



**BOZEMAN SCHOOL DISTRICT NO. 7**  
**ELECTRONIC**  
**MONDAY -- September 13, 2021 -- 5:45 PM**

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**Regular Board Meeting**

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- 5:45 1. **Call to Order -- Roll Call -- Pledge of Allegiance** Red = Not an Agenda Item (Placeholder)  
2. **BSD7 Experience** Black = Agenda Item
- 2.1 Student Representatives Report
  - 2.2 Board Education - City of Bozeman  
The Board Education Opportunity is a 15-minute segment that allows our Board to receive an educational snippet of what is happening in our District.
  - 2.3 Recognition and Awards
    - 2.3.1 Recognition of 2021-2022 Montana State HOSA President
3. **Action Items -- Consent**
- 3.1 Policy 2nd Reading
  - 3.2 Minutes
    - 3.2.1 Consider Approval of Board Meeting Minutes
  - 3.3 High School District
    - 3.3.1 Consider Approval of High School Bond Projects Update
  - 3.4 Both Districts
    - 3.4.1 Consider Approval of Financial Reports, Warrant Approval, and Donations
    - 3.4.2 Consider Approval of ELC School Reopening Grant Applications
  - 3.5 Elementary District
4. **Action Items -- Singular**
- 4.1 Both Districts
  - 4.2 High School District
  - 4.3 Elementary District
5. **Board Discussion**
- 5.1 Policy 1st Reading
    - 5.1.1 Discuss Proposed Policy Revisions - 3000 Series
    - 5.1.2 Discuss Proposed Policy Revisions - 8000 Series
  - 5.2 Committee Reports
  - 5.3 Interim Superintendent Evaluation - Formative Assessment Meeting #1
  - 5.4 Staffing Update
6. **Public Comment on Non-Agenda Items**
- Recognition of visitors and explanation of procedures to be followed when addressing the Board. Members of the community are given the opportunity to make brief comments to the Board on any matter that is not included in the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order.
7. **Reports**
- 7.1 Executive Cabinet Report
  - 7.2 Board of Trustees
- Requests, Calendar, Concerns, Reports, Future Agenda Items, Open Meeting Topics for Next Meeting

## ADJOURN

Public comment may be submitted electronically to [trustees@bsd7.org](mailto:trustees@bsd7.org)

**The Board meeting will be exclusively using Zoom. There will not be an on site in person meeting.**

[Join Zoom Meeting](#)

**Thank you for your participation in Bozeman Public Schools's Board Meetings. Participants are asked to engage in civil discourse that is defined as engagement intended to enhance understanding. BSD7 Board Meetings are defined as *public meetings* in regards to MCA statute 45-8-101 below.**

Montana Code Annotated 2019

TITLE 45. CRIMES

CHAPTER 8. OFFENSES AGAINST PUBLIC ORDER

Part 1. Conduct Disruptive of Public Order

Disorderly Conduct

45-8-101. Disorderly conduct. (1) A person commits the offense of disorderly conduct if:

- (a) the person knowingly disturbs the peace by:
    - (i) quarreling, challenging to fight, or fighting;
    - (ii) making loud or unusual noises;
    - (iii) using threatening, profane, or abusive language;
    - (iv) rendering vehicular or pedestrian traffic impassable;
    - (v) rendering the free ingress or egress to public or private places impassable;
    - (vi) disturbing or disrupting any lawful assembly or public meeting;
    - (vii) transmitting a false report or warning of a fire or other catastrophe in a place where its occurrence would endanger human life;
    - (viii) creating a hazardous or physically offensive condition by any act that serves no legitimate purpose; or
    - (ix) transmitting a false report or warning of an impending explosion in a place where its occurrence would endanger human life; or
  - (b) in the course of engaging in any of the conduct prohibited by subsections (1)(a)(i) through (1)(a)(vi), a peace officer recognizes the person's conduct creates an articulable public safety risk.
- (2)
    - (a) Except as provided in subsections (2)(b), (3), and (4), a person convicted of the offense of disorderly conduct shall be fined an amount not to exceed \$100.
    - (b) A person convicted of a second or subsequent violation of subsections (1)(a)(i) through (1)(a)(vi) within 1 year shall be fined an amount not to exceed \$100 or be imprisoned in the county jail for a term not to exceed 10 days, or both.
  - (3) A person convicted of a violation of subsections (1)(a)(vii) through (1)(a)(ix) shall be fined an amount not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 1 year, or both.
  - (4) A person convicted of a violation of subsection (1)(b) shall be fined an amount not to exceed \$500 or be imprisoned in the county jail for a term not to exceed 1 day, or both.

History: En. 94-8-101 by Sec. 1, Ch. 513, L. 1973; R.C.M. 1947, 94-8-101; amd. Sec. 1, Ch. 508, L. 1989; amd. Sec. 8, Ch. 415, L. 1991; amd. Sec. 1693, Ch. 56, L. 2009; amd. Sec. 1, Ch. 250, L. 2013; amd. Sec. 16, Ch. 321, L. 2017; amd. Sec. 2, Ch. 372, L. 2019.

[Double Click to Return to Agenda](#)



Meeting Date:	September 13, 2021
Category:	Recognition and Awards
Agenda Item #:	2.3.1
Originated By:	Marilyn King, Deputy Superintendent Instruction
Others Involved:	Erica Schnee, GHS Principal

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**  
Recognition of 2021-2022 Montana State HOSA President

**Fiscal Impact:**  
N/A

**Recommendation:**  
It is recommended that the Board of Trustees adopt the following resolution:

- WHEREAS: Health Occupations Students of America (HOSA) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people; and
- WHEREAS: Bella Childre, Gallatin High School Senior, has been named the 2021-2022 Montana State HOSA President;
- THEREFORE: Be it resolved that the Board of Trustees recognize and honor Bella Childre for this state leadership position.



Meeting Date:	September 13, 2021
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.2.1
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	Lori Ross, Executive Assistant

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of Board Meeting Minutes.

**Facts & Discussion:**

1. Minutes of the [August 16, 2021](#) Regular Board Meeting and the [August 23, 2021](#) Special Board Meeting.
2. Minutes of the [August 12, 2021](#) District Ongoing Collaborative Committee (DOCC).
3. Upon approval, the minutes represent the official actions of the Board of Trustees of School District No. 7.

**Fiscal Impact:**

N/A

**Superintendent's Recommendation:**

It is recommended the Board of Trustees approve as presented, the minutes of the Regular Board Meeting on [8-16-2021](#), Special Board Meeting on [8-23-2021](#), and the District Ongoing Collaborative Committee (DOCC) Meeting on [8-12-2021](#).

**Other Alternatives:**

1. Do not approve the recommendation and request administration to propose changes.



Meeting Date:	September 13, 2021
Category:	Action Item - Consent - High School District
Agenda Item #:	3.3.1
Originated By:	Steve Johnson, Owner's Construction Representative
Others Involved:	Matt Stark, Director of Facilities; Nathan Helfrich, CT Architects Engineers and Roger Davis, Langlas and Associates

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of [High School Bond Projects Update](#)

**Facts & Discussion:**

The attached report has been developed by the Owner's Construction Representative, along with project architects and contractors to reflect the most recent status of the projects.

**Fiscal Impact:**

\$125,000,000 Bond Proceeds

**Superintendent's Recommendation:**

It is recommended the Board of Trustees approve the [High School Bond Projects Update](#).

**Other Alternatives:**

1. Do not approve the recommendation and request administration to propose changes.

**Discussion:****Project: BHS Renovation**

The Board of Trustees selected CT Architects Engineers for design services along with Langlas and Associates to perform GC/CM services for the renovation efforts at BHS. Construction bids were approved at the January 27, 2020 board meeting with a not to exceed Guaranteed Maximum Price of \$29,555,890. The construction schedule was accelerated and construction was able to begin in May 2020. The contractor has an aggressive and busy schedule over the next couple of months in order to get the building ready for occupancy this fall.

Guaranteed Maximum Price

Original Guaranteed Maximum Price	\$29,555,890
Change Order #1	802,756
Change Order #2	<u>507,992</u>
Adjusted Guaranteed Maximum Price	\$30,866,638

Overall the project is approximately 75% Complete. Current construction progress has been highlighted with [this report](#) along with a short duration schedule.



Meeting Date:	September 13, 2021
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.4.1
Originated By:	Mike Waterman, Executive Director Business and Operations
Others Involved:	R.J. Tvedt, Accounting Supervisor Brenda Livingston, District Bookkeeper

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**  
Consider approval of June 2021 [Financial Report Revisions](#), August 2021 Warrant Approval and [Donations](#)

**Facts & Discussion:**  
This monthly update on the fiscal business of the District is designed to provide Trustees and the public with up-to-date and timely information on revenue and expenditures, fiscal operations, and the overall financial position of the Bozeman Public Schools. Included with this report is a breakdown of district invested funds. Any time there is a transfer in these funds, the activity is included as a part of this report.

The Warrant Registers are available in the Business Office and have been sent to the Trustees. August 2021 warrants are as follows: Operational warrants were \$3,393,931.58; net Payroll, taxes and deductions were \$1,827,787.10; Total warrants disbursed for August 2021 were \$5,221,718.68.

**Fiscal Impact:**  
Refer to attached reports

**Superintendent's Recommendation:**  
It is recommended the Board of Trustees approve the [Financial Report Revisions](#), Warrants, and [Donations](#).

**Other Alternatives:**  
1. Do not approve the recommendation and request administration propose changes.



Meeting Date:	September 13, 2021
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.4.2
Originated By:	Mike Waterman, Authorized Representative
Others Involved:	Chad Berg, Director of Special Education and Student Health

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Consider Approval of ELC School Reopening Grant Applications

**Facts:**

1. Policy 7270 requires Board of Trustee approval on all grant applications in excess of \$25,000.
2. Recently, the Montana Department of Health and Human Services (DPHHS) made [ELC School Reopening Grants](#) available to schools.
3. These grant funds provide financial resources to enable schools to establish COVID-19 asymptomatic screening testing programs to support and maintain in-person learning. Screening testing can provide another layer of prevention to protect students, teachers, and staff and slow the spread of SARS-CoV-2.
4. DPHHS is encouraging school systems to direct funding towards hiring and/or retaining staff to coordinate asymptomatic screening programs within schools.
5. School districts or private schools (like Bozeman) with more than 25 FTE will receive a lump sum of \$45,000 for the initial funding period of September 1, 2021 - December 31, 2021.
6. If approved, the District will apply for one grant for the elementary district and one grant for the high school district, \$90,000 total. Awarded funds will be used to fund health aide and/or nursing FTE. The contemplated positions are temporary, and contingent on the grant funding. The positions will cease when the grant funds expire.

**Superintendent's Recommendation:**

It is recommended that the Board of Trustees approve the ELC School Reopening Grant applications as described above.

**Other Alternatives:**

1. Do not approve the application.



Meeting Date:	September 13, 2021
Category:	Discussion - Policy 1st Reading
Agenda Item #:	5.1.1
Originated By:	Chad Berg, Director of Special Education and Student Health
Others Involved:	Montana School Boards' Association

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Discuss Proposed Policy Revisions - 3000 Series

**Background:**

The Montana Legislature has passed, and the Governor has approved, several pieces of legislation that affect these policies

**Facts/Discussion:**

1. The MTSBA Policy Services team has monitored [recent regulatory changes affecting school districts from the Department of Public Health and Human Services and Department of Environmental Quality](#) and has prepared necessary updates.
2. Additional policy revisions were developed by the Montana School Boards' Association based on pieces of legislation that affect the operations of public schools. Many bills took effect on July 1, 2021. However, some bills were effective immediately upon passage and approval. This meant that the newly amended or created statutes governed school districts as soon as the Governor signed them into law.
3. The policy revisions will appear on the September 27, 2021 Consent Agenda for final consideration and approval.



Existing Policy	Proposed Policy	Status	Name	Notes
<a href="#">3410</a>		Recommended	Student Health Physical Screenings	Minor revisions, recommended by MTSBA
<a href="#">3413</a>		Recommended	Student Immunization	The Legislature passed, and the Governor approved <a href="#">HB 702</a> . This bill contains restrictions on the ability to inquire or make decisions regarding access to District services, based on COVID-19 vaccination status of students, employees, or visitors. The Legislature also passed, and the Governor approved, <a href="#">HB 334</a> that requires further amendment to this policy. This is a required change to a required policy. This bill took effect on July 1, 2021. The bill contains new terminology and procedures for medical exemptions to immunizations and new confidentiality standards. The policy has also clarified the exclusion for exposure provision. The new provisions in the policy update these issues to ensure the student's rights are honored. When new exemption forms are issued by DPHHS, MTSBA will send the updates to Districts.
<a href="#">3415</a>		Required	Management of Sports Related Concussions	Minor revisions, recommended by MTSBA
<a href="#">3416</a>		Required	Administering Medicines to Students	MTSBA updated this model policy to reflect regulatory changes governing the storage of medication, the delegation of nursing duties and revisions to advised best practices.
<a href="#">3417</a>		Recommended	Communicable Diseases	MTSBA updated this model policy to reflect regulatory changes governing health and hygiene requirements in schools and revisions to advised best practices. This model policy will also ensure necessary provisions regarding health and safety are part of the district's permanent manual when emergency policies are terminated.

STUDENTS

3410

Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Immunization as provided by the Department of Public Health and Human Services;.
6. Dental Screenings ~~as provide by the Gallatin Dental Alliance~~

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

In general the District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted as well as notification of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy, which is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described screenings.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

~~All parents will be notified of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.~~

Legal Reference: § 20-3-324(20), MCA  
20 U.S.C. 1232h(b)

Powers and duties  
General Provisions Concerning Education

Policy History:

Adopted on: 11/24/1986  
Reviewed on:  
Revised on: 7/13/2009, 4/14/2014

Student Immunization

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

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician licensed or certified health care provider in a manner provided by Section 20-5-405, MCA. ~~indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s).~~ Exemptions for religious reasons must be filed ~~annually in a manner provided by Section 20-5-404, MCA.~~ The statement for an exemption shall be maintained as part of the student’s immunization record in accordance with FERPA as specified in Policy 3600P.

All students who are enrolled under an exemption and have a disease listed in this Policy, have been exposed to a disease listed in this Policy, or may be exposed to a disease listed in this Policy while attending school may be excluded from the school by the local health officer or the DPHHS until the excluding authority is satisfied that the student no longer risks contracting or transmitting that disease. The permanent file of students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

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

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

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

When a parent, guardian, or adult who has the responsibility for the care and custody of a minor seeking to attend school or the person seeking to attend school, if an adult, signs and files with the governing authority, prior to the commencement of attendance each school year, a notarized affidavit on a form prescribed by the department stating that immunization is contrary to the religious tenets and practices of the signer, immunization of the person seeking to attend the school may not be required prior to attendance at the school. The statement must be maintained as part of the person's immunization

records. A person who falsely claims a religious exemption is subject to the penalty for false swearing provided in Section 45-7-202, MCA.

When a parent, guardian, or adult who has the responsibility for the care and custody of a minor seeking to attend school or the person seeking to attend school, if an adult, files with the governing authority a written statement signed by a physician licensed to practice medicine in any jurisdiction of the United States or Canada stating that the physical condition of the person seeking to attend school or medical circumstances relating to the person indicate that some or all of the required immunizations are not considered safe and indicating the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization, the person is exempt from the requirements of this part to the extent indicated by the physician's statement. The statement must be maintained as part of the person's immunization records.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 426, MCAHealth	
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-405, MCA Chapter 418	Exemptions 2021 General Legislative Session

Policy History:

Adopted on: 11/24/1986  
Reviewed on:  
Revised on: 7/08/2002, 7/13/2009, 8/10/2015

## STUDENTS

3416

### Administering Medicines to Students

~~The Bozeman School District strongly recommends that all medications be given at home by the parent or guardian whenever possible. When this is not possible, trained school personnel who are designated by the school administrator may administer medication according to the following policy.~~

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

### Administering Medication

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

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

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

To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student’s parent or guardian.

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

### Emergency Administration of Medication

In case of an ~~emergency anaphylactic reaction or risk of such reaction~~, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, or on a school bus according to ~~a standing order of a chief medical advisor or a student’s private physician. the order of the student’s health care provider as written in the student’s health care plan.~~ In the event that emergency medication is administered to a student, the school nurse or staff member shall call 9-1-1 and notify the student’s parents/ guardians.

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

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

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

## Self-Administration of Medication

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

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.
- ~~The medication is part of the annually updated health care plan or there are pre-arranged and administrative approved circumstances for short-term medication administration.~~
- ~~High school and middle school (6-12) students may not need a health care plan but students must be able to verify parental or guardian permission for taking over the counter medication and verify medical permission for prescription medication at school.~~

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

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

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

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

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

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

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

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

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a ~~9-1-1 emergency~~ call to emergency responders.

#### Self-Administration and Possession of Other Medications

Students may self-administer and possess other medications as long as authorized by a licensed healthcare provider through written order and stated in the student's Individualized Health Care Plan. The building administrator, school nurse, and appropriate staff will be notified of a student's plan to possess and self-administer medications. Students are not authorized to self-carry or possess controlled medication during school hours.

#### Administration of Glucagons

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

#### Handling and Storage of Medications

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

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



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

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

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in 20-5-421, MCA. law.

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

Disposal of Medication, Medical Equipment, Personal Protective Equipment

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

~~Proper Disposal of Syringes, Lancets, etc.~~

~~Some health situations require the use of hypodermic needles, syringes, lancets, etc. Medical sharps must be disposed of in an approved sharps container. Building administrators should contact the school nurse when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps containers is the responsibility of the school nurse in accordance with the Montana Infectious Waste Management Act and the manufacture guidelines specific to the container.~~

Legal Reference:	§ 20-5-412, MCA	Definition – parent-designated adult	administration of glucagons – training
	§ 20-5-420, MCA	Self-administration or possession of asthma, severe allergy, or anaphylaxis medication	
	§ 20-5-421, MCA	Emergency use of epinephrine in school setting	
	§ 37-8-103(1)(c), MCA	Exemptions – limitations on authority conferred	
	ARM 24.159.1604	<del>Tasks Which May Be Routinely Assigned to an Unlicensed Person in Any Setting When a Nurse-Patient Relationship Exists</del>	
	20-5-426, MCA	Emergency use of an opioid antagonist in school setting – limit on liability	
	§ 75-10-1001, et seq	<u>Infectious Waste Management Act</u>	
	37.11.812, ARM	<u>Safety Requirements</u>	
	10.55.701(s), ARM	<u>Board of Trustees</u>	

Policy History:

Adopted on:

Reviewed on:

Revised on:



STUDENTS

3415(currently 3411)

Management of Sports Related Concussions

The Bozeman Public Schools District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all K-12 competitive sport athletic activities in the District will be identified by the administration.

Consistent with guidelines provided by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, the National Federation of High School (NFHS) and the Montana High School Association (MHSA), the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, athletic trainers, officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the Montana High School Association Sports Medicine page at [www.mhsa.org](http://www.mhsa.org); U.S. Department of Health and Human Services page at: [www.hhs.gov](http://www.hhs.gov); and; the Centers for Disease and Prevention page at [www.cdc.gov/concussion/sports.index.html](http://www.cdc.gov/concussion/sports.index.html).

Annually, the district will distribute a head injury and concussion information and sign-off sheet to all parents and guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities, shall complete the training program at least once each school year as required in the District procedure. Additionally, all coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities will comply with procedures for the management of head injuries and concussions.

Reference: Montana High School Association, Rules and Regulations  
Section 4, Return to Play

Legal Reference: Dylan Steigers Protection of Youth Athletes Act  
20-7-1301, MCA Purpose  
20-7-1302, MCA Definitions  
20-7-1303, MCA Youth athletes – concussion education requirements  
20-7-1304, MCA Youth athletes – removal from participation  
following concussion – medical clearance required  
before return to participation

Cross Reference: 3415F Student-Athlete & Parent/Legal Custodian Concussion Statement

Policy History:  
Adopted on: 11/08/2010  
Reviewed on:  
Revised on:

## STUDENTS

3417

### Communicable Diseases

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

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

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

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

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

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

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

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student’s emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2165. The District reserves the right to require a statement from a student’s primary care provider authorizing a student’s return to onsite instruction.

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

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

know this information.

~~A Gallatin City-County Health Department nurse may have access to interview students regarding the investigation of a communicable disease with the approval of the Superintendent or designee.~~

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

### Healthy Hand Hygiene Behavior

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

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

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

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

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

### Policy History:

Adopted on:	11/24/1986
Reviewed on:	
Revised on:	9/28/1987, 1/08/1996, 7/13/2009



Meeting Date:	September 13, 2021
Category:	Discussion - Policy 1st Reading
Agenda Item #:	5.1.2
Originated By:	Matt Stark, Director of Facilities
Others Involved:	Montana School Boards' Association; Mike Waterman, Executive Director of Business and Operations; Marilyn King, Deputy Superintendent; Mike VanVuren, Interim Deputy Superintendent; and Casey Bertram, Interim Superintendent

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Discuss Proposed Policy Revisions - 8000 Series

**Facts/Discussion:**

1. The MTSBA Policy Services team has monitored [recent regulatory changes affecting school districts from the Department of Public Health and Human Services and Department of Environmental Quality](#) and has prepared necessary updates to the MTSBA Model Policy manual. This edition of MTSBA Policy Notes provides updates to the MTSBA Master Policy Manual, as explained below, and addresses the most timely updates needed to ensure compliance with the new expectations through an accessible policy format.
2. Additional policy revisions were developed by the Montana School Boards' Association based on pieces of legislation that affect the operations of public schools. Many bills took effect on July 1, 2021. However, some bills were effective immediately upon passage and approval. This means the newly amended or created statutes governed school districts as soon as the Governor signed them into law.
3. The policy revisions will appear on the September 27, 2021 Consent Agenda for final consideration and approval.

Existing Policy	New Policy	Status	Name	Notes
8130		Recommended	Air Quality Restrictions	Existing policy, with revisions proposed. MTSBA updated this model policy to reflect recent regulatory changes governing air quality in schools.
8301		Required	District Safety	Existing policy, with revisions proposed. MTSBA updated this model policy to reflect regulatory changes governing safety requirements in schools and revisions to advised best practices.
	8411	Required	Water Supply Systems	Proposed new policy. MTSBA developed this model policy to ensure districts comply with water testing requirements that now govern schools and school water systems. Specifically, schools using a non-public water system must submit water samples for testing and comply with other standards.
	8129	Recommended	Chemical Safety	Proposed new policy. MTSBA developed this model policy to assist districts in complying with Montana Code Annotated and regulatory changes governing chemical storage.
	8131	Recommended	Indoor Air Quality	Proposed new policy. MTSBA developed this model policy to assist districts in complying with regulatory changes governing ventilation systems and filters inside school buildings.
	8302	Recommended	Noxious Plant and Animal Control	Proposed new policy. MTSBA developed this model policy to assist districts in complying with regulatory changes governing the operation of school facilities related to application of herbicide and pesticide and other pest management procedures while reflecting revisions to advised best practices.
	8303	Recommended	Cleaning and Disinfecting	Proposed new policy. MTSBA developed this model policy to assist districts in complying with regulatory changes governing health and hygiene requirements in schools and revisions to advised best practices. This model policy will also ensure necessary provisions regarding health and safety are part of the district's permanent manual when emergency policies are terminated.
	8502	Recommended	School Construction and Repairs	Proposed new policy. MTSBA developed this model policy to assist districts in complying with regulatory changes governing the construction of new schools or facilities or repairs to existing schools. These regulations provide a checklist for school leaders to follow when completing a construction or repair project to ensure full compliance with health and safety regulations.

**NONINSTRUCTIONAL OPERATIONS**

8130

Air Quality Restrictions on Outdoor Activities, Practice and Competition

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

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

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

1. The School District ~~will~~ **shall** use the Bozeman geographical spot on the ~~State of Montana~~ **today'sair.mt.gov** air quality website to determine the air quality for our school district.
2. The following personnel will make the decision to hold or cancel outdoor activities, practices, or contests:
  - a. Recess (all levels) Building Principal
  - b. Middle School practices (all levels) Building Principal/Building Coordinator
  - c. Middle School contests (all levels) Building Principal/Building Coordinator
  - d. High School practices (all levels) #BSD7 Athletic Director/Building Coordinators
  - e. High School contests (all levels) #BSD7 Athletic Director/Principals
  - f. All outdoor activities (all levels) #BSD7 Athletic Director/Principals/Supt/Designee
4. The decision to hold or cancel outdoor activities will be made 2 hours in advance of the activity.
5. The notice to hold or cancel an outdoor activity will be communicated to:
  - a. Students through PowerSchool, Email list
  - b. Staff through Email
  - c. Coaches through Phone
  - d. Parents through Powerschool Phone, Email
  - e. Community AD will email print media, television media, post on social media

**The superintendent or designee may take steps to limit the infiltration of outside air into each school during poor air quality conditions.**

References: 10.55.701(q), ARM Board of Trustees  
 www. today'sair.mt.gov  
 http://svc.mt.gov/deq/today'sair/smokereport/mostRecentUpdate.aspx  
 37.111.827, ARM **Outdoor Air Quality**

Policy History:

Adopted on:

Reviewed on:

Revised on:

**NONINSTRUCTIONAL OPERATIONS**

8301

District Safety

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

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

The Board of Trustees has identified the following local hazards that exist within the boundaries of its school district: fire, earthquake, extreme weather conditions (including high winds, tornadoes, hail and floods), intruders, firearms, explosive devices and dangerous animals.

ResponsibilitiesPrincipals

The principal has the primary responsibility to identify safety hazards which may occur between periodic safety inspections, to supervise the instructional staff to assure that safety education is conducted as part of the educational program, and to assure the proper supervision of students. The principal is responsible to work closely with the Superintendent or designee as it relates to the training of staff.

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

Director of Facilities

The Director of Facilities has the responsibility for the maintenance of a safe educational environment including both facilities and grounds.

Director of Human Resources

The Director of Human Resources has the overall responsibility for personnel training as required by the Montana Safety Culture Act.

Deputy Superintendent Instruction

The Deputy Superintendent Instruction is responsible for safety education of students. He/she is responsible to assure that adequate supervision is provided, and that students are given adequate safety education.

Staff Protection

The District will participate in the prosecution of any individual(s) who may disturb any school or school meetings, insult or abuse any school employee or student during the course of the school/work day, or otherwise violate the laws of the State of Montana regarding school disturbance or individual protection for school employees or students.

Work-Related Illness or Injury



All accidents are to be reported to the principal or supervisor in charge as soon as possible. All Workers' Compensation reports will be filed with the District Human Resources Office who will send the claim to the current Workers' Compensation Management Company.

The Superintendent will develop safety and health standards and a Safety Committee which comply with the Montana Safety Culture Act. The trustees shall review the school safety or emergency operations plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the office of public instruction, the trustees may transfer funds pursuant to Section 20-1-401, MCA to make improvements to school safety and security.

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

**Janitorial and other storage areas that contain toxic or hazardous materials must be kept locked between periods of use. Custodial closets, boiler rooms, and other areas where hazardous or poisonous compounds are stored must be inaccessible to students.**

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

Legal Reference:       § 20-1-401, MCADisaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan  
                              § 20-1-402, MCANumber of disaster drills required – time of drills to vary  
                              §§ 39-71-1501, et seq., MCAMontana Safety Culture Act

Policy History:

Adopted on:           9/10/07

Reviewed on:

Revised on:           9/09/13, 8/10/15



## NONINSTRUCTIONAL OPERATIONS

8411

Water Supply Systems and Wastewater

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

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

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

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

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

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

Flushing and Testing

The District shall review water systems and features including but not limited to sink faucets, drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility shutdown. Drinking fountains shall be regularly cleaned and sanitized. The District shall create and implement a flushing program unless it meets the established waiver requirements established by DEQ. Flushing shall be required following any period of time during which the school is inactive.

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

## Wastewater

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

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

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

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

## Policy History:

Adopted on:

Reviewed on:

Revised on:

Chemical Safety

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

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

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

All District staff shall ensure storage areas are kept clean and organized.

Unused hazardous materials shall be disposed of in a timely manner as stated by the manufacturer and approved by the Department of Environmental Quality (DEQ). Schools shall consult with the DEQ and the Department of Public Health and Human Services (DPHHS) for additional information about how they can properly discard hazardous material.

Legal Reference: 37.111.812, ARM

Safety Requirements  
Section 50-78-101, MCA, et seq  
Montana Employee and Community Hazardous  
Chemical Information Act

Policy History:

Adopted on:

Reviewed on:

Revised on:

Indoor Air Quality

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

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

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

The superintendent or designee shall complete annual indoor air quality inspections using the Walk-Through Inspection Checklist from EPA's Indoor Air Quality Tools for Schools or other Department of Public Health and Human Services (DPHHS)-approved inspection form.

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

Legal Reference: 37.111.826, ARM Indoor Air Quality

Policy History:

Adopted on:

Reviewed on:

Revised on:

Noxious Plant and Animal Control

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

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

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

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

Integrated Pest Management Plan

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

Whenever practical, the District shall ensure the use of non chemical methods to control pests, including proper sanitation practices, structural repair, and window screens.

Pesticide Application Notification

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

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

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

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

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

#### Emergency Pesticide Application

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

#### Exceptions to the Notice Requirements

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

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

#### Record Keeping

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

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

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

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

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

Facility Cleaning and Maintenance

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

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

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

- a. Daily cleaning and maintenance services will be provided whenever the school is in use.
- b. Each janitor room will be kept clean, ventilated, lockable, and free from odors.
- c. Soiled mop heads will be changed frequently, using laundered replacements.
- d. Toilets, lavatories, and showers will not be used for washing and rinsing of mops, brooms, brushes, or any other cleaning device.
- e. Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and floors will contain fungicides or germicides.
- f. Deodorizers and odor-masking agents will not be used
- g. Toilet bowl brushes, mops and sponges will be used only for cleaning toilet bowls and urinals and will be stored separately from other cleaning devices. Cleaning devices used for lavatories and showers may not be used for any other purposes.
- h. Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for use on gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths or other means approved by the DPHSS or local health authority which will not spread soil from one place to another may be used for dusting and cleaning, with the exception of gymnasium floors.
- i. All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair as outlined in this Policy.
- j. Cleaning compounds and pesticides will be stored, used, and disposed of in accordance with the manufacturer's instructions.
- k. Safety data sheets will be kept with all cleaning supplies in the area where the cleaning supplies are located.
- l. To the extent practicable, as current non-green cleaning supplies are depleted it is recommended that they are replaced with cleaning products that are "Green Products."
- m. All cleaning supplies will have an EPA registration number, a "use by" reading letter, be stored with approved ventilation, and stored out of the reach of students.
- n. All vomit, blood, and fecal matter including diarrhea will be cleaned using appropriate personal protective equipment. Cleaning supplies and personal protective equipment used for vomit, blood, and fecal matter clean-up will be disposed of in an appropriate manner. All affected areas will be disinfected in accordance with this Policy.



- o. All therapeutic whirlpools will be constructed and maintained for easy cleaning. Whirlpools will be drained and sanitized after each use. Individuals with open sores or infections are prohibited from using therapeutic whirlpools.

### Assigned Cleaning and Disinfecting

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

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

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

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

Personnel shall establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure. If disinfection of any surface or item is necessary, disinfection shall occur in accordance with stated guidance and substance instructions.

### Physical Barriers and Guides

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

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

### Policy History:

Adopted on:

Reviewed on:

Revised on:



Construction and Repairs

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

- a. Location and detail of classrooms used for science or science laboratories, consumer science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts, including location and ventilation detail of lockable storage area of chemicals and other hazardous products;
- b. Location and detail of janitorial facilities;
- c. Specifications for the sewage treatment and disposal system to serve the school unless previously approved;
- d. Specifications for the water supply to serve the school unless previously approved;
- e. Locations for all emergency eyewash and shower stations, which shall meet the American National Standard for Emergency Eyewash and Shower Equipment;
- f. Location and detail of laundry facilities including description of equipment and a flow chart indicating the route of laundry through sorting, washing, drying, ironing, folding, and storage;
- g. Specifications for the final finishes of floors, walls and ceilings in toilet, locker and shower rooms, laundries, and janitorial closets;
- h. Statement from the designer of the facilities that lighting capable of meeting the minimum requirements of ARM 37.111.830 will be provided;
- i. Location and detail of the solid waste storage facilities;
- j. Name of Department of Environmental Quality (DEQ)-approved sanitary landfill which will receive solid waste from the school;
- k. Specifications for a food service to serve the school unless the food service has been previously approved by the Department of Public Health and Human Services (DPHHS) and/or local health authority;
- l. Any other information requested by the DPHHS or local health authority relating to the health, sanitation, safety, and physical well-being of the teachers, staff, and students;
- m. Specifications for any new or modified playground equipment, which shall comply with the standards of the United States Consumer Product Safety Commission's 2010 Handbook for Public Playground Safety and the requirements of the 2010 ADA Standards for Accessible Design;
- n. Specifications for any new or modified air intakes;
- o. Specifications for any radon-resistant technique used in the building process;
- p. Documentation reflecting how the topography of the site will permit good drainage of surface water away from the school building to eliminate significant areas of standing water and infiltration of surface water into the school building;
- q. Specifications showing all chemical storage areas in new construction will be constructed to maintain negative air pressure to eliminate contamination of the school's indoor air quality by being vented to the outside of the building;
- r. Specifications showing gas supply lines serving science laboratories, consumer science, industrial arts, and other rooms utilizing multiple outlets will have a master shut-off valve that is readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area;
- s. Specifications showing industrial arts classrooms or buildings and other rooms using electrically operated instruction equipment which presents a significant safety hazard to the student utilizing such equipment shall be supplied with a master electric switch readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area.
- t. Specifications showing that janitorial storage spaces will be lockable, have sufficient storage area for equipment and chemicals; and be vented to the outside of the building.

- u. Specifications showing that hot and cold water shall be provided to handwashing sinks and shower facilities. Hot water shall not be below 100° F nor exceed a temperature of 120° F.
- v. Documentation showing DPHHS the use of radon prevention strategies in new construction.

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

#### Change of Use in Existing Building

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

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

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

#### Policy History:

Adopted on:

Reviewed on:

Revised on:



Meeting Date:	September 13, 2021
Category:	Discussion Item
Agenda Item #:	5.3
Originated By:	Casey Bertram, Interim Superintendent
Others Involved:	

**Topic:**

Interim Superintendent Evaluation - Formative Assessment Meeting #1

**Background:**

- The Interim Superintendent contract states the following regarding evaluation, “The District shall meet with the Superintendent, to discuss and agree upon, an evaluation procedure as outlined in District Policy.”
- Superintendent Evaluation is described in revised policy #6110, “At least annually, and in accordance with the Superintendent’s contract, the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with District mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation will include a discussion of professional strengths, as well as performance areas needing improvement.”
- A draft Interim Superintendent evaluation process and tool, inclusive of both formative and summative components, was presented by the Interim Superintendent and discussed by the Board of Trustees on June 28, 2021.
- The Board of Trustees approved [THIS](#) evaluation tool and process on July 26, 2021. Additionally, the approved evaluation tool/process was further discussed and walked through at the Trustee Retreat on July 28, 2021.
- A small working group of Trustees has been established to identify the “Trustee Look Fors” related to the ten standards in the evaluation tool.
- As per the established timeline, the Interim Superintendent has completed the self-assessment and goal setting pieces of the process in preparation for the first formative assessment meeting with the Board of Trustees.
- The Interim Superintendent is beginning to document evidence to support the self-assessment scores in the evaluation rubric [HERE](#) to aid Trustees in completing the final summative evaluation.
- Trustee feedback regarding the self-assessment and presentation of goals will be captured by the District Clerk in the evaluation document.



<b>Meeting Date:</b>	September 13, 2021
<b>Category:</b>	Discussion Item
<b>Agenda Item #:</b>	5.4
<b>Originated By:</b>	Casey Bertram, Interim Superintendent
<b>Others Involved:</b>	Executive Cabinet

**Topic:**  
Staffing Update

**Background:**

Staffing is at critical levels in several areas. Interim Superintendent Bertram and Executive Cabinet will update the Board on the status of staffing and possible short and long term solutions to the problem.

2021-2022 Staffing Update

Employee Category	Unfilled Positions 9/9/2021
Custodians	5
Food Service	15
Bus Drivers (First Student)	7
Paraprofessional (SPED)	15
Paraprofessional (Transportation, Discretionary, Noon Duty)	40
Before and After School Paraprofessionals	17
Substitutes (199 currently on list)	50
Certified	4
GRAND TOTAL	153

**Challenges:**

- Custodial, Food Service, and Bussing Updates
- Paraprofessional Update
- Substitute Update

**Solutions (potential and actual):**

- Employee Incentives and Signing Bonuses
- Options for:

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- Custodial Services
  - Food Service Programs
  - Bussing Service
  - Paraprofessional Services
  - Substitute
- MTSBA Potential Legislative Resolution



Meeting Date:	September 13, 2021
Category:	Reports
Agenda Item #:	7.1
Originated By:	Casey Bertram, Interim Superintendent
Others Involved:	Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**  
The Executive Cabinet will provide updates of current issues in their respective areas of responsibility. Since the topics that may come up have not been properly noticed, these reports should not result in extensive discussion by the Board and public at this meeting. They may, however, lead to future agenda items that have been properly noticed.



**Meeting Date:** September 13, 2021

**Category:** Reports

**Agenda Item #:** 7.2

**Originated By:** Trustees

**Others Involved:**

MOTION	SECOND	AYES	NAYS	ABSTAIN

**Topic:**

Individual Trustees will be provided the opportunity to make requests, express concerns, give reports and request future agenda items. Since the topics that may come up have not been properly noticed, these reports should not result in extensive discussion by the Board and public at this meeting. They may, however, lead to future agenda items that have been properly noticed.



# Bozeman School District 7

404 West Main

Bozeman, Montana 59715

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## Core Purpose

“Bozeman Public Schools exist to provide an outstanding education that inspires and ensures high achievement so every student can succeed and make a difference in a rapidly changing world community.”

## Core Values

- ☐ **High Student Achievement:** We are committed to ensuring that all students achieve at high levels.
- ☐ **Committed, Quality Staff:** We employ and retain well qualified and talented staff members who demonstrate a commitment to the core purpose of the District.
- ☐ **Community and Family Engagement:** We believe that parents and the community are essential contributors in the achievement of our goals.
- ☐ **Climate:** We operate in a climate of respect, honesty and hard work, recognizing the need to be adaptable and open to change.
- ☐ **Fiscal Responsibility:** We are fiscally responsible in the management and expenditure of all District resources.
- ☐ **Decision Making:** We rely on best practices research to guide our decision-making.

## Big Audacious Goal – Envisioned Future

“The Bozeman Public School District is widely recognized as a vibrant, flexible and progressive educational system that generates student excellence and engages students to succeed and positively contribute in a global community.”

## Goals of the Bozeman Public School District

### Goal Area 1: Academic Performance:

Every student meets or exceeds the high academic standards of the Bozeman Public School District.

### Goal Area 2: Operations and Capacity Building:

District operations, facilities and human resources support an efficient and progressive educational system.

### Goal Area 3: Community Engagement and External Relations:

Bozeman Public Schools has created an environment in which parents, community, legislators and all education stakeholders are supportive, engaged, and contribute to successfully educate our students.

### Goal Area 4: Student Success/Safety/Health/Welfare:

Bozeman Public Schools has effective systems in place for students to learn and staff to work in a safe and healthy environment.





## **Welcome to the Bozeman Public Schools Board of Trustees meeting!**

### **If this is your first meeting**

If this is your first time attending a meeting, let us extend our special welcome! These meetings are designed to give everyone the opportunity to participate in seeing how the Bozeman trustees facilitate school business.

### **What is the purpose of these meetings?**

The meetings of the Bozeman Public Schools Board of Trustees are always open to the public. These meetings are held to officially conduct the business of the school district, as governed by Montana law. Trustees are responsible for key decisions, some of which include hiring of employees, reviewing negotiated agreements, approving new curriculum or changes to existing curricula, facility usage requests, and paying of monthly expenses.

### **How can I address the trustees?**

Public Participation on Non-Agenda Items is the time for comment on public matters that are not on the agenda. Members of the audience are encouraged to briefly address the trustees on an issue that is not on the agenda. The Chair of the Board will seek comments from the audience on significant items as they occur. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order.

### **Remember our Disclaimer:**

This is the time for comment on public matters that are not on the agenda. Members of the audience are encouraged to briefly address the trustees on an issue that is not on the agenda. The Chair of the Board will seek comments from the audience on significant items as they occur. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order.



## BOARD OF TRUSTEES

## TERM

Sandra Wilson -- Board Chair .....	2024
Greg Neil -- Vice Chair .....	2023
Lei-Ann Bertelsen .....	2024
Kevin Black .....	2023
Douglas Fischer .....	2024
Gary Lusin .....	2024
Tanya Reinhardt .....	2022
Lisa Weaver .....	2022

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## EXECUTIVE CABINET

## POSITION

Casey Bertram .....	Interim Superintendent
Chad Berg .....	Director of Special Education and Student Health
Marilyn King .....	Deputy Superintendent Instruction
Matt Stark .....	Director of Facilities
Pat Strauss .....	Director of Human Resources
Mike VanVuren .....	Deputy Superintendent Curriculum & Technology
Mike Waterman .....	Executive Director Business and Operations

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Public comment can be submitted electronically to [trustees@bsd7.org](mailto:trustees@bsd7.org)

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## BOARD OF TRUSTEE STANDING COMMITTEE ASSIGNMENTS

### Equity Advisory Committee

#### **Trustees**

Lei-Anna Bertelsen  
Kevin Black

### Long-Range Strategic Planning (LRSP)

#### **Trustees**

Douglas Fischer  
Sandy Wilson

### Long-Range Facilities Planning (LRFP)

#### **Trustees**

Kevin Black  
Gary Lusin  
Tanya Reinhardt

### Long-Range Collaboration Plan via the District Ongoing Collaborative Committee (DOCC)

#### **Trustees**

Gary Lusin  
Douglas Fischer - Alternate

### District Safety

#### **Trustees**

Tanya Reinhardt  
Sandy Wilson

### Student Inclusion and Resiliency Initiative (SIRI)

#### **Trustees**

Douglas Fischer  
Lisa Weaver

### Wellness Advisory Council (WAC)

#### **Trustees**

Gary Lusin

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## BOARD OF TRUSTEE AD-HOC OR AS NEEDED COMMITTEES

### Certified (BEA) Negotiations

#### **Trustees**

Lei-Anna Bertelsen  
Douglas Fischer  
Gary Lusin  
Sandy Wilson, Alternate

### Classified (CBEA) Negotiations

#### **Trustees**

Kevin Black

### Bozeman High School Construction Liaison

#### **Trustees**

Kevin Black

## *BOARD OF TRUSTEE REPRESENTATION ON COMMITTEES/COUNCILS ASSOCIATED WITH BSD7*

### **Bozeman Schools Foundation (BSF)**

#### **Trustees**

Greg Neil

### **MTSBA Municipal Director and Delegates**

#### **Trustees**

Gary Lusin, Director

Lei-Anna Bertelsen

Greg Neil, Delegate

Tanya Reinhardt, Delegate

Sandy Wilson, Delegate

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## *SCHOOL LIAISONS*

**Bozeman High School/Bridger Charter Academy**

Kevin Black

**Gallatin High School**

Sandy Wilson

**Chief Joseph Middle School**

Lei-Anna Bertelsen

**Sacajawea Middle School**

Kevin Black

**Emily Dickinson Elementary School**

Gary Lusin

**Hawthorne Elementary School**

Tanya Reinhardt

**Hyalite Elementary School**

Douglas Fischer

**Irving Elementary School**

Douglas Fischer

**Longfellow Elementary School**

Lisa Weaver

**Meadowlark Elementary School**

Sandy Wilson

**Morning Star Elementary School**

Greg Neil

**Whittier Elementary School**

Greg Neil

**Bozeman Online Charter School (BOCS)**

Gary Lusin

# Bozeman School District #7

## BOARD REOCCURRING CALENDAR



### JULY

- Approve Bus Routes
- LRSP Annual Report
- Learning Materials Review Committee
- Preliminary Budget Review
- Set Health and Dental Insurance Price Tags
- Supplemental Book Adoption-One Book-One Bozeman and Bozeman Schools Foundation

### AUGUST

- Opening School Activities
- Approve Final Budgets (on 2nd Monday)

### SEPTEMBER

- One Book-One Bozeman Participation
- LRSP Implementation Framework and Reporting
- Approval to Enroll Students with Exceptional Circumstances

### OCTOBER

- Attend Montana School Boards Association Annual Meeting
- Budget Development Calendar

### NOVEMBER

- LRSP: Annual Facilities Master Plan Review
- Preliminary Enrollment and Projection Reports

### DECEMBER

- High School New Course Proposals
- Hold Board/Employee Holiday Celebration
- Annual Facilities Master Plan Adoption/Capital Projects

### JANUARY

- CAFR and Audit Report for prior year
- Consider MSHA Resolutions
- Building Reserve Allocation/Capital Projects
- Evaluate the Superintendent

### FEBRUARY

- Call for Annual School Elections
- School District Calendar Approval

### MARCH

- National Merit Awards
- Hold Budget Review Meetings
- Finalize Ballot Language
- Notice of Permissive Levy Increase
- Professional Development Plan Approval
- Board Resolution for Screen Free Week
- Out of State Field Trips and Travel
- Preliminary Budget Discussion

### APRIL

- National School Boards' Association Annual Conference
- Hold Budget Review Meetings
- Teacher Appreciation Week
- District Technology Plan Approval
- RIF Notification

### MAY

- Approve or Non-renewal of Teachers
- Hold Trustee Election (first Tuesday following first Monday)
- Reorganize the Board and Recognize Outgoing Members
- Request County Conduct Ensuing Year Elections
- Consider MSBA Resolutions
- Administrator Compensation Policy
- Federal Grant Applications
- Appointment of Bozeman Public Schools Foundation Directors

### JUNE

- Recognize Retiring Staff
- Financial Approvals and Fund Balance Assignment and Commitments

### MONTH VARIES

- Approve Employee Contracts
- Consider Policy Changes
- LRSP Mega Issues Dialogues
- Approve Curriculum Adoptions
- Approve Instructional Material Purchases
- Approve Memorandum of Understanding for Services
- Board Luncheon LRSP Reports

### BOARD OF TRUSTEES

- Sandra Wilson, Chair
- Greg Neil, Vice Chair
- Lei-Anna Bertelsen
- Kevin Black
- Douglas Fischer
- Gary Lusin
- Tanya Reinhardt
- Lisa Weaver



## Bozeman Public Schools Upcoming Board Meetings

September 13	Monday	Regular Board Meeting	5:45 PM
*September 27	Monday	Special Board Meeting	5:45 PM
October 11	Monday	Regular Board Meeting	5:45 PM
*October 25	Monday	Special Board Meeting	5:45 PM
November 8	Monday	Regular Board Meeting	5:45 PM
*November 22	Monday	Special Board Meeting	5:45 PM
December 13	Monday	Regular Board Meeting	5:45 PM
January 10	Monday	Regular Board Meeting	5:45 PM
*January 24	Monday	Special Board Meeting	5:45 PM
February 14	Monday	Regular Board Meeting	5:45 PM
*February 28	Monday	Special Board Meeting	5:45 PM
March 7	Monday	Regular Board Meeting	5:45 PM
*March 28	Monday	Special Board Meeting	5:45 PM
April 11	Monday	Regular Board Meeting	5:45 PM
*April 25	Monday	Special Board Meeting	5:45 PM
May 16	Monday	Regular Board Meeting	5:45 PM
*May 23	Monday	Special Board Meeting	5:45 PM
June 13	Monday	Regular Board Meeting	5:45 PM
*June 27	Monday	Special Board Meeting	5:45 PM

\*The second meeting of every month is considered a “special board meeting” and will take place at the discretion of the Board Chair and Vice Chair if the agenda warrants holding a meeting.



# Bozeman Public Schools

## Calendar

### 2021-2022

#### PIR Dates & Conferences – No School

August 25-27	K-12 PIR Day
September 27	K-12 PIR Day
October 21-22	Flex K-12 PIR Day
October 28-29	K-5 P/T Conferences
January 17	K-12 PIR Day
January 24-25	9-12 PIR Day
April 7-8	K-5 P/T Conferences
April 7	K-8 PIR Day
April 8	K-12 PIR Day
May 27	K-12 PIR Day
June 10	K-12 PIR Day

#### Holidays & School Closures- No School

September 6	Labor Day
November 24-26	Thanksgiving
December 20-31	Winter Break
January 17	Martin Luther King Jr.
February 21	President's Day
March 14-18	Spring Break
May 30	Memorial Day

#### Important Dates

August 30	School Begins 1-12
September 2	Kindergarten Begins
June 4	HS Graduation!
June 9	Last Day of School, Students released at 12:45 PM

#### Grading Periods

K-5:	January 21 June 9
6-8:	Trimester 1: November 19 Trimester 2: March 4 Trimester 3: June 10
9-12:	Period 1 - October 8 Period 2 - November 19 1st Semester - January 21  Period 1 - March 4 Period 2 - April 22 2nd Semester - June 9

JULY • 2021						
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AUGUST • 2021						
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SEPTEMBER • 2021						
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NOVEMBER • 2021						
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DECEMBER • 2021						
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JANUARY • 2022						
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MARCH • 2022						
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APRIL • 2022						
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MAY • 2022						
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JUNE • 2022						
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26	27	28	29	30		

Revised: 08/12/2021

Please note that our individual schools might have additional important dates related to other school functions.

Please check with your local school for these dates and events.

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