School

Claim Warrant	Vendor #/Name	Claim \$	Acct./Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
4854	102789 DUSTY'S SPRINKLERS	54.50				
2	215992 09/07/21 PLASTIC BALL VALVE & NW PIPE	20.25		201 174 100-2600		440
	Claim Total for District	20.25				
4855	222 GENERAL DISTRIBUTING COMPANY	332.29				
1	1041281 09/29/21 OXYGEN & ACETYLENE VALVE	332.29		215 174 327-1000		610 61
	Claim Total for District	332.29				
4856	102718 HIGHLINE COMMUNICATIONS	262.01				
3	82268 09/10/21 RADIOS & UNITY GAIN ANTE HB	131.01		210 174 100-2700		440
	Claim Total for District	131.01				
4860	101931 I-STATE TRUCK CENTER	1,061.99				
3	R252046052 09/28/21 #8 TROUBLESHOOT ENGINE ISS	531.00		210 174 100-2700		440
	Claim Total for District	531.00				
4861	102128 JEROME'S BAND AND VIOLIN REPAIR	1,307.30				
1	16745 08/30/21 SAXOPHONE SERIAL #579703	225.00		201 174 100-1033		440
2	16748 09/02/21 ALTO SAX SERIAL #199107	127.00		201 174 100-1033		440
3	16749 08/30/21 FRENCH HORN SERIAL #674657	124.00		201 174 100-1033		440
4	16750 08/30/21 BARITONE SERIAL #823920	210.00		201 174 100-1033		440
5	16752 09/10/21 SNARE DRUM 14" SERIAL #1632376	124.30		201 174 100-1033		440
6	16753 09/28/21 SNARE DRUM 14" SERIAL #H728	142.00		201 174 100-1033		440
7	16754 10/01/21 SNARE DRUM 14" SERIAL #NONE	71.00		201 174 100-1033		440
8	16756 10/01/21 SNARE DRUM 14" SERIAL #2005	71.00		201 174 100-1033		440
9	16757 09/28/21 SNARE DRUM 14" SERIAL #945141	71.00		201 174 100-1033		440
10	16758 09/08/21 SNARE DRUM 13" SERIAL #NONE	142.00		201 174 100-1033		440
	Claim Total for District	1,307.30				
4863	103221 K12 MONTANA, INC.	3,600.00				
4	1260 10/01/21 MANAGED SERVICES AGREEMENT	1,800.00		201 174 100-2300		355
	Claim Total for District	1,800.00				
4864	307 KELLEY CONNECT	3,525.00				
4	59926 09/30/21 BROTHER, MONOCHROME, C4150 COL	1,762.50		201 174 100-2500		610
	Claim Total for District	1,762.50				
4865	100861 LAPKE CONSTRUCTION, LLC	3,002.97				
3	09/10/21 GRAVEL, SINK ART, TVS, DOORS,	1,501.49		201 174 100-2600		350
	Claim Total for District	1,501.49				
4867	84 MASBO	100.00				
4	9809 09/23/21 BECKY HART MEMBERSHIP 21-22	50.00		201 174 100-2500		810
	Claim Total for District	50.00				

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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	
4869		102267 MSU-COT	400.00					
3		22038 08/13/21 TODD LARSON BOILER TRAINING	200.00		201 174	100-2600	810	
		Claim Total for District	200.00					
4870		613 NATIONAL LAUNDRY CO	1,536.25					
2		06048 09/14/21 TOWELS, MATS, DUST MOP, WET MO	245.15		201 174	100-2600	610	
4		09719 09/28/21 TOWELS, MATS, DUST MOP, WET MO	301.78		201 174	100-2600	610	
9		S08033 09/20/21 MERFIN PAPER TOWELS	226.53		201 174	100-2600	610	
		Claim Total for District	773.46					
4871		93 NORTHWESTERN ENERGY	533.93					
2		07158645 09/20/21 123 WALKER STREET	81.88					
					201 174	100-2600	411	
4		07158652 09/20/21 123 WALKER STREET	144.32		201 174	100-2600	411	
9		07158744 09/20/21 295 LARGENT STREET SUN RIVER	34.40		201 174	100-2600	411	
12		11025236 09/20/21 LOT 51 SOUTH HELPER	11.15		210 174	100-2700	411	
16		19932771 09/20/21 123 WALKER STREET	16.27		201 174	100-2600	411	
		Claim Total for District	288.02					
4873		103290 OX & SON TOWING & RECOVERY LLC	370.00					
3		8638 09/30/21 BUS #8 TOW FROM ISTATE-SIMMS	185.00		210 174	100-2700	810	
		Claim Total for District	185.00					
4874		103275 POWER SYSTEMS	10,335.63					
2		8731466 08/04/21 3-IN-1 FOAM PLYO BOXES (4)	507.02		217 174	610-1000	610	
4		8731466 08/04/21 SHIPPING	94.80		217 174	610-1000	610	
6		8737844 09/03/21 ASSAULT AIR BIKE	1,095.38	5448	201 174	100-1000	610	
8		8737844 09/03/21 SHIPPING & SURCHARGE	1,170.63	5448	201 174	100-1000	610	
10		8739047 09/13/21 CONCEPT 2 ROWER	1,350.00	5448	201 174	100-1000	610	
12		8739047 09/13/21 SKIERG PM5 MONITOR	949.99	5448	201 174	100-1000	610	
		Claim Total for District	5,167.82					
4875		906 PURCHASE POWER	552.66					
3		STATEMENT 09/26/21 POSTAGE	276.33		201 174	100-2500	532	
		Claim Total for District	276.33					
		Total High School	23,795.25					

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Elementary School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
4842	102377 SAM'S MASTERCARD	3,019.59					
2	CC-95 08/29/21 AIR WICKS & LAUNDRY CAD	10.95		101 625			
		CC Accounting: 101-538-100-2600-610					
4	CC-95 08/30/21 VACUUM CLEANERS, WARRANTY & BA	59.44		101 625			
		CC Accounting: 101-173-100-2600-610					
5	CC-95 08/30/21 VACUUM CLEANERS, WARRANTY & BA	59.44		101 625			
		CC Accounting: 101-538-100-2600-610					
7	CC-95 08/14/21 DELUXE WINDOW ENVELOPES 4000	70.62		101 625			
		CC Accounting: 101-173-100-2500-610					
8	CC-95 08/14/21 DELUXE WINDOW ENVELOPES 4000	70.63		101 625			
		CC Accounting: 101-538-100-2500-610					
9	CC-95 08/14/21 DELUXE WINDOW ENVELOPES 4000	66.47		101 625			
		CC Accounting: 101-657-100-2500-610					
11	CC-95 08/21/21 COFFEE, PAPER TOWELS, CANDY	28.55		101 625			
		CC Accounting: 101-173-100-2500-610					
12	CC-95 08/21/21 COFFEE, PAPER TOWELS, CANDY	28.56		101 625			
		CC Accounting: 101-538-100-2500-610					
13	CC-95 08/21/21 COFFEE, PAPER TOWELS, CANDY	26.88		101 625			
		CC Accounting: 101-657-100-2500-610					
15	CC-95 08/23/21 THE TINY WARRIOR	225.54		115 625			444
		CC Accounting: 115-403-423-1000-640-444					
16	CC-95 08/24/21 BARNES & NOBLE RENEWAL	5.00		115 625			444
		CC Accounting: 115-401-423-1000-610-444					
17	CC-95 08/24/21 BARNES & NOBLE RENEWAL	5.00		115 625			444
		CC Accounting: 115-402-423-1000-610-444					
18	CC-95 08/24/21 BARNES & NOBLE RENEWAL	5.00		115 625			444
		CC Accounting: 115-403-423-1000-610-444					
19	CC-95 08/24/21 BARNES & NOBLE RENEWAL	5.00		115 625			444
		CC Accounting: 115-404-423-1000-610-444					
20	CC-95 08/24/21 BARNES & NOBLE RENEWAL	5.00		115 625			444
		CC Accounting: 115-405-423-1000-610-444					
21	CC-95 08/25/21 HOLT MS MATH COURSE 2 GRADE 7	290.71		115 625			444
		CC Accounting: 115-403-423-1000-640-444					
22	CC-95 08/02/21 HDMI CABLES & HIGH SPEED CABLE	199.87		128 625			
		CC Accounting: 128-173-100-1000-682					
23	CC-95 08/09/21 50" & 55" VHD TV & MOUNT	1,027.98		128 625			
		CC Accounting: 128-173-100-1000-682					
24	CC-95 08/11/21 STAND FOR MOBILE TV	159.99		128 625			
		CC Accounting: 128-173-100-1000-682					
25	CC-95 08/18/21 POWER CORDS & CABELS	64.95		128 625			
		CC Accounting: 128-173-100-1000-682					
26	CC-95 09/01/21 GARBAGE BAGS, SHOWER RODS, MOE	30.46		101 625			
		CC Accounting: 101-173-100-2600-610					
27	CC-95 09/01/21 GARBAGE BAGS, SHOWER RODS, MOE	30.46		101 625			
		CC Accounting: 101-538-100-2600-610					
29	CC-95 08/30/21 MISC	6.58		101 625			
		CC Accounting: 101-173-100-2500-810					

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Elementary School

Claim	Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
30		CC-95 08/30/21 MISC	6.58		101	625	
			CC Accounting: 101-538-100-2500-810				
31		CC-95 08/30/21 MISC	6.20		101	625	
			CC Accounting: 101-657-100-2500-810				
		Claim Total for District	2,495.86				
4843		599 VISA	14,847.92				
3		CC-96 07/20/21 XPS LAPTOP, 2 TOWERS	638.69		101	625	
			CC Accounting: 101-173-100-2500-682				
4		CC-96 07/20/21 XPS LAPTOP, 2 TOWERS	638.69		101	625	
			CC Accounting: 101-538-100-2500-682				
5		CC-96 07/20/21 XPS LAPTOP, 2 TOWERS	601.12		101	625	
			CC Accounting: 101-657-100-2500-682				
7		CC-96 07/26/21 SAM ADMINISTRATORS INSTITUTE	81.59		101	625	
			CC Accounting: 101-173-100-2300-810				
8		CC-96 07/26/21 SAM ADMINISTRATORS INSTITUTE	81.60		101	625	
			CC Accounting: 101-538-100-2300-810				
9		CC-96 07/26/21 SAM ADMINISTRATORS INSTITUTE	76.80		101	625	
			CC Accounting: 101-657-100-2300-810				
11		CC-96 08/02/21 AMAZON PRIME MEMBERSHIP	20.23		101	625	
			CC Accounting: 101-173-100-2500-810				
12		CC-96 08/02/21 AMAZON PRIME MEMBERSHIP	20.23		101	625	
			CC Accounting: 101-538-100-2500-810				
13		CC-96 08/02/21 AMAZON PRIME MEMBERSHIP	19.04		101	625	
			CC Accounting: 101-657-100-2500-810				
15		CC-96 08/09/21 HEGGERTY PHONICS	39.99		115	625	444
			CC Accounting: 115-402-423-1000-610-444				
16		CC-96 08/09/21 YETI CUPS FOR THE DISTRICT	333.08		101	625	
			CC Accounting: 101-173-100-2500-610				
17		CC-96 08/09/21 YETI CUPS FOR THE DISTRICT	333.09		101	625	
			CC Accounting: 101-538-100-2500-610				
18		CC-96 08/09/21 YETI CUPS FOR THE DISTRICT	313.50		101	625	
			CC Accounting: 101-657-100-2500-610				
20		CC-96 08/15/21 FEES	53.18		101	625	
			CC Accounting: 101-173-100-2500-810				
21		CC-96 08/15/21 FEES	53.17		101	625	
			CC Accounting: 101-538-100-2500-810				
22		CC-96 08/15/21 FEES	50.04		101	625	
			CC Accounting: 101-657-100-2500-810				
24		CC-96 08/16/21 LITERACY CENTER SUPPLIES	3,365.44		115	625	444
			CC Accounting: 115-402-423-1000-610-444				
25		CC-96 08/13/21 TARIFOLD FOR KL	6.55		101	625	
			CC Accounting: 101-173-100-2500-610				
26		CC-96 08/13/21 TARIFOLD FOR KL	6.56		101	625	
			CC Accounting: 101-538-100-2500-610				
27		CC-96 08/13/21 TARIFOLD FOR KL	6.17		101	625	
			CC Accounting: 101-657-100-2500-610				

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Elementary School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
29	CC-96 08/18/21 FIELD PAINT PIONEER ATHLETICS	192.56		101 625			
		CC Accounting: 101-538-720-3500-610					
31	CC-96 08/19/21 PLANBOOKS	216.00		115 625			444
		CC Accounting: 115-402-423-1000-610-444					
32	CC-96 08/20/21 READING BOOKS AMAZON	273.86		115 625			444
		CC Accounting: 115-403-423-1000-610-444					
35	CC-96 09/02/21 TEXTURED PAPER, PAINT, PACKING	114.35		115 625			117
		CC Accounting: 115- -420-1000-610-117					
36	CC-96 09/02/21 WORLD HISTORY & GEOGRAPHY	159.98		115 625			444
		CC Accounting: 115-404-423-1000-640-444					
38	CC-96 09/09/21 YETI CUPS SUBSTITUTES & BOARD	120.66		101 625			
		CC Accounting: 101-173-100-2500-810					
39	CC-96 09/09/21 YETI CUPS SUBSTITUTES & BOARD	120.67		101 625			
		CC Accounting: 101-538-100-2500-810					
40	CC-96 09/09/21 YETI CUPS SUBSTITUTES & BOARD	113.57		101 625			
		CC Accounting: 101-657-100-2500-810					
44	CC-96 09/10/21 FLIGHT NASHVILLE SUPT. CONF	66.81		101 625			
		CC Accounting: 101-173-100-2300-582					
45	CC-96 09/10/21 FLIGHT NASHVILLE SUPT. CONF	66.80		101 625			
		CC Accounting: 101-538-100-2300-582					
46	CC-96 09/10/21 FLIGHT NASHVILLE SUPT. CONF	62.87		101 625			
		CC Accounting: 101-657-100-2300-582					
48	CC-96 09/10/21 AMERICAN ASSOCIATION OF SCHOOL	157.25		101 625			
		CC Accounting: 101-173-100-2300-582					
49	CC-96 09/10/21 AMERICAN ASSOCIATION OF SCHOOL	157.25		101 625			
		CC Accounting: 101-538-100-2300-582					
50	CC-96 09/10/21 AMERICAN ASSOCIATION OF SCHOOL	148.00		101 625			
		CC Accounting: 101-657-100-2300-582					
52	CC-96 09/11/21 HOMECOMING BREAKFAST	12.01		101 625			
		CC Accounting: 101-173-100-2500-610					
53	CC-96 09/11/21 HOMECOMING BREAKFAST	12.02		101 625			
		CC Accounting: 101-538-100-2500-610					
54	CC-96 09/11/21 HOMECOMING BREAKFAST	11.31		101 625			
		CC Accounting: 101-657-100-2500-610					
56	CC-96 09/09/21 STANDING DESK	40.79		101 625			
		CC Accounting: 101-173-100-2500-610					
57	CC-96 09/09/21 STANDING DESK	40.80		101 625			
		CC Accounting: 101-538-100-2500-610					
58	CC-96 09/09/21 STANDING DESK	38.40		101 625			
		CC Accounting: 101-657-100-2500-610					
Claim Total for District		8,864.72					
Total Elementary School		11,360.58					



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High School

Claim Warrant	Vendor #/Name	Claim \$	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
4842	102377 SAM'S MASTERCARD	3,019.59					
3	CC-95 08/29/21 AIR WICKS & LAUNDRY CAD	32.85		201	625		
		CC Accounting: 201-174-100-2600-610					
6	CC-95 08/30/21 VACUUM CLEANERS, WARRANTY & BA	118.88		201	625		
		CC Accounting: 201-174-100-2600-610					
10	CC-95 08/14/21 DELUXE WINDOW ENVELOPES 4000	207.73		201	625		
		CC Accounting: 201-174-100-2500-610					
14	CC-95 08/21/21 COFFEE, PAPER TOWELS, CANDY	83.99		201	625		
		CC Accounting: 201-174-100-2500-610					
28	CC-95 09/01/21 GARBAGE BAGS, SHOWER RODS, MOE	60.92		201	625		
		CC Accounting: 201-174-100-2600-610					
32	CC-95 08/30/21 MISC	19.36		201	625		
		CC Accounting: 201-174-100-2500-810					
	Claim Total for District	523.73					
4843	599 VISA	14,847.92					
6	CC-96 07/20/21 XPS LAPTOP, 2 TOWERS	1,878.50		201	625		
		CC Accounting: 201-174-100-2500-682					
10	CC-96 07/26/21 SAM ADMINISTRATORS INSTITUTE	240.00		201	625		
		CC Accounting: 201-174-100-2300-810					
14	CC-96 08/02/21 AMAZON PRIME MEMBERSHIP	59.50		201	625		
		CC Accounting: 201-174-100-2500-810					
19	CC-96 08/09/21 YETI CUPS FOR THE DISTRICT	979.68		201	625		
		CC Accounting: 201-174-100-2500-610					
23	CC-96 08/15/21 FEES	156.39		201	625		
		CC Accounting: 201-174-100-2500-810					
28	CC-96 08/13/21 TARIFOLD FOR KL	19.28		201	625		
		CC Accounting: 201-174-100-2500-610					
30	CC-96 08/18/21 FIELD PAINT PIONEER ATHLETICS	577.68		201	625		
		CC Accounting: 201-174-720-3500-610					
33	CC-96 08/22/21 MATTEBOSS WRESTLING STATS	599.00		201	625		
		CC Accounting: 201-174-720-3500-610					
34	CC-96 09/03/21 VB OFFICIALS & STAFF MEAL	44.50		201	625		
		CC Accounting: 201-174-720-3500-810					
37	CC-96 09/07/21 FCS CLASSROOM SUPPLIES	99.91		201	625		
		CC Accounting: 201-174-100-1000-610					
41	CC-96 09/09/21 YETI CUPS SUBSTITUTES & BOARD	354.90		201	625		
		CC Accounting: 201-174-100-2500-810					
42	CC-96 09/09/21 VERNIER SOFTWARE RETURN	14.54		215	625		61
		CC Accounting: 215- -327-1000-610- 61					
43	CC-96 09/10/21 MT ACTE JODI'S REGISTRATION	145.00		215	625		869
		CC Accounting: 215- -453-1000-582-869					
47	CC-96 09/10/21 FLIGHT NASHVILLE SUPT. CONF	196.48		201	625		
		CC Accounting: 201-174-100-2300-582					
51	CC-96 09/10/21 AMERICAN ASSOCIATION OF SCHOOL	462.50		201	625		
		CC Accounting: 201-174-100-2300-582					

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High School

Claim	Warrant	Vendor #/Name	Claim \$	Acct/Source/			
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
55		CC-96 09/11/21 HOMECOMING BREAKFAST	35.34		201 625		
			CC Accounting: 201-174-100-2500-610				
59		CC-96 09/09/21 STANDING DESK	120.00		201 625		
			CC Accounting: 201-174-100-2500-610				
		Claim Total for District	5,983.20				
		Total High School	6,506.93				

	Steinke	Rushon	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Correspondence**

**Agenda Item: 3**

### Topic:

Please see letter in the Agenda from the Historical Society

### Background:

The Board receives a packet and included in the packet are items of correspondence, invitations, written complaints, notices, announcements etc.

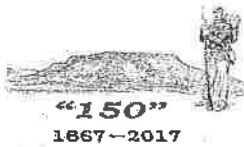
### Discussion:

Fort Shaw Historical Society Presentation

### Recommendations:

### Fiscal Impact:

Fort Shaw



## Sun River Valley Historical Society

October 4, 2021

An original barn that was moved off the Fort site has been gifted to the Sun River Valley Historical Society.

The building will need to be dismantled to be able to be moved. The Society is requesting permission to rebuild this building on the Fort site.

The dismantled materials would be stored behind the current stone bakery building on the north side of the Fort property.

The plans are to rebuild the building east of the current stone bakery building. The size would be approximately 20x30 with doors large enough to store several old buggies that are currently in the bakery building.

The family desires this building to be removed this fall if possible.

The Society anticipates re-building this barn as soon as possible this fall or having the restoration completed by the fall of 2022. or 2023

Burnette Batista, President  
Sun River Valley Historical Society  
October 4, 2021

	Steinke	Rushon	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Discussion**

**Agenda Item: 4**

**Topic:**

**Background:**

**Discussion:**

**Recommendations:**

**Financial Impact:**

	Steinke	Rushon	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 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.

	Johnson	Herman	Reifer	Wiegand	Rushton	Steinke	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Reports**

**Agenda Item: 6**

### Topic:

Agenda Reports

### Background:

Committees and Administration are given time to report on district activities

### Discussion:

**Reports:** Facilities, Student Council, Colony, PK-5 Principal, Principal/Athletic Director, Business Manager, Superintendent/Transportation

### 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)**

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**"Home of the Tigers"**

Board Meeting 7:00 P.M.  
Tuesday, October 12, 2021

## **6-12 Principal Report**

### **Building Report**

Mid-Point Quarter #1 6-12 Students

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

Student illness and Covid-19 out of school procedures.

### **Athletics/Activities Report**

MHSA activities and news.

Activity Scheduling.

POST SEASON VB & FB.



**Sun River Valley School District**

**Meeting Date: October 12, 2021**

**Category: Old Business**

**Agenda Item: 7**

	Steinke	Rushton	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

**Topic:**

**Background:**

**Discussion:**

**Recommendation:**

**Approve Second Reading**

	Steinke	Rushon	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

**Sun River Valley School District**

**Meeting Date: October 12, 2021**

**Category: Action Item**

**Agenda Item: 8 a**

**Topic:**

Out of District Attendance Agreements Board Policy 3141

Elementary

High School

**Discussion:**

**Recommendations:**

**Fiscal Impact:**

**STUDENTS ATTENDING FAIRFIELD FROM SRV SCHOOL DISTRICT**  
**2021-2022**  
**(Revised 9/29/2021)**

**KINDERGARTEN:**  
CHARLOTTE WOODHOUSE

**3<sup>rd</sup> GRADE:**  
SAMUEL WOODHOUSE

**5<sup>th</sup> GRADE:**  
KINLEY BOUMA  
WALKER MURPHY

**7<sup>th</sup> GRADE:**  
KASH BOUMA

**10<sup>th</sup> GRADE:**  
KAIL BOUMA  
MURPHY WYATT

**11<sup>th</sup> GRADE:**  
GAGE BANNER

**12<sup>th</sup> GRADE:**  
KAYLEE BOUMA

	Steinke	Rushton	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Bus Purchase—Action**

**Agenda Item: 8 b**

### **Topic:**

Consideration of Purchasing a New School Bus For District 55F

### **Background:**

Recommend the purchase of a new school bus.

### **Discussion:**

Please see attached Specifications

### **Recommendations:**

I would like to recommend that we purchase the bus according to the specifications attached



# Customer Quotation

**Prepared For:**

SUN RIVER VALLEY PUBLIC S  
PO BOX 38  
SIMMS, MT 59477

**Prepared By :**

Nick Clawson  
I State Truck Center  
4600 S. Frontage rd.  
Billings, MT 59101  
406-252-5121/ F: 406-252-5910

**Quote Number:**  
379867

**Quote Date:**  
9/14/2021

**Customer Order No:**  
Sun Rvr- 71C2

**Model Profile: Saf-T-Liner C2 340TS**

**Product Type:** School Transportation  
**Year:** 2022  
**Chassis Model:** B2 106  
**Chassis MFG:** FLNER  
**GVWR:** GVWR  
**Passenger Capacity:** 71  
**Headroom:** 78  
**Wheelbase:** 279  
**Brake Type:** AIR  
**Engine Type:** CUMMINS B6.7 260 DIESEL, 6 Cyl, 260 HP, 2600 RPM  
**Fuel Type:** DIESEL  
**Fuel Tank Capacity:** 100  
**Transmission Type:** AUTOMATIC  
**Axle, Front:** 10000-lb Capacity  
**Axle, Rear:** 21000-lb Capacity  
**Tires, Front:** RADIAL FRONT TIRE, MICHELIN XZE2, 11R22.5 14 PLY  
**Tires, Rear:** REAR MICHELIN XDN2 11R22.5 14 PLY RADIAL  
**Suspension Front:** Taperleaf  
**Suspension Rear :** Air

**Total for 1 complete unit(s):**  
**Delivery Cost:**

**\$ 118,949.00**  
**INCLUDED**

**Includes the Following Equipment:**

**DEALER ADD On's  
EQUIPMENT**

- 1 ON SPOT CHAINS
- 1 REI CAM SYS-
- 1 SEE II FOIL

**Meets all FMVSS requirements in effect at the time of manufacture.**

**Total for 1 complete unit(s):**  
**Delivery Cost:**

**\$ 118,949.00**  
**INCLUDED**

**Additional options you may want to consider:**  
[ADDITIONAL EQUIPMENT]

**\$ [COST]**

**Terms and Conditions:**

**Quote Expires:** 10/14/2021

**Customer Signature:**

**Date:**

**Dealer Signature:**

**Date:**

9-14-2021

*AttachedDetail*

## Optional Equipment - Body:

1 [A000000058] DECAL-UNITED AUTO WORKERS  
 1 [A000000059] OFF-SET LS BARRIER 4"  
 1 [A000000117] ALIGNMENT-4-WHEEL SAF-T-LINER C2  
 1 [A000000164] ALERT-ENHANCED STABILITY CONTROL  
 1 [A000000172] 2019 CUMMINS ENGINE TARIFF  
 1 [A000015340] SURCHARGE-RAW MATERIAL (STEEL)  
 1 [A200100000] PDI IDENTIFIER-DEALER PERFORMED  
 68 [B147906000] LETTERING - 6" HIGH  
 1 [B610000095] BELT-ELR SHOULDER/PUSH BUTTON LAP  
 1 [B620001077] BARRIER STORAGE POUCH, RIGHT SIDE AT ENTRANCE DOOR  
 1 [B640139200] 39" BARR-VERT,WALL MT 45"H RS 2009  
 1 [B640239000] 39"8DEG BARR-REV. WALL-MT 45"H 2009  
 2 [B660010121] PROFORM EDO BLUE UPHOLSTERY-45"HIGH RECESSED BARRIER  
 1 [D100200002] LOGO-FRT RS & RR  
 1 [D100300000] LOGO-THOMAS DECALS YELLOW  
 1 [D100500000] LETTERING-"BATTERY" ON DOOR 2"  
 4 [D100600002] LABEL-P/O WDO EMER EXIT 2" BLACK  
 1 [D101502003] LABEL-ENGLISH AG2.ELEC.ENT DR  
 1 [D102200002] REFLECTTAPE-RR END YEL 2"  
 4 [D102500000] REFLECTTAPE-P/O WDO YEL  
 1 [D102901000] REFLECTIVE TAPE-EMERGENCY DOOR REAR YELLOW  
 1 [D103400340] REFLECTTAPE-SIDE 2" @ FLR YEL  
 1 [D103900000] FIRE EXTINGUISHER-5 3A-40BC  
 1 [D104000000] SWITCH-ROCKER AIR HORN  
 1 [D105400001] FAN-CIRC MID W/S HDR BLACK  
 1 [D105500001] ELEC-FAN MID W/S HDR  
 1 [D105600000] FAN-CIRC DRV'S WDO HDR BLACK  
 1 [D105700000] ELECTRICAL-FAN DRIVER'S WINDOW HEADER  
 1 [D105800001] HORN-AIR, UNDER FLOOR  
 1 [D106104000] LOC-1ST.SEAT DRVR'SIDE REFL TRIANGLE  
 1 [D106400001] VISOR-TINTED DRIVER'S SIDE WINDOW 6"X18"  
 1 [D106500000] VISOR-WINDSHIELD SUN 6"X30" TINTED  
 1 [D106902000] RADIO-AM/FM DEA700 W/PAGE  
 1 [D107000000] REFLECTORS-AMBER(2) MID BDY 3"  
 1 [D107100000] REFLECTORS-RED (4) RR/RR SI 3"  
 1 [D107300002] HATCH-RF ESC MODEL 1100 ENG(2)  
 1 [D107700003] ELECTRICAL-ROOF ESCAPE HATCH POS 3  
 1 [D108300009] ELEC-RF ESC HATCH POS 9  
 1 [D108700000] HANDLES-W/S SERVICE, PAINTED  
 1 [D108800002] FLAPS-MUD, REAR 22.5"W  
 1 [D108900001] FLAPS-MUD, FRONT 16"W X 12"H  
 1 [D109300001] ARM ASM-W/S WIPER WINTER (2)  
 1 [D110024MON] KIT,FIRST AID 24 UNIT MONTANA  
 1 [D110101MON] KIT,BODY FLUID CLEAN UP MONTANA  
 1 [D110200000] ELECTRICAL-ROOF HATCH OR P/O WINDOW (DASH)  
 1 [D110500000] STEPS-EXT W/S SERVICE  
 1 [D110800000] OPER-FAN W/S HDR  
 1 [D110900000] OPER-FAN DRV'S WDO HDR  
 1 [D111000000] OPER-ALARM BACKING W/REV.  
 1 [D111100000] OPERATION-AIR HORN, LEFT SIDE PANEL SWITCH ACTIVATION  
 1 [D112400012] AIR COND - NONE  
 1 [D113200000] OPER-RF HATCH BUZZER  
 1 [D115000003] OPER-AUTOMATIC FAST IDLE  
 1 [D115900001] LOC-O/H STOR LS 10 UNIT B.F.C  
 1 [D116000002] LOCATION-OVERHEAD STORAGE RIGHT SIDE 5LB. FIRE EXTINGUISHER  
 1 [D119100001] LOC-O/H ENT.DOOR RS CERT.HLDR  
 1 [D119200003] LOCATION-OVERHEAD STORAGE CENTER 24 F.A.K.  
 1 [D119700001] AC DUCT-NOT PRESENT NO SIDE EVAP  
 1 [D122201000] CUTTER-SEAT BELT W/HAND GRIP  
 1 [D122400000] TRIANGLES-REFL. 3 W/BOX  
 1 [D123000002] DOOR-STORAGE BOX W/O GLASS  
 1 [D123300000] CONDENSER ALERT - NONE  
 1 [D123400000] EVAPORATOR QTY - NONE  
 1 [D123800000] ANTENNA - RADIO SWIVEL BASE  
 1 [D124000000] ELEC-ANTENNA RADIO COAXIAL  
 1 [D124100000] KIT-RADIO ANTENNA MOUNTING @ DRIVER'S HEADER  
 1 [D125200000] MANUAL-DRVR'S/MAINT.ENGLISH

1 [D126200000] LETTER - OVERHEAD STORAGE BOX "SAFETY EQUIP"  
1 [D127400000] DECAL-BACKING ALARM  
1 [D130200000] DECAL-LOW SULFUR FUEL  
1 [D130705000] ELEC-NO ZONAR MONITORING  
1 [D131100001] LOCKS-KEYED ALIKE #CH545  
1 [D132200000] LABEL-RR DR EMERGENCY DOOR DO NOT BLOCK  
1 [D132600000] DECAL-ENTRANCE DOOR VANDALOCK ENGLISH  
1 [D133300005] TRIM-LOWER REAR HEATER NO A/C  
1 [D133600000] METHOD-FASTENER SCREWS  
1 [D134200000] LABEL-RR EMERGENCY DOOR INSTRUCTION  
1 [D134600000] LABEL-"DEF ONLY"  
1 [D134901000] LABEL-REGENERATION WARNING 2010/2013 EPA ENGLISH  
1 [D138400340] ELEC-BACKING CAMERA  
1 [D140500012] ALERT-CONDENSER NONE  
1 [D200000800] 340T30\_N  
1 [D200100000] TRIM-A POST  
1 [D200200002] FENDER-QUARTER 24" BATTERY BOX DOOR  
1 [D200301004] STEP-RS ALUM.ENT.DR W/HTR 8.75"RISER  
1 [D200600000] BODY ADJUSTMENT-FREIGHTLINER, BTR RS FUEL FILL LOCATION  
1 [D200700000] WHEELHOUSES-REAR L&R  
1 [D200800340] STRINGER-ROOF 340T  
1 [D201000000] FRONT END FRAME  
1 [D201100000] FRT END FRAME MTG KIT  
1 [D201200001] REAR END FRAME-18.68" DEEP  
1 [D201300340] FLOOR-GALVALUME STEEL MID BODY  
1 [D201401803] LOC-40" RAF SP 11TH 340T  
1 [D201500000] RS TANK ALERT - NONE  
1 [D201600000] APPLICATION - SCHOOL  
1 [D201900003] REINFORCEMENT-FRAME STD 24" BATTERY BOX DOOR  
1 [D202600000] CAP-ENTRANCE DOOR STANDARD  
1 [D202800001] FLOOR-NON ADA  
1 [D300101001] HANDLE-INT RR DR RED  
1 [D300300000] HANDLE-EXTERIOR REAR DOOR WITH RECESS  
1 [D300601002] DOOR-ACC SOLID PANEL  
1 [D300700000] DOOR ALERT - LS ENT NONE  
1 [D300800000] LATCH-DOOR INTERIOR STORAGE OVER WINDSHIELD  
1 [D301100001] ELEC-PWR CELL PHONE OUTLET LS  
1 [D301400000] TRIM-REAR DOOR  
1 [D302000000] VANDALOCK-REAR DOOR W/BOLT  
1 [D302305003] DOOR-ENT AG2 STORM TEMP LOCK  
1 [D302403000] PWR SYST.-AG2 ELECTRIC ENTRANCE DOOR  
1 [D302502000] ELEC-AG2 ELECTRICAL OPERATED ENTRANCE DOOR  
1 [D302800000] HINGES-REAR DOOR PIN TYPE  
1 [D302900000] LATCH-SINGLE-POINT, REAR EMERGENCY DOOR  
1 [D303000000] STOP-DOOR REAR EMERGENCY, 1-POS  
1 [D303100004] OPER-DOOR ELEC.ENT.W/ BAT.  
1 [D303200000] OPERATION-VANDLOCK ENTRANCE/EMERGENCY DOOR(S)  
1 [D303911000] VANDALOCK-ALUM.ENT.DR.CYLINDER W/KEY  
1 [D304000002] PULL-ENTRANCE DOOR, EXTERNAL ALUMINUM  
1 [D305300000] DOOR GLASS GUARD  
1 [D306400000] OPER-DR.RR.EMG.W/BUZ  
1 [D306500800] ELEC-SIDE EMERGENCY DOOR(S)  
1 [D307100000] DOOR-LS ENT RS EXIT -NONE REQD  
1 [D307700000] INT COLOR -RR DOOR GRAY  
1 [D308101000] VANDALOCK-NONE REQUIRED RS  
1 [D308201000] VANDALOCK-NONE REQUIRED LS  
1 [D308300000] DOOR ALERT - RS EXIT NONE  
1 [D308600000] SWITCH-PAD. SERV. DOOR ELEC.  
1 [D309001001] LATCH-DR INT STOR OVR DRVRSHDR  
1 [D309200000] DOOR, REAR EMERGENCY  
1 [D309702001] LATCH-STORAGE COMPARTMENT 100 LOCK LEFT SIDE 1ST  
1 [D309801000] LATCH-UNDERBODY COMPARTMENT 30/60 LOCK LEFT SIDE 2ND  
1 [D309902001] LATCH-STORAGE COMPARTMENT 100 LOCK RIGHT SIDE 1ST  
1 [D310001000] LATCH-UNDERBODY COMPARTMENT 30/60 LOCK 2ND RIGHT SIDE  
1 [D310501000] THRESHOLD REAR EMERGENCY DOOR  
1 [D311500000] KEY-VANDALOCK REAR DOOR NONE  
1 [D311900000] TRIM-ENTRANCE DOOR INTERIOR  
1 [D400200000] MONITOR-LAMPS WARNING/STOP/TAI/TURN  
1 [D400300000] OPERATION-MONITOR WARNING/STOP/TAI/TURN

1 [D400400000] LAMPS-DOME OVER DRIVER  
1 [D400500000] LAMPS-DOME OVER STEPWELL  
1 [D400600000] ELEC-DRIVER'S DOME LPS  
1 [D400700340] LPS-DOME PASS MIN (6) 340T  
1 [D400802340] ELEC-PASS DOME LPS W/REAR MOST (6)  
1 [D400900002] SWITCH-RKR DOME LPS FRT/RR  
1 [D401000001] MODULE-PWR.DIST.ELEC.SYS.  
1 [D402200002] LPS-EXT AFT OF ENT DOOR LED  
1 [D402300001] ELEC-LPS EXT AFT OF ENT DOOR  
1 [D402400001] OPER-STPWLL LPSW/PARKLPS&ENT DR.  
1 [D402501000] LPS-STPWLL W/ HOOD (1)  
1 [D402801002] LPS-STP/TAIL/DIR AMBER/REV LED  
1 [D403700000] SWITCH-RKR FAN DEFROST L.S.  
1 [D404100001] BUZZER-SWITCH PANEL 1 TONE  
1 [D404300001] ELEC-PWR, GND, NETWORK, BUZZ  
1 [D404500000] OPERATION-NOISE SUPPRESSION  
1 [D404608340] ELEC-LPS WARNING,8 LPS 340T  
1 [D405400001] OPER-LPS, DOME STANDARD  
1 [D405701000] LAMPS-4" AUXILIARY L.E.D.  
1 [D405800000] OPER-LPS BODY TAIL W/PARK SW.  
1 [D405900000] LAMPS-LICENSE PLATE ILLUMINATION  
1 [D406000002] LAMPS-SIDE DIRECTIONAL AMBER FRONT 2 CP LED  
1 [D406100340] ELEC-LPS SI DIRECTIONAL 340T  
1 [D406210008] LPS-WARNING HALOGEN (8)  
1 [D406601004] OPER-LPS WARNING (8) PKG 4  
1 [D406700000] OPERATION-LAMPS REVERSE WITH REAR EMERGENCY DOOR OPEN  
1 [D406900006] LPS-ID AMB/RED LED  
1 [D407000002] LPS-MKR ROOF FRT/RR LED WELDON  
1 [D407100002] LAMPS-MARKER ROOF MID LED WELDON  
1 [D407507340] ELEC-LPS ID/MKR PARK/SWITCH  
1 [D407600000] SWITCH-ROCKER DOME LAMPS DRIVER ON/OFF  
1 [D408300003] STROBE-CLR 4.9"H 4' FROM REAR  
1 [D408400001] STROBE LAMP GUARD (1)  
1 [D408602340] ELECTRICAL-LAMPS STROBE 4' FROM REAR  
1 [D408901000] LPS- STOP/TAIL 4" FLS.MT L.E.D.  
1 [D409000000] SWITCH-ROCKER FAN DEFROST WINDSHIELD  
1 [D409400001] SWITCH-ROCKER NOISE SUPPRESSION ON/OFF  
1 [D409700000] ELEC-INT LPS OVER STEPWELL  
1 [D410300000] OPER-DRVR'S DOME LPS ON/OFF  
1 [D410400000] OPER-HTR BOOSTER PUMP OPER WITH SWITCH  
1 [D410501000] OPERATION-LAMPS INTERIOR/EXTERIOR RIGHT FRONT ENTRANCE DOOR  
1 [D410600000] OPER-LPS SERVICE BRAKE  
1 [D410801003] LPS-SI DIR AMB LED GRD RR.AXLE  
1 [D410900005] OPERATION-SWITCH ID/MARKER LAMPS WITH PARK  
1 [D411000000] SWITCH-ROCKER STROBE LAMPS  
1 [D411400002] OPER-LPS DOME (2)ON/OFF  
1 [D411700000] OPER-LPS REVERSE  
1 [D411900003] ELEC-(3) SWITCH BANKS  
1 [D412200000] LAMPS-PILOT WARNING LIGHTS RED  
1 [D412300000] LAMPS-PILOT WARNING LIGHTS AMBER  
1 [D413600001] SWITCH-ROCKER WARNING LAMPS AMBER ACTIVATION  
1 [D413806000] OPERATION-LAMPS STROBE, AMBER OR SWITCH ACTIVATED  
1 [D414500340] ELEC-HARNESS COMP ASM 340T  
1 [D414600000] ELEC-ELECTRONIC COMP ASM  
1 [D414700002] ELEC-CABLE PRIM PWR & GND-CUSTOMER ACCESS  
1 [D414900000] OPER-LPS DIR./HAZ.  
1 [D416100000] OPERATION-LAMPS SIDE DIRECT.OONLY  
1 [D416400000] BLOCK-FUSE CUSTOMER ACCESS  
1 [D417100000] LPS-DOME REAR MOST  
1 [D418600002] OPER-PRE-TRIP INSPECTION  
1 [D419601001] ELEC-SEAT BELT PILOT LAMP  
1 [D419700001] OPER-SEAT BELT PILOT LAMP  
1 [D419900000] LAYOUT-ROCKER SWITCH STANDARD  
1 [D420300000] CIRCUITRY-MULTIPLEX PRESENT  
1 [D424000340] ELEC-PV 360 CAM STOP/TAIL/TURN  
1 [D500003000] OPEN VIEW - ES, HEATED, REMOTE  
1 [D500100000] SWITCH-RKR MIRROR HTR.  
1 [D500200001] ELEC-MIR A HTD & RC  
1 [D500304002] MIR-B EXT.CROSSVIEW HTD BLK BRKT



1 [D500605010] SIGN-STOP, ELEC FRT #SE1-7500C  
1 [D500801007] ELEC-ELECTRIC STOP SIGN 1ST WINDOW POSITION  
1 [D501400340] RAIL-EXTERIOR GUARD @ WINDOW,SEAT,FLOOR,SKIRT  
1 [D501500000] RAIL-EXT GRD @ SEAT FRT END LS  
1 [D501901000] RAIL-EXT GRD@ FLOOR, NONE  
1 [D502613000] PAINT-EXT HNDLE(S) BLACK  
1 [D502600000] BUMPER-REAR 2 BRACES NO EXHAUST HOLE  
1 [D502800000] TRIM-FRT CAP RS/LS  
1 [D502900004] SKT.FWD.STPWLL LO DEF  
1 [D503104001] DECAL-REFL FRT CAP "SCHOOL BUS"  
1 [D503204001] DECAL-REFL RR CAP "SCHOOL BUS"  
1 [D503302000] CAP-FRT ROOF VENT W/WARN.LPS.  
1 [D503402000] CAP-REAR ROOF W/WARN.LPS.  
1 [D503501000] PANELS-EXT RR W/4"AUXLPS  
1 [D503600000] SHEET-DRIVERS EXTERIOR 20 GA.  
1 [D503700800] SHEET-UPPER SIDE EXTERIOR  
1 [D503902340] GUSSET-21"H LWR SIDE SHEET  
1 [D504006340] SHEET-LWR, L MID 20G,21"  
1 [D504108340] SHEET-LWR,L RR 20G,BOX FWD 340  
1 [D504206340] SHEET-LWR,R MID 20G,21"  
1 [D504308340] SHEET-LWR,R RR 20G,BOX FWD 340  
1 [D504402008] VISOR-EXT.@ WARN LPS (8)  
1 [D504500003] DOOR-U/B L BATTERY 24"  
1 [D504600000] OPER-MIRRORS EXT HTD.  
1 [D505302340] UNDERCOATING-UNDERGUARD  
1 [D505500001] DECAL-"DIESEL"  
1 [D505600000] DOOR-FUEL FILL ACCESS BTR  
1 [D505712021] FENDERETTE-STL/RBR 21" BOX BOTH  
1 [D505801803] HEADERS-WINDOW INTERIOR 340T  
1 [D50601E340] PAINT-EXTERIOR ROOF WHITE 340T  
1 [D506114340] PAINT-EXT WINDOW AREA BLACK  
1 [D506347000] PAINT-EXT GRD RAIL @ WINDOW BLACK  
1 [D506447000] PAINT-EXT GRD RAIL @ SEAT BLACK  
1 [D506547000] PAINT-EXT GRD RAIL @ FLOOR BLACK  
1 [D506647000] PAINT-EXT GRD RAIL @ SKRT BLACK  
1 [D506747001] PAINT-EXT BUMPER REAR BLACK  
1 [D506800001] PAINT-EXT ENT DOOR NONE  
1 [D506900000] PAINT-BLACK TRIM-FRONT/REAR ROOF CAPS  
1 [D507000000] PANELS-EXTERIOR REAR SIDE SHORT  
1 [D507100001] LS STORAGE BOX 1 - 100" WIDE  
1 [D507300002] LS STORAGE BOX 2 - 30" WIDE  
1 [D507400003] LATCH-BATT DOOR LOCKING  
1 [D507601000] LATCH-FUEL FILL ACCESS W/LOCK  
1 [D508101087] ROOF SHEETS-(2)HATCH-340T  
1 [D508200001] RS STORAGE BOX 1 - 100" WIDE  
1 [D508300001] RS STORAGE BOX 2 - 60" WIDE  
1 [D508400000] RS STORAGE BOX ROH - NONE  
1 [D508500000] LS STORAGE BOX ROH - NONE  
1 [D510646340] PAINT-SOLID COLOR YELLOW  
1 [D510800001] BTR FUEL FILL RECESS, W/DOOR  
1 [D510900000] VENT-STATIC PRESENT  
1 [D511501800] PILASTER - 340T, 800  
1 [D511800001] LATCH-LOCKING DEF ACCESS DOOR  
1 [D512900000] RAIL-SNOW RAIL PRESENT  
1 [D515100340] HARDWARE-MOUNTING CLIPS STANDARD  
1 [D515400000] DECAL-APPROVED FUEL TYPE  
1 [D600100000] PANELS-REAR END INTERIOR REAR GALVALUME  
1 [D600200001] PANELS-REAR END INTERIOR SIDE SHORT  
1 [D600300000] BULKHEAD-RR END INT.GRY  
1 [D600400000] PANELS-ACCESS RR BULKHEAD GRAY  
1 [D600500340] COVER-HARNESS ACCESS@HDR  
1 [D600600000] COVER-ACCESS RR END HARNESS  
1 [D600700000] COVER-ACCESS FRT END HARNESS  
1 [D600801001] COVER-TRIM DRVS HDR W/STORAGE  
1 [D600901000] COVER-TRIM FRT END W/S HEADER  
1 [D601003002] COVER-TRIM FRT ENT.ALUM.DR HDR.ELEC.OP.  
1 [D601100011] HEADLINING-VESTIBULE ACOUSTIC, GRAY,W/ DRIVE/ENTRANCE LAMPS  
1 [D601200003] H/L-RR SHORT SMOOTH GRAY W/LPS  
1 [D601403340] STRIPS-AISLE, STAINLESS STEEL

1 [D601510340] FLR-GRY VINYL W/13" CTR AISLE  
1 [D601600006] FLR-BLK WHEELHOUSE AND HEATER  
1 [D601700340] FLR-PLYWOOD 5/8" 340T  
1 [D601800001] COVER-FUEL SENDING INSPECTION  
1 [D601900340] MOLDING-SHOE 340T  
1 [D602001340] SPEAKERS-INT. 30 WAT.(6) 340T  
1 [D602102340] ELEC- (6) INT SPEAKERS 340T  
1 [D602200007] MIRROR-INT 6"X30" CAMERA  
1 [D602400000] LABEL-VEHICLE CERTIFICATION  
1 [D603000000] PAD-DR HEADER, RR EMER 36"W  
1 [D603704084] HEATER-UNDERSEAT LEFT SIDE 84,000 BTU LOCATION 4  
1 [D604209084] HTR-U/S LS 84,000 BTU LOC 9  
1 [D6047FS1BS] HOSE-HTR BLUSTRIP W/ W/H POS 17  
1 [D604800000] HEATER-ENTRANCE DOOR STEPWELL  
1 [D605000000] SWITCH-ROCKER HEATER STEPWELL  
1 [D605200001] CLAMPS-PLUMBING HEATER CONSTANT TORQUE  
1 [D605301000] CLAMPS-UNDERSEAT HEATER CONSTANT TORQUE  
1 [D605600000] LUGGAGE RACK ALERT - NONE  
1 [D605812003] CONN-HTR(2) CONST TORQ/BLUSTRIP  
1 [D605900000] SWITCH-ROCKER HEATER LEFT 1ST  
1 [D606000000] SWITCH-ROCKER HEATER LEFT 2ND  
1 [D606100000] SWITCH-ROCKER HEATER REAR WALL  
1 [D606500004] ELEC-HTR U/ SEAT POS 4  
1 [D607000009] ELECTRICAL-HEATER UNDERSEAT POSITION 9  
1 [D607500000] HOLDER-CERTIFICATE 4"X 6"  
1 [D607600800] RAIL-SEAT  
1 [D607700000] LAYOUT-SEAT RAIL HOLES RS  
1 [D607800000] LAYOUT-SEAT RAIL HOLES LS  
1 [D607904800] LINING-SIDE INT.  
1 [D608100000] CABINET-SW, FWD  
1 [D608200000] CABINET-SWITCH, LOWER WITHOUT POCKET  
1 [D608300000] CABINET-SWITCH, UPPER  
1 [D608400001] CABINET-TOP PLATE (3 BANK)  
1 [D608501001] TREAD-STEP ALUMINUM ENTRANCE DOOR GRAY  
1 [D608600001] TRIM-STEPWELL HORIZONTAL WITH RIBBED NOSE  
1 [D609000000] OPER-HTR U/ SEAT LS FWD  
1 [D609100000] PANEL-ACCESSORY MOUNTING SAFETY EQUIPMENT  
1 [D609200000] OPER-HTR STEPWELL  
1 [D609500000] INSULATION-VEST HEADLINING 2"  
1 [D609600800] INSULATION-SIDELINING 2" POLY  
1 [D609700000] SWITCH-RKR HTR BOOST PUMP  
1 [D609800000] INSULATION-RR BULKHEAD 2" POLY  
1 [D609901002] INSULATION-FRT BULKHEAD W/ACRSY 2"POLY  
1 [D610000000] OPER-HTR U/ SEAT LS AFT  
1 [D610100000] OPERATION-HTR REAR WALL/R.S.RR.FLR.  
1 [D610339002] RAIL-ASSIST FRT ENT DR 39"W  
1 [D610403340] H/L-PASS AREA ACOUS GREY 340T  
1 [D610500340] HEADERS-WINDOW EXTERIOR 340T  
1 [D610600340] INSULATION - RAFTER CAVITY 340T  
1 [D610700002] SOUND ABATEMENT-STEPWELL WITH HEATER 2.25"  
1 [D610800000] INSULATION - URETHANE  
1 [D610900800] PAD-SHDR RAIL, 42 OZ WOLF BLK  
1 [D611000000] RAIL-ASSIST FRONT ENTRANCE DOOR RIGHT SIDE 1"OD  
1 [D611801002] CVR-KICK PLATE ENT DR-W/HTR LO  
1 [D613100000] HARNESS COVER COLOR - GRAY  
1 [D613200001] SPEAKER ALERT - PRESENT  
1 [D613400000] DOME LPS - MINIMUM  
1 [D613500000] HEADLINING COLOR - GREY  
1 [D613600001] HEADLINING TYPE - ALL ACOUSTIC  
1 [D613800000] MAT, FLOOR VESTIBULE  
1 [D614000000] TRIM-INTERIOR DASH FORWARD  
1 [D614617084] HTR-RS 84,000 BTU RR FLR.  
1 [D614701340] ELEC-HTR U/ SEAT POS.17  
1 [D616100001] INSTALLATION-PARK BRAKE NONE  
1 [D616800340] SEALANT-PLYWOOD FLOOR EDGES  
1 [D616900000] INSULATION-INT SHORT REAR END  
1 [D617000000] SEALING-FLOOR COVERING  
1 [D617100000] LUGGAGE RACK ALERT - NONE  
1 [D617200000] PLATE-ACCELERATOR

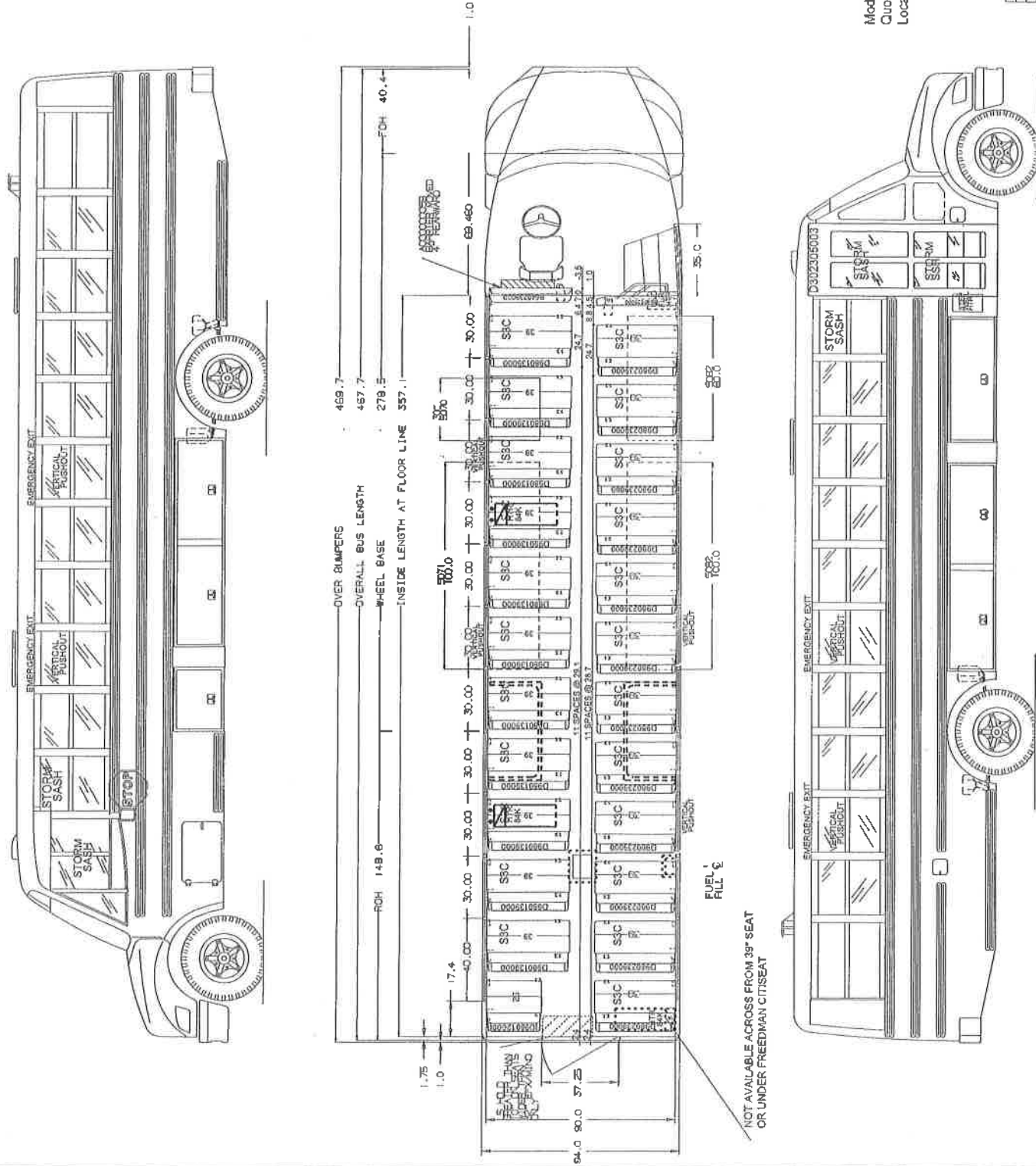
1 [D619100000] GRILLE-UNDERSEAT HEATER 84K  
1 [D619600000] ELEC-HTR ENT DOOR STEPWELL  
1 [D620600000] HOLDER-STORAGE, CLIP BOARD  
1 [D700000001] GLASS-WINDSHIELD ONE PIECE WITH TINTED BAND  
1 [D700101001] GLASS-RS FT STAT CLR TEM STORM  
1 [D700201001] GLASS-LS FRT STAT CLR TEM STOR  
1 [D700300000] GLASS-REAR STAT CLEAR TEMPERED  
1 [D700500000] FRAME-WDO SPLIT  
14 [D700530000] FRAME-WDO SPLIT 30"W  
2 [D700540000] FRAME-WDO SPLIT 40"W  
2 [D700600L01] FRAME-WDO P/O VERT TEMP TNT LS  
2 [D700600R01] WDO P/O VERT TEMP TNT RS  
14 [D700730002] GLASS-WDO TINT TEMP 30"  
2 [D700740002] GLASS-WDO TINT TEMP 40"  
1 [D700830L00] GLASS-WDO STORM TEMP 30" L  
1 [D700830R00] GLASS-WDO STORM TEMP 30" R  
1 [D700900003] STOPS-WDO 12"  
1 [D701200000] GLS-LWR RR DR TEMP CLR  
1 [D701300000] GLS-UPR RR DR TEMP CLR  
1 [D701500000] OPER-WDO P/O  
1 [D701600010] WDO-DRIVER'S STORM TEMP  
1 [D800008340] EXHAUST-LS TURNDWN, BELOW BMPR  
1 [D800600003] ANTI-FREEZE, OAT -34 DEGREE  
1 [D800700000] WINTERFRONT-CHASSIS GRILLE WHITE  
1 [D800800000] EXHAUST - KIT, TSL17 HEATE  
1 [D801000000] TUBE-FILL BTR & OVERFLOW HOSE  
1 [D801100000] CAP-FUEL FILL BTR NON-LOCKING  
1 [D801200000] SHIELD-EXHAUST PIPE  
1 [D900104001] SEAT-DRIVER NATIONAL W/HEAT  
1 [D900302001] ARMREST NATIONAL DRVR'S ST. BOTH SIDES  
1 [D900403003] UPH DR.ST.FABRIC BLK NATIONAL  
1 [D900503007] PEDESTAL-NATIONAL AIR W/2 SHOCKS  
1 [D900602001] COVER PEDASTAL NATIONAL NONE  
1 [D900702001] SLIDE STOP NATIONAL DR.ST. NONE  
1 [D900802002] RETAINER NATIONAL DR.ST.BELT  
1 [D900902001] POUCH-DR.ST.STORAGE NONE  
1 [D901039000] KICKPLATE-MOD.PANEL RS 39"  
1 [D901200002] RISER-DRIVERS SEAT, NATIONAL  
1 [D901600000] ELEC-PEDESTAL, HEATED SEAT  
1 [D901700001] Haptics-Not Present  
1 [D980126000] S3C 26"LS 2-PASSENGER WALL MOUNT  
11 [D980139000] SC3 39"LS 3-PASSENGER WALL MOUNT  
12 [D980239000] S3C 39"RS 3-PASSENGER WALL MOUNT  
24 [D980410166] FIREBLOCK BLUE UPHOLSTERY - S3C PASSENGER SEAT  
24 [D989003000] S3C WALL MOUNT HARDWARE - C2

## Optional Equipment - Chassis:

- 1 [FL-018-002] AIR BRAKE PACKAGE
- 1 [FL-065-196] PAINT:ONE SOLID COLOR,BASE/CLEARCOAT
- 1 [FL-093-1G4] RADIAL FRONT TIRE, MICHELIN XZE2, 11R22.5 14 PLY
- 1 [FL-094-0GK] REAR MICHELIN XDN2 11R22.5 14 PLY RADIAL
- 1 [FL-107-032] CUMMINS 18.7 CFM COMPRESSOR
- 1 [FL-111-001] STANDARD ENGINE OIL
- 1 [FL-124-1F3] LN 12V 240 AMP AVI PAD MOUNT ALTERNATOR
- 1 [FL-128-076] CUMMINS INTEGRAL EXHAUST BRAKE WITH VARIABLE TURBO
- 1 [FL-132-004] ELECTRIC GRID AIR INTAKE WARMER
- 1 [FL-138-010] PHILLIPS 750 WATT/115 VOLT BLOCK HEATER
- 1 [FL-140-039] ENGINE HEATER RECEPTACLE MOUNTED FACE OF BUMPER, LEFT SIDE
- 1 [FL-141-031] WEBASTO 17K BTU COOLANT HEATER
- 1 [FL-142-009] BATTERY ENABLED WEBASTO SMARTEMP CONTROL FX 7 DAY TIMER
- 1 [FL-148-084] PROG RPM CTRL W A/C OR 12.75V LOW VOLT AUTO HI IDLE, DASH SW
- 1 [FL-149-013] CRUISE CONTROL-ELEC ENG,W/SWITCHES IN LH SWITCH PANEL
- 1 [FL-155-057] DELCO 12V 29MT STARTER WITH INTEGRATED M
- 1 [FL-160-025] DIAGNOSTIC INTERFACE CONNECTOR,9-PIN, S
- 1 [FL-162-002] IGNITION SWITCH CONTROLLED ENGINE STOP
- 1 [FL-170-041] ADDL AUX LINES W/MANIFOLD PLUMBING AND COMBINED SHUTOFF
- 1 [FL-171-007] GATES BLUE STRIPE COOLANT HOSES
- 1 [FL-172-016] CONSTANT TORQUE BREEZE CLAMPS ON 1 IN DIA GREATER, SS C
- 1 [FL-174-001] CAST BOOSTER PUMP
- 1 [FL-230-003] 100GALLON/378 LITER STEEL RECTANGULAR FUEL TANK,BETWEEN RAIL
- 1 [FL-23U-004] 11.5 GALLON DEF TANK
- 1 [FL-264-029] AIR HORN,LH MOMENTARY DASH SWITCH ACTIVATED
- 1 [FL-273-037] WARNER ELECTRIC ELECTRO-MAGNETIC ON/OFF
- 1 [FL-284-095] 12VOLT POWER SUPPLY LH PANEL
- 1 [FL-285-020] SOLID STATE CIRCUIT PROTECTION, PDMS WIT
- 1 [FL-28F-008] ENGINE AFTERTREATMENT DEVICE, AUTOMATIC
- 1 [FL-292-097] (2) ALLIANCE 1131, GROUP 31, 12 VOLT, MF, 1900 CCA BATTERIES
- 1 [FL-293-070] COLE HERSEE BATTERY CUT-OFF SWITCH, BATTERY BOX MOUNTED
- 1 [FL-311-009] DAYTIME RUNNING LIGHTS SET @ 100% & EXTERIOR LAMPS W/ENG RUN
- 1 [FL-31L-083] STOP SIGN PRESENT
- 1 [FL-32F-005] OVER DOOR LAMP, RIGHT HAND FRONT ENTRANCE DOOR
- 1 [FL-342-1MJ] ALLISON 2500 PTS AUTOMATIC TRANSMISSION
- 1 [FL-343-301] ALLISON VOCATIONAL PACKAGE 354 - FIFTH GEN
- 1 [FL-35T-001] SYNTHETIC 50W TRANSMISSION LUBE (TES-295 COMPLIANT)
- 1 [FL-386-055] SPL100 DANA SPICER MAIN DRIVELINE
- 1 [FL-400-1A5] DA-F-10-3 10,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE
- 1 [FL-402-021] MERITOR 15 X 5 Q+ CAM FRONT BRAKE (ROCKWELL)
- 1 [FL-404-012] FRONT BRAKE CHAMGERS - MGM LONGSTROKE
- 1 [FL-405-002] MERITOR AUTOMATIC FRONT SLACK ADJUSTERS
- 1 [FL-409-002] CHICAGO RAWHIDE FRONT OIL SEALS
- 1 [FL-40T-002] SYNTHETIC 75W-90 FRONT AXLE LUBE
- 1 [FL-418-030] CONMET IRON FRONT HUBS
- 1 [FL-419-023] CONMET CAST IRON FRONT BRAKE DRUMS
- 1 [FL-41T-002] SYNTHETIC 75W-90 REAR AXLE LUBE
- 1 [FL-420-1C8] DA-RS-21-4 21K R-SERIES SINGLE REAR AXLE
- 1 [FL-421-556] 5.56 REAR AXLE RATIO
- 1 [FL-423-020] MERITOR 16 1/2 X 7 Q+ CAM REAR BRAKES, DBL-ANCHOR, FAB SHOES
- 1 [FL-426-036] MGM TR,LONGSTROKE,1-DRIVE AXLE, SPRING-PARK CHAMBER,TAMP-PRO
- 1 [FL-428-002] MERITOR AUTOMATIC SLACK ADJUSTERS
- 1 [FL-440-001] CHICAGO RAWHIDE (SCOT) REAR OIL SEALS
- 1 [FL-450-030] CONMET IRON REAR HUBS
- 1 [FL-452-998] NO TRACTION STABILIZER
- 1 [FL-460-008] STEEL AIR BRAKE RESERVOIRS INSIDE FRAME RAILS
- 1 [FL-477-060] BW DV-2 AUTO DRN VLV W/HTR ON WET TANK, PETCOCK OTHER
- 1 [FL-480-009] BENDIX AD-9 AIR DRYER WITH HEATER
- 1 [FL-490-101] WABCO 4S/4M ABS W/TRACTION CONTROL
- 1 [FL-52M-003] TIRE/WHEEL BALANCING-LEAD FREE WEIGHTS
- 1 [FL-532-002] ADJUSTABLE STEERING COLUMN
- 1 [FL-545-707] 7075MM (279) WHEELBASE
- 1 [FL-546-1AJ] 5/16 X 3 X 10-1/8 STEEL FRAME 120,000 PSI YIELD
- 1 [FL-556-1DF] 1-PIECE 14 PTD STL 1/4 HD BUMPER JACK PROVISION
- 1 [FL-558-001] FRONT FRAME-MOUNTED TOW HOOKS
- 1 [FL-620-062] 10,000 LB. TAPERLEAF FRONT SUSPENSION
- 1 [FL-622-284] AIRLINER 21,000 LB. REAR SUSPENSION

- 1 [FL-644-057] FIBERGLASS HOOD WITH SPLASH SHIELDS
- 1 [FL-647-001] WHITE WINTERFRONT
- 1 [FL-66W-007] BAT PWD 2-POS INT DOOR CONTROL LS SWITCH PANEL
- 1 [FL-690-010] HOOD TUNNEL/FIREWALL PREMIUM NOISE ABATEMENT AND INSULATION
- 1 [FL-721-029] 112DB BACKUP ALARM
- 1 [FL-727-036] VALVE & PLUMBING FOR CUSTOMER FURNISHED AIR HORN
- 1 [FL-742-007] (2) CUPHOLDERS, LEFT HAND AND RIGHT HAND DASH
- 1 [FL-763-801] FASTEN SEAT BELT INDICATOR FOR CUSTOMER SUPPLIED SEAT BELT
- 1 [FL-786-998] NO POSITIONING/LOCATING SYSTEM
- 1 [FL-79A-075] 75 MPH ROAD SPEED LIMIT
- 1 [FL-810-027] ELECTRONIC SPEEDOMETER WITH SECONDARY KPH SCALE, NO ODOMETER
- 1 [FL-81Y-001] PRE/POST TRIP SYSTEM TEST
- 1 [FL-846-001] AMMETER
- 1 [FL-84C-003] PRIMARY MODE GEARS, 5 FORWARD
- 1 [FL-84U-998] NO MODE SWITCH
- 1 [FL-864-005] TRANSMISSION OIL TEMPERATURE INDICATOR LIGHT
- 1 [FL-882-023] ONE-VALVE PARKING BRAKE SYSTEM WITH WARNING
- 1 [FL-910-001] SINGLE AIR SUSPN LEVELING VALVES
- 1 [FL-980-6MJ] CAB COLOR A:L5898EB SCHOOL BUS YELLOW ELITE BC
- 1 [FL-98A-001] GRILLE: SILVER N3388H IMRON 5000

## SEATING CAPACITY: 71 + DRIVER



NOT AVAILABLE ACROSS FROM 39" SEAT  
OR UNDER FREEDMAN CITISEAT

ALL DIMENSIONS ARE  
FOR REFERENCE ONLY

### GENERAL NOTES

- [illegible]

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THOMAS BUILT BUSES, INC.

## PLAN AND ELEVATION BODY 340TS

DATE	2/28/12
TIME	12:31
SIZE	5
USPS NO	847317

	Steinke	Rushton	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Action**

**Agenda Item: 8 c**

**Topic:** Consider to Void Checks

Student Account Check #49006 – 2 Vendors Combined on 1 Check  
 #14235 and #14236 – Cancelled VB with Heart Butte  
 Student Account #14555 Volleyball Official Change  
 #14582 Printing Error

**Background:**

**Discussion:**

**Recommendations:**

Approve to void checks

**Fiscal Impact:**

NA

	Steinke	Rushton	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Action**

**Agenda Item: 8 d**

### 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

### Fiscal Impact:

Per Negotiations with Board Committee



	Steinke	Rushton	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Action**

**Agenda Item: 8 e**

### 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.

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### Discussion:

Recommendations: Hire Classified as presented on Agenda

### Fiscal Impact:

Per Negotiations with Board Committee

	Steinke	Rushton	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: New Business— Action**

**Agenda Item: 8 f**

**Topic:**

MTSBA Policy Update/MTSBA Policy Maintenance

**Background:**

**Discussion:**

Please refer to MTSBA Policy Notes



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

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## MTSBA Policy Notes - September 17, 2021

1 message

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

Fri, Sep 17, 2021 at 12:24 PM

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

MTSBA Policy Maintenance Program Members:

The MTSBA Policy Services team has prepared necessary updates to the MTSBA Model Policy manual. This edition of MTSBA Policy Notes provides updates to the MTSBA Model Policy Manuals to needed to ensure compliance with the law and best practice.

The specific policies are outlined below. Districts that have previously adopted an existing model policy will adopt required changes and decide whether to adopt recommended changes. If a district has not previously adopted an existing model policy, 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 the policies 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 MTSBA.org to reflect the adopted changes as they relate to your current policies, adopted/revised on date, and headers.

### Model Policies to Update

**MTSBA Model Policy 1135 – School Board Advocacy** -has been updated to reflect the current operations of the MTSBA advocacy program. This is a required update to an optional policy.

**MTSBA Model Policy 1210 – Officers and Qualifications** - has been updated to reflect a board of trustees' authority to set the scope of the authority of a board chair to participate in a board meeting. This is an optional update to a recommended policy.

**MTSBA Model Policy 1420 – School Board Meeting Procedure**- has been updated to clearly state the role of the board chair in approving agenda items, update the authority of the board to change the order of business in compliance with the latest interpretation of the open meeting law, and ensure consistency of notification requirements with special meeting provisions in law. These are required updates to a required policy.

**MTSBA Model Policy 2050 – Student Instruction** - has been updated to ensure consistency with the law and applicability when districts are not facing an emergency. This is a required update to a recommended policy.

**MTSBA Model Policy 2140 – Guidance and Counseling** - has been updated to address alternative discipline matters and correct outdated language regarding students and post-secondary opportunities. This is a required update to a recommended policy.

**MTSBA Model Policy 2167 – Correspondence Courses** - has been updated to reflect previous changes to Model Policies 2170 and 3121 consistent with newly enacted law. These updates remove limitations on the number of correspondence courses a student may take. This is a required update to a recommended policy.

**MTSBA Model Policy 2168 – Distance Learning** - has been updated to reflect previous changes to Model Policy 2170. This is a required update to a recommended policy.

**MTSBA Model Policy 2221P – School Closure Procedures** - has been updated to reflect expand the scope of possible closures and clarify the role of staff during a closure. This a recommended change to an optional policy. MTSBA can assist with any customization that may be necessary for a specific district's practices.

**MTSBA Model Policy 2240 – Summer School** - has been updated to provide clear expectations for the program in a manner consistent with law. This is a required update to a recommended policy.

**MTSBA Model Policy 3121 – Enrollment and Attendance** - has been updated to reflect the requirements of HB 233. The bill, which is now law, allows for certain students with disabilities up to 21 years of age to be included in average number belonging calculations. This is a required update to a recommended policy.

**MTSBA Model Policy 3222 – Distribution and Posting Materials** - has been updated to reflect changes to other policies governing the activities of student clubs and organizations and ensure consistency with community postings under Policy 4331. This a required update to a recommended policy.

**MTSBA Model Policy 3231 – Search and Seizure** - has been updated to clarify the scope of the authority of school administrators to utilize devices for the purposes of preserving school safety. This is a required update to a recommended policy.

**MTSBA Model Policy 3235 -Video Surveillance-** has been updated to establish procedures for maintaining and monitoring school surveillance footage and clarifying the options for audio surveillance. This is a required update to a recommended policy.

**MTSBA Model Policy 4330P and 4330F – Community Use of Facilities** - have been updated to address additional ways community members may use district facilities and to have the use agreement reflect standard insurance practices and health protocols.

**MTSBA Model Policy 5140 – Classified Employment and Assignment** – has been updated to reflect changes to the Wrongful Discharge from Employment Act and to clarify district obligations to employees regarding issuance of contracts and terms of employment following successful completion of the probationary period. This is a required updated to a recommended policy.

**MTSBA Model Policy 5223 – Personal Conduct** – has been updated to address ownership of materials completed by employees in the scope of their duties using public resources. This is a required update to a recommended policy.

**MTSBA Model Policy 5314 – Substitutes** – has been updated to specifically apply confidentiality standards to substitute employees. This is a required update to a recommended policy.

**MTSBA Model Policy 7251 – Disposal of Property** – has been updated to remove inapplicable language from the "With a Vote" section of the policy. This is a required update to a recommended policy.

#### New Recommended Policies

**MTSBA Model Policy 4125 -District Social Media** - is now available to provide guidance and structure to a school district's use of social media for community engagement. This is a recommended policy.

**MTSBA Model Policy 8211 – Procurement Policy Using Federal Funds** - is now available to comply with federal procurement standards that may apply to districts when using federal funds for purposes beyond food service. This is a recommended policy.

#### Model Policies to Delete

**MTSBA Model Policy 1135P – School Board Advocacy Procedure** - has been deleted to reflect the current operations of the MTSBA advocacy program.

**MTSBA Model Policy 2312P – Copyright Procedure** - has been deleted to reflect updated copyright compliance guidance by relying solely on law as outlined in MTSBA Model Policy 2312.

**MTSBA Model Policy 4330F1 - Assumption of Risk** - has been deleted as it is now included and addressed in MTSBA Model Policy 4330F.

Thank you to the over 170 districts that participate in the MTSBA Policy Maintenance Service Program. If you have any other questions or suggestions about MTSBA Policy Services, please contact me at any time so we can make sure your district's policies are helping your district operate effectively and efficiently.

Thank you,

Kris Goss

Director of Policy Services/Senior Counsel

Montana School Boards Association

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#### 23 attachments



1135-School Board Advocacy.doc

32K

-  **1135P-School Board Advocacy Procedure.doc**  
31K
-  **1210-Qualifications, Terms, Duties of Board Officers.doc**  
31K
-  **1420-School Board Meeting Procedure.doc**  
39K
-  **2050-Student Instruction.docx**  
28K
-  **2140-Guidance and Counseling.doc**  
33K
-  **2167-Correspondence Courses.doc**  
30K
-  **2168-Distance, Online, and Technology Learning.DOC**  
36K
-  **2221P-School Closure Procedures.DOC**  
34K
-  **2240-Summer School.doc**  
28K
-  **2312P-Copyright Compliance.doc**  
48K
-  **3121-Enrollment and Attendance Records.doc**  
49K
-  **3222-Distribution and Posting of Materials.DOC**  
30K
-  **3231-Searches and Seizure.doc**  
33K
-  **3235-Video Surveillance.doc**  
28K
-  **4125- District Social Media.doc**  
32K
-  **4330F-School Facilities and Grounds Use and Release of Liability Agreement.doc**  
44K
-  **4330P-Rules and Regulations for Building Use.doc**  
36K
-  **5140-Classified Employment and Assignment.docx**  
20K
-  **5223-Personal Conduct.doc**  
45K
-  **5314-Substitutes.DOC**  
31K
-  **7251-Disposal of School District Property Without a Vote.DOC**  
28K
-  **8211-Procurement Policy for Federal Funds.docx**  
32K

## THE BOARD OF TRUSTEES

1135

### School Board Advocacy

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

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

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

In doing so, the ~~Board~~ Trustees will:

1. ~~At its annual organizational meeting appoint a member as its Board Legislative Contact (BLC) to the Montana School Boards Association (MTSBA). This person will:~~
  - a. ~~Serve as the Board's liaison to MTSBA;~~
  - b. Review MTSBA legislative correspondence;
  - c. Respond to MTSBA legislative calls to action;
  - d. ~~Attend the~~ Participate in Day of Advocacy during each legislative session;
  - e. Attend other state and regional association meetings as approved by the Board;  
and
  - f. Advise MTSBA of the Board's views regarding MTSBA's legislative positions and activities.
2. At least once each month in accordance with Policy 1420, the Board meeting agenda will include an opportunity for the trustees to discuss BLC to report on educational issues pending on the state and federal levels.
3. Work with the ~~BLC~~, MTSBA, the National School Boards Association (NSBA), and other concerned groups and organizations on matters of mutual interest.

### Policy History:

Adopted on:

Reviewed on:

Revised on:

## THE BOARD OF TRUSTEES

1210

### Qualifications, Terms, and Duties of Board Officers

The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual organizational meeting.

#### Chairperson

The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-352(2). If an additional trustee is chosen to serve as the Chairperson of an elementary district described in 20-3-351(1)(a), the additional trustee may not vote on issues pertaining only to the elementary district. The duties of the Chairperson include the following:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments;
- Sign all papers and documents as required by law and as authorized by action of the Board;
- Close Board meetings as authorized by Montana law; and
- Act as spokesperson for the Board.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairperson SELECT OPTION:  
[may / may not] not make a motion but may second motions.

#### Vice Chairperson

The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform all the duties of the Chairperson during the Chairperson's absence or unavailability. The Vice Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

Cross Reference:	1120	Annual Organizational Meeting
Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-321(2), MCA	Organization and officers
	§ 20-3-351(1)(a), MCA	Number of trustee positions in high school districts
	§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions – nonvoting trustee

#### Policy History:

Adopted on:

Reviewed on:

Revised on:



## THE BOARD OF TRUSTEES

1420  
page 1 of 3

### School Board Meeting Procedure

#### Agenda

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

~~The Board Chairperson must approve any items submitted by Board members or members of the public, to be placed on the agenda. Any topics requested by Board members or members of the public must first be approved by the Board Chair before being placed on the agenda.~~

Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy.

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

~~With consent of a majority of members present, the order of business at any meeting may be changed.~~ Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least ~~twenty-four (24)~~ forty-eight (48) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent's office ~~twenty-four (24)~~ forty-eight (48) hours before a Board meeting. An agenda for other types of Board meetings will be prepared if circumstances require an agenda.

#### Consent Agenda

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. Any Board member who wishes to remove an item from the consent agenda must 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.

#### Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. [(Optional) If an audio recording of a meeting is made and designated as official, the

recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the "public comment" section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

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

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

### Quorum

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

### Electronic Participation

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

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

Any Board member wishing to participate in a meeting electronically will notify the Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in

a location with the appropriate equipment so that Board members participating in the meeting electronically may interact, and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

#### Meeting Conduct and Order of Business

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

#### Rescind a Motion

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

Cross Reference: 1441 Audience Participation

Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-323, MCA	District policy and record of acts
	<i>Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005</i>	

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## INSTRUCTION

2050

### Student Instruction

The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

### Offsite Instruction

The Board of Trustees authorizes offsite instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year ~~affected by a public health emergency~~. Offsite delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Offsite instruction is available to students:

1. meeting the residency requirements for that district as provided in 1-1-215;
2. living in the district and eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or
3. attending school in the district under a mandatory attendance agreement as provided in 20-5-321;
4. attending school in the nearest district offering offsite instruction that agrees to enroll the student when the student's district of residence does not provide offsite instruction in an equivalent course in which the student is enrolled. A course is not equivalent if the course does not provide the same level of advantage on successful completion, including but not limited to dual credit, advanced placement, and career certification. Attendance under this provision is subject to approval of the Trustees.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting at when circumstances require.

### Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using District assessments consistent with District Policy 1005FE, or other measures approved by the Board of Trustees.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or

onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

**Legal Reference:** Article X, Section 1, Montana Constitution  
Section 20-1-101, MCA – Definitions  
Section 20-1-301, MCA – School Fiscal Year  
Section 20-9-311, MCA – Calculation of Average Number Belonging  
Section 20-7-118, MCA - Offsite Provision of Educational Services  
Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
ARM 10.55.906(4)) – High School Credit

**Cross Reference:** Policy 1005FE – Proficiency-Based Learning  
Policy 2100 – School Calendar  
Policy 2140 – Guidance and Counseling  
Policy 2168 – Distance Learning  
Policy 2410 – Graduation  
Policy 2420 – Grading and Progress Reports

**Policy History:**

Adopted on:

Reviewed on:

Revised on:

Terminated on:

## INSTRUCTION

2140

### Guidance and Counseling

The District recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations, District policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should:

1. Provide staff with meaningful information which can be utilized to improve educational services offered to individual students.
2. Provide students with planned opportunities to develop future career and educational plans.
3. Refer students with special needs to appropriate specialists and agencies.
4. Aid students in identifying options and making choices about their educational program.
5. Assist teachers and administrators in meeting academic, social, and emotional needs of students.
6. Provide for a follow-up of students who further their education and/or move into the workforce world of work.
7. Solicit feedback from students, staff, and parents, for purposes of program improvement.
8. Assist students in developing a sense of belonging and self-respect.
9. Have information available about nicotine addiction services and referrals to tobacco cessation programs to students and staff.
10. Serve as a reference for alternative discipline or restorative justice programs.

All staff will encourage students to explore and develop their individual interests in all areas including but not limited to career and technical programs, academic curricula, post-secondary opportunities, community or military service, and employment options without regard race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status.

~~All staff will encourage students to explore and develop their individual interests in career and vocational-technical programs and employment opportunities, without regard to gender, race, marital status, national origin, or handicapping conditions, including reasonable efforts in encouraging students to consider and explore "nontraditional" occupations.~~

Legal Reference     § 49-3-203, MCA  
                             10.55.710, ARM

Educational, counseling, and training programs  
Assignment of School Counseling Staff

## INSTRUCTION

2167

### Correspondence Courses

The District will permit a student to enroll in an approved correspondence course from a school approved by the National University Extension Association or the Distance Education Accrediting Commission, in order that such student may include a greater variety of learning experiences within the student's educational program.

Credit for correspondence courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. Credit is granted for the following approved schools:
  - a. Schools approved by the National University Extension Association or through one of the schools approved by the Distance Education Accrediting Commission;
  - b. Community colleges, vocational-technical institutes, four-(4)-year colleges and universities and state-approved private schools in the state of Montana; and
  - c. Other schools or institutions which are approved by the District after evaluation for a particular course offering.

The District shall not be obligated to pay for a student's correspondence courses unless otherwise specified in Policy 2170.

~~The District will accept up to two (2) credits of correspondence coursework. OPTIONAL: No correspondence courses are allowed that serve to supplant required coursework in grades 9-12. Correspondence coursework cannot be used to allow a student to graduate early from high school.~~

Cross Reference:      2410 and 2410P      High School Graduation Requirements

Legal Reference:      § 20-7-116, MCA      Supervised correspondence study  
ARM 10.55.906      High School Credit

### Policy History:

Adopted on:

Reviewed on:

Revised on:



## INSTRUCTION

2168  
page 1 of 2

### Distance, Online, and Technology-Delivered Learning

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

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

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

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

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

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course does not replace a required course offered by the District;

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

The District will not be obligated to pay for a student's distance learning courses unless otherwise specified in Policy 2170.

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

Cross Reference:	2170 2410 and 2410P 2100	Montana Digital Academy High School Graduation Requirements School Calendar and Year
Legal Reference:	§ 20-9-311(4)(d), MCA ARM 10.55.705  ARM 10.55.906 ARM 10.55.907	Calculation of Average Number Belonging Administrative Personnel; Assignment of School Administrators/Principals High School Credit Distance, Online, and Technology Delivered Learning

Policy History:

Adopted on:

Reviewed on:

Revised on:

## INSTRUCTION

2221P  
page 1 of 2

### School Closure Procedure

*Note: this is an optional procedure that should be customized to meet a districts' specific needs, structure, and operations. These changes reflect updates to the MTBSA model document.*

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event extremely cold temperatures, wind chill factors, snow, wind, community disaster, public health emergency, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators.

The provisions of this procedure may be terminated, amended, or adjusted, by the Board of Trustees in the event of circumstances requiring extended school closure due to a declaration of emergency.

### Work Schedules and Responsibilities for School Closures

#### **Superintendent**

~~Only~~ The Superintendent or Board of Trustees has authority to close schools. The Superintendent will be on duty throughout any existing or potential emergency situation, day or night. All orders of doubtful origin should be confirmed with the Superintendent.

#### **Central Administrative Personnel**

Central administrative personnel will be expected to report for duty on their assigned shifts in the event of any school closure, insofar as is safely possible, unless otherwise directed by the Superintendent or designee. Additional hours may be required, especially of the maintenance supervisor, business manager, and personnel director, depending on the nature of the emergency. ~~If it is absolutely impossible for a central administrator to report for duty, the administrator may take the day as a personal leave day or vacation day, with the permission of the Superintendent.~~

#### **Building-Level Administrators, Non-Teaching "Exempt" Personnel, and Identified Support Staff**

All building-level administrators and non-teaching "exempt" personnel will report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head custodian and at least one (1) secretary, insofar as is safely possible. The building

administrator will ascertain that the building has been adequately secured and that any child who mistakenly reports to school ~~[in the event school has been closed]~~ is properly and safely cared for and returned home per District policy. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation and will respond to telephone questions. Staff will be advised of schedule for the day by immediate supervisor. ~~When the situation has been stabilized, the personnel who reported to work may choose to return home. An administrator or exempt employee who does not work a normal day will then adjust his/her work year, by memorandum to the Superintendent, by the number of hours not worked on the day or days of school closure.~~

### **12-Month Classified Employees**

In the event of school closure, 12-month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor. Building secretaries and secretaries to key central administrative personnel who are required to be on duty are expected to report for duty. If a 12-month classified employee is unable to or does not report for duty, the employee will complete a leave request form to declare the day as personal leave, vacation, or leave without pay.

### **10- and 11-Month Classified Employees**

Ten- and 11-month employees may report for duty or not report for duty as directed by their immediate supervisor. If such employees do not report for duty, they will complete a District leave request form to declare the day as personal leave, vacation, or leave without pay.

### **Aides, Food Service Workers, and Other 9¼-Month Classified Employees**

These employees work only those days school is in session and are not expected to work when school is not in session. If school has been closed, 9¼-month employees should not report for duty unless otherwise directed by their immediate supervisor. 9¼-month employees will complete a leave request form to declare the day as personal leave, vacation, or leave without pay.

### **Teachers (Teachers, Librarians, Psychologists, Counselors)**

If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Policy History:  
Adopted on:

## INSTRUCTION

2240

### Summer School

The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school or at another offsite location. Remediation credit courses shall be offered for grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the Board of Trustees.

~~The District summer program of instructional offerings will be for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation. Remediation credit courses will be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the principal. The summer maintenance and enrichment program must be self-supporting.~~

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## STUDENTS

3121  
page 1 of 2

### Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, any student who participates in pupil instruction as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20, including but not limited to an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under Section 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under Section 20-9-706, MCA;
- Receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district;

- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;
- A student participating in an “innovative educational program” as defined in Section 15-30-3102, MCA;
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
  - the student has not graduated;
  - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
  - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.

#### Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or Part Time Enrolled Student

The District shall include for ANB purposes a child who during the prior school year:

- a. resided in the District;
- b. was not enrolled in the District or was not enrolled full time; and
- c. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.

Each completed extracurricular activity that, inclusive of practices and post-season tournaments, lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A child may not be counted as more than one full-time enrollment for ANB purposes.

For purposes of calculating ANB under this section, "extracurricular activity" means:

- a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
- b. an approved career and technical student organization, pursuant to Section 20-7-306, MCA; or
- c. a school theater production.

#### Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a "school of origin" that differs from the assigned school.

Cross References:	Policy 3510 Policy 2600	School Sponsored Activities Work Based Learning
Legal Reference:	§ 1-1-215, MCA § 20-9-311, MCA § 20-9-706, MCA § 20-9-707, MCA 29 U.S.C. 794 34 CFR 300.1, et seq. Chapter 297 Chapter 269 Chapter 247 Chapter 406	Residence – rules for determining Calculation of average number belonging (ANB) -- three-year averaging. Running start program – authorizing class credits at postsecondary institution – eligibility – payment for credits Agreement with Montana youth challenge program or accredited Montana job corps program Nondiscrimination under Federal grants and programs Assistance to states for the education of children with disabilities 2021 General Legislative Session 2021 General Legislative Session 2021 General Legislative Session <u>2021 General Legislative Session</u>

Policy History:  
Adopted on:



## **STUDENTS**

3222

### Distribution and Posting of Student Materials

District policy allows distribution of materials for student curricular clubs and non-curricular groups.

The Superintendent, building principal, or designee must approve all materials before they may be distributed or posted. Materials distributed or posted will include an notation to inform the recipient if the material is from a curricular student club or non-curricular student group.

To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials. Materials may also be posted on designated walls in the school buildings.

Materials from a curricular student club or non-curricular student group, which provide information valued or needed by the students of the school district may be distributed, except those that would:

- A. Disrupt the educational process;
- B. Violate the rights of others;
- C. Invade the privacy of others;
- D. Infringe on a copyright;
- E. Violate District policy, procedure, or administrative directive;
- F. Be obscene, vulgar or indecent; or
- G. Promote violence, discriminatory conduct, the use of drugs, alcohol, tobacco, nicotine and any other tobacco innovation, firearms, or certain products that create community concerns.

All non-student community materials must be reviewed and approved by the Superintendent, building principal, or designee in accordance with Policy 4331.

~~District policy allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies. The District also may allow distribution of materials that provide information valued or needed by the District.~~

~~The Superintendent must approve all materials before they may be distributed by any organization.~~

~~To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials.~~

## STUDENTS

3231  
page 1 of 2

### Searches and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools identified in school district policy or the student handbook or deemed necessary by the Superintendent or designee.

The "pat down" or "search" of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

### School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

### Students

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District

or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

#### Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Legal Reference:     *Safford Unified School Dist. No. 1 v. Redding*, 557 U.S. 364, 129 S.Ct. 2633 (2009)  
                              *Terry v. Ohio*, 392 U.S. 1, 20 (1968)  
                              *B.C. v. Plumas*, (9th Cir. 1999) 192 F.3d 1260

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## STUDENTS

3235

### Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, buses, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, that video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention. The following employees will have access to the system for monitoring, maintenance, and necessary retention:  
Responsibilities governing access to the system will be outlined in the employee's respective job description.

**OPTION 1:** Video recordings will be totally without sound.

**OPTION 2:** It is the decision of the District that video recordings will include audio. The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance, with audio, may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, in which video/audio surveillance may occur.

Cross Reference: 3600 Student Records

### Policy History:

Adopted on:

Reviewed on:

Revised on:

**COMMUNITY RELATIONS**

Rules and Regulations for Building/Facility/Equipment Use

1. Applications requesting use of the school facility must be presented to the building administrator at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.
2. The school premises shall not be available before 5:00 p.m. on school days, except under special conditions.
3. Rental fees are as follows: (Example)      Gym      \$100 + custodian  
  
Fees (will) (may) be waived for private nonprofit groups that do not charge admission fees. Religious groups or organizations will be charged rental fees as listed above.
4. The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings.
5. In case of loss or damage to school property, the organization and/or individual signing the request shall be fully responsible and liable.
6. The District reserves the right to require a certificate of insurance from the renting agency.
7. No furniture or apparatus shall be moved or displaced without permission.
8. No access to other rooms in the building shall be permitted unless designated by agreement.
9. There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or alcohol used or sold in or about school buildings and premises, nor shall profane language, quarreling, fighting, or illegal gambling be permitted. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
10. Wax, or other preparations ordinarily used on dance floors, is not to be used on gymnasium floors.
11. The Superintendent may require a school employee to be present during use of the building by the non-school organization. In such case, the requesting organization will

pay for the employee expense (i.e., custodians, overtime).

12. When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of the Facilities Use Agreement.
13. OPTIONAL: General Community Use of Gym/Weight Room/Equipment

The following guidelines will be strictly adhered to for community members accessing school property for use of the gymnasium, weight room, and other facilities:

- a. Absolutely no students are allowed in the facility during periods designated for general community use.
- b. All community members accessing the facility during periods for general community use will have completed the forms and training required by the school district which may include but are not limited to:
  - i. Signed Assumption of Risk Form on file in the office
  - ii. Proof of medical insurance. The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.
- c. Unacceptable behavior including but not limited to: undisciplined behavior, harassment, discrimination, misuse of equipment, or other violations of district policy will result in termination of access.
- d. Always make sure the facility is left as it was found and locked upon completion of use.

Policy History

Adopted on:

Reviewed on:

Revised on:

## SCHOOL FACILITIES/GROUNDS USE AND LIABILITY RELEASE AGREEMENT

### \_\_\_\_\_ School District

Organization or Individual Requesting Facility Use: \_\_\_\_\_  
 Facility Requested: \_\_\_\_\_  
 Date and Hours of Requested Use: \_\_\_\_\_  
 Purpose of Use: \_\_\_\_\_  
**Will there be an admission fee? \_\_\_\_\_ If so, how much? \_\_\_\_\_**

#### Premises and Conditions

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. All District policies are in effect and shall be honored during the rental period and while the requesting organization is using the facility.
2. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities. The District uses audio and video surveillance to monitor activity in the facility.
5. The presence of weapons, including firearms, is prohibited unless previously reviewed and approved by the Board of Trustees in accordance with Montana law.
6. All District-owned equipment, facilities, and other property will remain unchanged and undamaged and the requesting organization or individual will pay for any damages to District property. All fobs, or other access items will be returned to the District. Access to the facility will be restricted to the identified points of ingress and egress.
7. All attendees and participants shall honor and enforce County Health Department directives and safety standards and School District policies regarding the health and safety at gatherings and events held at the school. The requesting organization is expected to specifically comply with all cleaning and disinfecting protocols outlined in District policy as attached.

Failure to honor these covenants will result in cancellation of the event and/or all available remedies under the law.

#### Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ \_\_\_\_\_, and this shall be due \_\_\_\_\_ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

#### Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District. The undersigned organization or individual accepts and assumes all such risks and hazards and ~~does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District.~~

### **Insurance**

The user of the facility shall provide the District with a certificate of insurance and endorsement to their property and liability policy. Said certificate and policy endorsement shall name the District as an additional insured. The certificate and policy shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person or resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage for \$1,000,000. The certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

### **Special Events Coverage**

~~The district requires the event holder to purchase a special event liability policy for the event, and to name the district as an additional insured on the policy. The event holder should provide the district with a certificate insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.~~

### **Assumption of Risk**

~~The requesting organization agrees to indemnify, release and hold harmless the District, inclusive of its employees, administration, board of trustees, and insurers from any and all civil liability involving any and all forms of injury except those that may arise as a result of willful, wanton or reckless conduct by the District or its agents adding unwarranted danger to participation in such event.~~

The requesting organization understands that the District will take all reasonable precautions to insure the risk of injury to individuals accessing the facilities or grounds is minimized. However, even though these precautions are taken there is still a chance of injury, and in rare instances even severe injury and death. The requesting organization understands the risks involved. Any negligence arising out of use of the facilities or grounds under this agreement shall be attributed to requesting entity as comparative negligence within the meaning of Section 27-1-702, MCA.

The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.

### **Non-Discrimination**

The District will consider requests for use of district facilities for political purposes and activity in accordance with Montanan law. The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

### **District's Rights**

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes, the event will violate District policy, or if the conditions outlined in this agreement are not satisfied. The District reserves all rights under the law to seek remedy in the event School District property is damaged.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
School District:

Requesting Organization or Individual:

By \_\_\_\_\_

By \_\_\_\_\_



Address \_\_\_\_\_  
Phone \_\_\_\_\_

Additional Obligations \_\_\_\_\_  
\_\_\_\_\_

**PERSONNEL**

5140

Classified Employment and Assignment

Employees designated as “classified” employees include all non-teaching positions or duties in the District.

Each newly hired classified employee will either be hired: (1) as a probationary employee, or (2) immediately be placed on a written contract for a specific term with a beginning and ending date, within the meaning of Section 39-2-912(2), MCA. Employees initially hired on a written contract for a specific term will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

For those employees hired as probationary employees, such employees will be required to complete a probationary period of \_\_\_\_\_ months. The Board authorizes the Superintendent to extend the probationary period in a manner permitted by law. Any extension of the probationary period by the Superintendent, together with the original probationary period, may not exceed a total of 18 months. Leaves of absence by an employee for a period of more than 5 consecutive working days other than holidays or vacations during the probationary period (select one: will/will not) be counted as part of the probationary period.

During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Prior to the conclusion of the original or extended probationary period, the Superintendent will determine whether to retain the employee or make a recommendation to the Board for termination of probationary employment. If the employee is retained, the employee will be designated as one of the following types of employees depending on the factors noted.

Designation 1: If, before the probationary period concludes, the employee is placed on a written employment contract, the employment contract shall be a written contract of employment for a specific term with a beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The employee will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

If the employee is issued subsequent contracts for a specific term following the initial contract, a probationary period will not apply. The employee will be subject to terms of the contract including the beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The employee will have no expectation of continued employment beyond the current contract term, and in the absence of Board action to offer a subsequent contract, the employment will automatically conclude at the conclusion of the contract term.

Designation 2: If, after the probationary period concludes, the employee is not placed on a written employment contract for a specific term, the employee's service to the District will be subject to the provisions in Title 39, Chapter 2, Part 9, MCA.

Designation 3: If, after the probationary period concludes, the employee is subject to the provisions of a collective bargaining agreement, the employee's service to the District will be subject to the terms of the collective bargaining agreement within the meaning of Section 39-2-912, MCA.

Subject to any applicable collective bargaining agreement, the District reserves the right to: (1) change employment conditions affecting an employee's duties, assignment, supervisor, or grade and/or (2) determine the salary and benefits for classified employees.

~~Each classified employee will be employed under a written contract of employment for a specific term with a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of \_\_\_\_\_\*.~~

~~During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.~~

~~The Board will determine salary and wages for classified personnel.~~

*\*If the employer does not establish a specific probationary period, the probationary period is presumed to be twelve months*

Legal Reference:	§ 39-2-904, MCA	Elements of wrongful discharge – presumptive probationary period
	§ 39-2-912, MCA	Exemptions

Policy History:

Adopted on:

Reviewed on:

Revised on:

## PERSONNEL

5223

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### Personal Conduct

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

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

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

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

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

### Firearms and Weapons

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

For the purposes of this policy, the term "firearm" means (A) any weapon 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).

For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a

weapon or through its use is capable of intimidating threatening or producing bodily harm or which may

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Page 2 of 2

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:

Personal Conduct

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

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

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

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

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

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

For the purposes of this policy, the term "firearm" means (A) any weapon 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).

For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a

weapon or through its use is capable of intimidating threatening or producing bodily harm or which may

5223

Page 2 of 2

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  
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	§ 39-2-102, MCA	What belongs to employer
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	§ 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

5314

### Substitutes

The Board will regularly approve a list of acceptable substitutes that meet the guidelines as prescribed in this policy. Appearance on the substitute list does not guarantee employment.

The Board authorizes the use of substitute teachers that appear on the list to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for their own substitute. A substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive teaching days.

If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the board of trustees shall place a licensed teacher under contract or seek an emergency authorization of employment in accordance with Administrative Rules of Montana 10.57.107.

The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given to substitute teachers.

Substitutes for classified positions will be paid by the hour. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

All substitute teachers will be required to undergo fingerprint and background checks. All substitutes are subject to District Policies during their term of service to the District. All substitutes shall abide by student and staff confidentiality standards during their term of service to the District.

Legal Reference:      10.55.716, ARM                      Substitute teachers

### Policy History:

Adopted on:

Reviewed on:

Revised on:



## FINANCIAL MANAGEMENT

7251

### Disposal and Sale of School District Property

#### Without a Vote

The Board is authorized to dispose of a site, building, or any other real or personal property of the District, that is or is about to become abandoned, obsolete, undesirable, or unsuitable for school purposes.

To effect proper disposal, the trustees shall pass a resolution stating their decision concerning property disposal. The resolution will not become effective until fourteen (14) days after the resolution is published in a newspaper of general circulation in the District.

Should any taxpayer properly protest the resolution during the fourteen (14) days after the date of publication, the trustees shall submit testimony to the court with jurisdiction.

Once the resolution is effective, or if appealed the decision has been upheld by the court, the trustees shall sell or dispose of the real or personal property in a reasonable manner determined to be in the best interests of the District. Proceeds from the sale of fixed assets can be deposited to the general, debt service, building, or any other appropriate fund.

#### With a Vote

Unless the property can be disposed of without a vote, the Board has the power to dispose of all District property, only when the qualified electors of the District approve of such action at an election called for such approval in accordance with the provisions in Section 20-6-603, MCA ~~or when the trustees adopt a resolution stating their intention to dispose of the property. When the trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to authorize the sale of the real property. The conduct of the meeting and any such subsequent appeals shall be in accord with § 20-6-604, MCA.~~

The money realized from the sale or disposal of real or personal property of the district must be credited to the debt service fund, building fund, general fund, or other appropriate fund, at the discretion of the trustees.

Legal Reference:	§ 20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings – when election required
	§ 20-6-604, MCA	Sale of property when resolution passed after hearing – appeal procedure

#### Policy History:

Adopted on:

Reviewed on:

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

## THE BOARD OF TRUSTEES

1135P

### School Board Advocacy

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

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

Legal Reference: \_\_\_\_\_ § 5-7-112, MCA \_\_\_\_\_ Payment threshold—inflation adjustment  
\_\_\_\_\_ ARM 44.12.204 \_\_\_\_\_ Payment threshold—inflation adjustment

### Policy History:

Adopted on:

Reviewed on:

Revised on:

Copyright Compliance

Authorized Reproduction and Use of Copyrighted Material in Print

Materials on the Internet should be used with caution since they may, and likely are, copyrighted. Proper attribution (author, title, publisher, place and date of publication) should always be given. Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.

Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per pupil, for classroom use if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

1. — Brevity

- a. — A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
- b. — Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)
- c. — One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose, or poetic prose.

2. — Spontaneity. Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

3. — Cumulative Effect. Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term.

— Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

~~Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.~~

~~The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority," and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.~~

#### Authorized Reproduction and Use of Copyrighted Materials in the Library

- ~~• A library may make a single copy or three digital copies of an unpublished work which is in its collection; a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price; and a work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.~~

~~A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.~~

~~At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print".~~

#### Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;—

Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;—

In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.—

Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;

~~Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,  
Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.~~

~~Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.~~

~~Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:~~

~~The performance is not for a commercial purpose;  
None of the performers, promoters or organizers are compensated; and,  
Admission fees are used for educational or charitable purposes only.~~

~~All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.~~

#### Recording of Copyrighted Programs

~~Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the [principal, teacher or teacher librarian—choose all that apply or add others] or the subscription database, e.g. unitedstreaming.~~

#### USE OF INFORMATION RESOURCES REGULATION

~~Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45-calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.~~

~~After the first ten consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10-day period.~~

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

#### Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;

- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;

- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;

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- A copy of the software license agreement shall be retained by the, *[board secretary, technology director or teacher librarian—choose all that apply or add others]*; and,

- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

#### Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

### USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;

- In demonstrations and presentations, including conferences;

- In assignments to students;

- For remote instruction if distribution of the signal is limited;

- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,

- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

Motion media: ten percent or three minutes, whichever is less;

Text materials: ten percent or 1,000 words, whichever is less;

Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;

Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;

Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;

Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Procedure History:

Promulgated on:

Reviewed on:

Revised on: —



## COMMUNITY RELATIONS

4125

### District Social Media Presence

The District social media accounts are provided for communication with the community. The School District will update these accounts as often as possible to share as much as necessary can about the School District and the achievements of the students and staff as well as other relevant district community information.

All posting of comments on these accounts are at the discretion of the page administrators. The intent of this policy is to protect the privacy and rights of School District's staff and students. The account administrators will review all postings to make sure they do not violate the rules nor of the District's Acceptable Use Guidelines regarding Internet access and practices. All posts will be accompanied by an explanation of how to communicate with the School District in a manner consistent with District policy.

The School District uses social media in conjunction with the School District's website. Staff members assigned to access/post information are:

- 1) Superintendent
- 2) Principal
- 3) Activities Director

These staff members will complete training as needed to ensure use of the social media is consistent with this and other District policies.

The Board authorizes the Superintendent to take necessary steps to implement this policy.

### Policy History:

Adopted on:

Reviewed on:

Revised on:



## NONINSTRUCTIONAL OPERATIONS

8211

### Procurement Policy Using Federal Funds

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods, services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract. The policy specifically applies to purchases using federal funds including but not limited to food service purchases.

This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance whether direct or reimbursed. The requirements of this Policy also apply to any subrecipient of the funds. All contracts paid for in whole or in part with federal funds shall be in writing.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.

#### **Purchases:**

- Purchases greater than \$1 and less than \$80,000:
  - Any purchase greater than \$1 and less than \_\_\_\_\_ will be handled in a fair and equitable manner consistent with district policy on purchasing as specified in accordance with Policy 7320.
  - The District will obtain two or more estimates when any purchase will cost more than \_\_\_\_\_ and less than eighty thousand (\$80,000).
  - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.
- Purchases greater \$80,000 will be handled in accordance with District Policy 7320.

#### **Suspension and Debarment**

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All

purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended . When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by confirming such status.

#### **Maintenance of Procurement Records**

The District maintains records sufficient to detail the history of all procurements . These records include, but are not limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

#### **Bid Specifications: (OPTIONAL)**

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

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

#### **Geographic Preference: (OPTIONAL)**

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

#### **Buy American: (OPTIONAL)**

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

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

**Standards of Conduct for District Employees:**

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

**Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms:**

The School District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for projects and purchases covered by this policy, when possible under the circumstances governing or relating to the purchase or project. Affirmative steps shall include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists covered by this policy;
- Assuring that small and minority businesses, and women's business enterprises are solicited for projects and purchases covered by this policy whenever they are potential sources;
- Dividing total requirements, when economically feasible and legally permissible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises for projects and purchases covered by this policy;

- Establishing delivery schedules, where the requirements and circumstances permit, which encourage participation by small and minority businesses, and women's business enterprises for projects and purchases covered by this policy;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce for projects and purchases covered by this policy; and
- Requiring the prime contractor, if subcontracts are to be let for a project or purchase covered by this policy, to take the affirmative steps listed in this section.

Cross Reference:      Policy 7320 - Purchasing

Policy History:

Adopted on:

Reviewed on:

Revised on:

	Steinke	Rushon	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Action**

**Agenda Item: 8 g**

### Topic:

Consideration to open an account for the School Newspaper

### Background:

Ms. Fleming would like to open an account for the school newspaper.

### Discussion:

	Steinke	Rushon	Wiegand	McKinley	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: Discussion**

**Agenda Item: 8 h**

### **Topic:**

Certified Retirement Incentive

### **Background:**

1. The board of the Sun River Valley School District may offer a retirement package every year. This package will be advertised to the staff by October 31st of the current year. The package will be offered to any qualified teacher in the district with at least 20 years of experience and 15 years with the district.
2. The retirement package will be determined by the Board at the beginning of each school year. The retirement may include an offer of a minimum of 2 years health insurance coverage. The coverage will not come out of the Sun River Valley Teacher Association insurance pool for the year. The package may also include a sum up to a maximum of one-third of the teacher's final contract. This amount shall be payable over 3 years, but may be offered as a one-time payment. The payout and package offer will be determined at the discretion of the board each year.
3. The retirement package will be offered on a first come, first served basis, up to the first 3 teachers to notify the superintendent in writing. The number of packages available each year will be determined by the Board. The notice of retirement from the teacher must be received by December 31st of the current contract year. The notice of retirement shall be irrevocable upon acceptance by superintendent and teacher

### **Discussion:**

Inquire to offer and Incentive for the 2021-2022 School Year

### **Recommendations:**

Recommend to offer 3 Retirement Incentives for Board Approval

### **Financial Impact:**

Depending on number of people taking the incentive

	Steinke	Rushton	Wiegand	Reifer	Herman	Johnson	
Motion							
Second							
Ayes							
Nays							
Abstain							

## Sun River Valley School District

**Meeting Date: October 12, 2021**

**Category: New Business— Action**

**Agenda Item: 8 i**

**Topic:**

Consider to Approve Archery Club

**Background:**

Please see additional information in the packet

**Discussion:**

Consider approval of Archery Club

# Simms High School Archery Club

## **Bylaws:**

Sponsor: will serve as safety inspector and archer instructor

Treasurer: will keep track of the funds available to and spent by the archery club

Score Keeper: will keep track of the scores each member earns at each meeting

Any student interested in holding a position in the archery club will be considered for the position. Should there be more than one student vying for the position, they will be elected by the members of the archery club.

Should a student not be complying with the expectations of his or her position, they will be removed by the sponsor and a new student will be elected for the position.

Any student in good standing (i.e. not on the ineligibility list) at Simms High School or Sun River Middle School may join the archery club at any time. There is no attendance requirement, however, no one may participate in shooting until they have been given a safety briefing and can demonstrate they understand the safety rules.

## **Charter:**

The archery club at Simms High School will serve several functions. Primarily, it will give students the opportunity to learn how to safely use a bow and arrow while shooting for leisure. Secondly, it will give students who are not considered traditionally athletic a place to be physically active. Archery is a great place for this as it will help with hand-eye coordination, improve upper body strength, and includes a reasonable amount of cardiovascular exercise (especially when having to search for arrows). As archery requires focus, practicing this skill on the range will encourage students to use it in the classroom, leading to better concentration and fewer classroom disruptions. Although archery is not a group activity, it is, quite frequently, done as a group. This will give students the opportunity to socialize with their peers. Finally, achieving success on the archery range will give students a sense of accomplishment and a boost of confidence.

## **Time, frequency, and location of meetings:**

Archery club will meet on Wednesdays from 4:30 pm until 5:45 pm (allowing some cleanup time before the activities bus arrives). It would meet in the old softball field. Shooting will take place on the northern side of the field, with archers shooting to the south.

## **Advertising:**

Students will be notified of the club's formation via word-of-mouth and an announcement during the daily second-period announcements.

## **Range Rules:**

1. Always obey the range master.
2. Shoot only with proper range supervision



3. Always check your equipment before shooting. Break and discard all cracked or fractured arrows.
4. Bows and arrows will only be allowed on the range or in the lock-up.
5. Always keep your arrows pointed in a safe direction.
6. Only release an arrow when you can see its full, clear path to the target.
7. Shoot only at the target in front of you.
8. Keep the arrows in the quiver until everyone is on or behind the shooting line and the range master has indicated that you may begin shooting.
9. Stop shooting immediately upon the signal from the range master or if anyone crosses in front of the shooting line or in front of or behind the targets.
10. Use only arrows that have been measured for your proper draw length. Arrows that are too short may cause personal injury or damage to the bow and arrow.
11. Shoot only at targets that are thick enough to stop your arrow. Do not shoot if there is any chance your arrow might ricochet (bounce off) from the target or other object and hit someone.
12. Always wear an arm guard, finger tab or glove, and eye protection.
13. Always practice courtesy and good sportsmanship.
14. Always walk, never run, on the range or while carrying arrows.
15. Always have an arrow on the string when shooting a bow. Do not dry fire.
16. On a target range, always leave the bow standing against the target face while you are looking for lost arrows.
17. Range calls:
  - a. "Archers to the line" = archers may approach the line, then load their bow with one arrow
  - b. "Archers may fire when ready" = archers may draw the string back, aim, and release an arrow that is aimed at their target. When they have fired all of the arrows in their quiver, archers will put their bows down (on the ground quiver or the bow rack)
  - c. "Archers may retrieve your arrows" = all bows are down and the archers may safely walk onto the range to retrieve their arrows.

**Safety Rules Posted at the Range:**

1. Always keep the arrow pointed in a safe direction.
2. Always keep your finger off the string until aimed at your target and instructed to shoot.
3. Always keep your bow unloaded until you are ready to shoot.
4. Know your target and what is beyond it.
5. Unattended bows and arrows will not be accessible to unauthorized persons.

The range will have a flag, the flying of which denotes the range is "hot" and shooting is taking place. Do not enter without verbal permission from the range master.

**Expectations:**

Members must have their parents sign a permission slip/waiver.

Members must attend a safety meeting with a parent or guardian prior to being on the range.

Members must pass a written safety test with a score no lower than 100%.

Members must demonstrate a working knowledge of a bow and arrow as instructed by the range master/sponsor.

Members must adhere to all safety rules all the time or will be removed from the range.

### **Injury Procedures:**

#### *Minor Injury Involving Shooting Sports Equipment*

1. Call for a cease-fire on the range.
2. Assess the situation.
3. Send the injured party to the first-aid station to apply first-aid using the range's first-aid kit.
4. Notify the parents/guardians and other appropriate people.
5. Fill out the injury report form. Take detailed notes, list witnesses and their contact information.
6. Remove the faulty equipment until it can be properly repaired.
7. Assess the appropriateness of continuing range operations.

#### *Major Injury Involving Shooting Sports Equipment*

1. Call for a cease-fire on the range.
2. Call 911 and notify the principal, parents, and other appropriate people.
3. Perform the required first-aid. Give priority attention to providing all possible care for the injured.
4. Keep onlookers calm. Put another adult or elder student in charge to move and keep people out of the area.
5. Fill out the injury report form. Take detailed notes, list witnesses and their contact information.
6. Remove the faulty equipment until it can be properly repaired.
7. Close the range.

### **Equipment:**

#### *Bows*

SHS has 21 Genesis bows. These bows have a maximum of 20 pound delivery on the arrow. This will provide about 20-40 yards in distance.

Students may bring their own recurve or longbow provided it is inspected and approved by the range master/sponsor.

If a student does bring his or her own bow, it will be safely delivered to the sponsor (Miss Fleming) the instant the student reaches campus to be locked in the archery lockup. Bows are NOT to be brought on the school bus.

#### *Arrows*

Target arrows will be supplied for use as part of the club fees.

Students will NOT be allowed to bring any arrows from home.

#### *Arm Guards*

Arm guards will be supplied for use as part of the club fees.

Students will be allowed to bring their own arm guard from home, the use of which will be dependent on an inspection and approval from the range master/sponsor.

#### *Targets*

Targets will be supplied for use as part of the club fees.

Targets will be paper, 80 cm targets affixed to large straw bales.

Students will not be allowed to bring their own targets.

#### *Finger Tabs/Gloves*

Finger tabs/gloves will be supplied for use as part of the club fees.

Students will be allowed to bring their own finger tabs/gloves from home, the use of which will be dependent on an inspection and approval from the range master/sponsor.

#### *Eye Protection*

Eye protection will be supplied for use as part of the club fees.

Students will be allowed to bring their own eye protection from home, the use of which will be dependent on an inspection and approval from the range master/sponsor.

Students who wear prescription glasses will not be required to wear additional eye protection provided their prescription glasses are approved by the range master/sponsor.

#### **Club Fee**

There will be a one-time fee of \$20 to join the archery club with the option of having some scholarships available. This fee will cover the cost of equipment and maintenance as well as scholarships for other students.