

AGENDA #20

BOZEMAN SCHOOL DISTRICT NO. 7
WILLSON BOARD ROOM
MONDAY June 11, 2018 – 5:45 p.m.

5:45 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Recognition of visitors and explanation of procedures to be followed when addressing the Board.
Please turn off cell phones.

BOARD EDUCATION:

1. College & Career Readiness, Part 2

MINUTES

2. Minutes of Previous Meetings

RECOGNITION AND AWARDS

17. CoSN Trusted Learning Environment Seal
18. Unified School Champion Award
19. SAT/AGATE Scholarships
20. 2017-18 Girls' Track "AA" State Individual Champions
21. 2017-18 Boys' Track "AA" State Individual Champions
22. 2018 "AA" Boys' Tennis All-State Individuals
23. 2018 "AA" Girls' Tennis State Championship and All-State Individuals

ACTION ITEMS - CONSENT

High School District

24. High School #2 – Approval of Special Inspections and Testing Services

Both Districts

53. Approve Appointment of Four Foundation Board Members
55. Revised Policy #2163, Traffic Education, 2nd Reading
57. Revised Policy #6143, Leadership Compensation Plan, 2nd Reading
60. Uniform Guidance – District Policies Related to Federal Grant Management – 2nd Reading
76. K-12 Primary/Core Resources Adoption
77. Professional Development/Learning Plan Approval
79. Curriculum Review Cycle
82. Approval of Technology Equipment Purchase
84. Personnel Actions
89. Financial Approvals and Fund Balance Assignment and Commitments
92. Financial Reports, Warrant Approval, Donations

SUPERINTENDENT'S REPORT

106. Superintendent's Report

BOARD OF TRUSTEES

107. Requests, Calendar, Concerns, Reports, Future Agenda Items and Open Meeting Topics for Next Meeting

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS


108. Public Input Period: Members of the community are given an opportunity to make brief comments to the Board on any matters not included in the agenda.

DISCUSSION AND REPORTS

109. High School #2 – Collaborative for High Performance Schools Certification (CHPS) Update
110. Update: High School Transition Committee

ADJOURN

Public comment can be submitted electronically to trustees@bsd7.org

	Wilson	Willett	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: BOARD EDUCATION:
COLLEGE & CAREER READINESS,
PART 2

CATEGORY: DISCUSSION AND REPORTS

ORIGINATED
BY: Rob Watson, Superintendent

OTHERS
INVOLVED: Karin Neff, BSD7 Data Specialist
Kevin Conwell, BHS Principal

DATA
EXPANSION: None

COST/FUND
SOURCE: N/A

IMPLEMENTATION

ACTION: High School and Elementary District DISCUSSION
June 11, 2018

DISCUSSION:

As part of the Long Range Strategic Planning process the administration in collaboration with the Board of Trustees developed the College and Career Readiness Framework.

The purpose of the Framework is to clearly define the academic and non-academic skills necessary for students to be successful, both while attending BSD7 and after they graduate from our District. In addition, the Framework will identify academic markers that will be used to assess District progress. The Framework is linked [HERE](#).

It is the intention of the Administration to develop Board understanding around academic markers, which can be used as accountability measures for the Framework. Over the course of the 2017/18 Board meetings, the District will review and define these academic markers for the Board during the Board Education portion of the meeting.

In this discussion the District staff will present data from our student exit survey that relates to our Career Readiness Goal. This survey data has been matched with student achievement data so that the Board can consider the academic achievement for those students who may not be going to college after high school graduation. Information regarding our College Readiness Goal was presented at the May meeting.


This discussion supports the following Long Range Strategic Plan strategic objectives:

Strategic Objective 1.06: Prepare all students to be College and Career Ready to engage in a global community.

Strategic Objective 2.01: Secure and align resources with District goals.

Strategic Objective 3.01: Enhance District transparency and accountability through effective communication with our community.

Strategic Objective 3.04: Engage in a collaborative dialogue surrounding topics of educational importance to our community and their impact on the LRSP.

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willet	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: MINUTES OF PREVIOUS MEETINGS
 CATEGORY: MINUTES
 ORIGINATED BY: Mike Waterman, District Clerk
 OTHERS INVOLVED: Nancy Brady, Executive Assistant
 DATA EXPANSION: Minutes of the Regular Board Meeting of 05-14-18 and Special Board Meeting of 05-18-18
 COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
 Effective June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:

If the Board wishes to approve this item as presented, the following motion would be in order:

MOVE THE BOARD OF TRUSTEES approve as presented the minutes of the Regular Board Meeting of 05-14-18 and Special Board Meeting of 05-18-18.

DISCUSSION:

Upon approval, the minutes represent the official actions of the Board of Trustees of School District No. 7, Gallatin County, Montana. Every effort is made to have these recommended minutes accurately portray the proceedings and procedures of the Trustees.

BOARD MEETING, BOARD OF TRUSTEES, SCHOOL DISTRICT NO. 7 AND HIGH SCHOOL DISTRICT

Open Session

DATE: May 14, 2018

TIME: 6:00 p.m.

PLACE: Willson Board Room

MEMBERS

PRESENT: Andy Willett, Chair
Heide Arneson, Vice Chair
Douglas Fischer
Gary Lusin
Greg Neil
Tanya Reinhardt
Wendy Tage
Sandy Wilson

MEMBERS

ABSENT:

STAFF

PRESENT: Robert Watson, Superintendent
Steve Johnson, Deputy Superintendent Operations
Pat Strauss, Director of Human Resources
Mike Waterman, Director of Business Services/District Clerk
Todd Swinehart, Director of Facilities
Nancy Brady, Secretary

OTHERS

PRESENT: Tami Phillippi, BEA Representative
Student Representative Jenna Hatch

MEDIA: Gail Schontzler, Bozeman Chronicle

VISITORS: Approximately 53

Call to Order

The meeting was called to order at 5:45 p.m. by Chair Willett. Following the Roll Call and the Pledge of Allegiance, Willett welcomed visitors and explained the purpose of the meeting and procedures to be followed.

Board Education: College & Career Readiness, Part 1

Superintendent Rob Watson introduced this item giving a brief explanation of the Framework.

Karin Neff, Accountability/Data Analyst Specialist, and Katie Laslovich, BHS Assistant Principal, gave a PowerPoint Presentation which included:

- Succeeding in College
- Measures of College Readiness
- Class of 2018: Proportion Proficient on ACT Subject Tests

- Students Enrolled in MUS Remedial Courses
- Dual Enrollment Classes
- Number of Tests by Subject 2017
- Proportion of Students Successful in AP Exams
- Class of 2017 Senior Exit Survey Responses
- Take Away Points

Neff and Laslovich answered Trustees' questions.

Minutes

Trustees made minor changes to the proposed minutes. Minutes of the Special Board Meetings of 04-03-18 and 04-09-18, Regular Board Meeting of 04-09-18 and Special Board Meeting of 04-23-18 were approved as amended.

2018 National Latin Exam Awards

Trustee Arneson moved the Board of Trustees adopt the following resolution. Trustee Wilson seconded the motion. Motion carried 8-0.

- WHEREAS: The National Latin Examination is a standardized assessment tool. This was the eighth consecutive year that Bozeman High School Latin students have participated in the National Latin Examination. Schools in all 50 states and 24 foreign countries give the National Latin Exam to measure the proficiency and academic achievement levels in studying Latin as a foreign language; and
- WHEREAS: A total of 143,000 students took the exam globally this year and 41 voluntarily took the exam at BHS this March in accordance with national World Language Week; and
- WHEREAS: National Latin Exam participants who score above the national average are recognized with certificates in four levels of top achievement. Bozeman had 18 students earning such accolades this year. Gold medals are awarded nationally to those students who score *summa cum laude*. Silver medals are awarded nationally to those students who score *maxima cum laude*, which is the equivalent of placing above the 80th percentile nationwide. Four BHS students of Latin earned a silver medal at their level are recognized for their outstanding level of academic achievement;
- THEREFORE: Be it resolved that the Board of Trustees recognize and honor:

Level 2	Oliver Cole, silver medal
Level 2	Ani Hadley, silver medal
Level 2	Seth Wyatt, silver medal
Level 3	Tabor Roulson, silver medal

2018 Montana State Technology Student Association Conference Awards

Trustee Fischer moved the Board of Trustees adopt the following resolution. Trustee Tague seconded the motion. Motion carried 8-0.

- WHEREAS: The Technology Student Association (TSA) is a national, non-profit organization of middle and high school students that provides leadership and opportunities in technology, innovation, design and engineering. Members apply STEM (science, technology, engineering and mathematics) concepts through co-curricular programs; and
- WHEREAS: Students competed at the state conference, held in Billings on April 9-10, 2018; and

- WHEREAS: This year, Bozeman High School students competed in multiple events, and won awards in six of those events, including the High School VEX Robotics Challenge Tournament Champions; and
- WHEREAS: This year, Sacajawea Middle School students competed and won the Middle School VEX Robotics Challenge Tournament; and
- WHEREAS: The following students took first place awards:
- Molly Taylor – Career Planning
 - Molly Taylor and Keely Kempt – Techno Talk
 - Riley Nicholas – Line Follower
 - Emily Schmidt and Kyle Malcolm – High School VEX Robotics Challenge- Tournament Champions
 - Zach Serocki, John Kim, and Jerry Broderick – Middle School VEX Robotics Challenge- Tournament Champions
- THEREFORE: Be it resolved that the Board of Trustees recognize and honor Jerry Broderick, Keely Kempt, John Kim, Kyle Malcolm, Riley Nicholas, Emily Schmidt, Zach Serocki, and Molly Taylor for excellence at the 2018 Technology Student Association State Conference.

Canvass the Results of the May 8, 2018 Election

Mike Waterman, District Clerk, reported on the results of the May 8, 2018 Election.

Trustee Neil moved the Board of Trustees adopt the following resolution. Trustee Reinhardt seconded the motion. Motion carried 8-0.

- Accept the Official Tally of the Gallatin County Election Administrator for the Annual School Election held on May 8, 2018
- Certify the election of Douglas Fischer, Gary Lusin, and Wendy Tage for three-year terms on the Elementary School Board
- Certify the election of Sandra Kline Wilson for a three-year term on the High School Board
- Certify the passage of the Elementary General Fund Levy of Two Hundred Ninety-One Thousand Dollars (\$291,000)
- Certify the passage of the High School General Fund Levy of One Hundred Sixty-Three Thousand Dollars (\$163,000)
- Certify the approval to acquire elementary property located near Baxter and Davis Roads
- Certify the approval to acquire elementary property located in the Woodland Park Subdivision
- Adopt the attached Certificate of Election

Oath of Office

Waterman introduced Matt Henry, Gallatin County Superintendent of Schools, who will administer the oath of office to newly elected Trustees Douglas Fischer, Gary Lusin, Wendy Tage and Sandy Wilson.

Reorganization of the Board of Trustees

Mike Waterman, District Clerk, called the reorganization meeting to order and explained the procedures to be followed. The purpose of the Board Reorganization is to select a Board Chair, Vice Chair and appoint the District Clerk.

Mike Waterman called for nominations for Chair:

Trustee Tague nominated Andy Willett as Chair. There were no further nominations. Nominations were closed. All Trustees present voted unanimously in favor of Trustee Willett, 8-0. Trustee Andy Willett will serve as Chair.

District Clerk Mike Waterman turned the meeting over to Chair Willett.

Chair Willett called for nominations for Vice Chair.

Trustee Arneson nominated Sandy Wilson as Vice Chair. There were no further nominations. Nominations were closed. All Trustees present voted unanimously in favor of Sandy Wilson, 8-0. Trustee Sandy Wilson will serve as Vice Chair.

Chair Willett asked for nominations for District Clerk.

Trustee Tague nominated Mike Waterman as District Clerk. There were no further nominations. Nominations were closed. All Trustees present voted unanimously to appoint Mike Waterman as District Clerk, 8-0. Mike Waterman will serve as District Clerk.

Consent Agenda – High School and Both Districts

Trustee Arneson moved that the Board of Trustees approve items #33, 36, 38, 40 and 45. Trustee Neil seconded the motion. Motion carried 8-0.

33. High School Bond Update

36. 6-12 Science Primary/Core Resource Purchase

38. Request County Clerk & Recorder Conduct 2018-19 Elections

40. Personnel Actions (attached)

45. Financial Reports, Warrant Approval, Donations

The warrants are kept as part of the official minutes in a separate book in the Business Office

Superintendent's Report

Student Representative Jenna Hatch reported on:

- BHS Blood Drive
- Teacher Appreciation Week
- Graduation

Watson thanked Jenna Hatch for her work and support.

Superintendent Watson's report included:

- Staff Appreciation Week – May 7–11, 2018
- May 10, 2018 – Board of Public Ed Meeting in Great Falls – The Bridger Charter Academy application was renewed for another three years.
- District Graduation Ceremonies

Board of Trustees

Trustee Wilson reported on her visits to the Rural Schools.

Trustee Lusin commented on the generosity of donors.

Trustee Fischer reported on his meeting and involvement with the Sunrise Rotary Club and commented on the two middle school students who are on the governor's panel for the homeless.

Public Participation on Non-Agenda Items

Kate Wright spoke on the selection for the next Support Services Supervisor. She expressed her excitement over the opportunity this will bring to the District to be innovative and engage with the local food sector.

Mike Waterman, Director of Business Services, updated the Board on the hiring process for this position.

MTSBA Delegate Assembly Resolutions

Superintendent Rob Watson stated the Montana School Boards Association (MTSBA) Delegate Assembly will be held in Helena on June 7, 2018. Watson and Mike Waterman explained the purpose of this discussion is for the Board to review the nine proposals submitted and provide the delegates with feedback.

Trustees discussed the proposals voicing any questions or concerns they had.

Director of Business Services Mike Waterman gave an overview of the "School Safety Funding Proposal", which has not been presented to MTSBA yet. Waterman answered Trustees' questions.

Revised Policy #2163, Traffic Education, 1st Reading

Deputy Superintendent Steve Johnson explained the revisions to Policy #2163 and the reasons those revisions are being requested.

Trustees suggested additional changes to the revisions.

This policy will be brought back for second reading and approval at the June 11, 2018 meeting. No official action was taken.

Revised Policy #6143, Leadership Compensation Plan, 1st Reading

Superintendent Rob Watson introduced this item giving an explanation of the recommended changes.

This policy will be brought back for second reading and approval at the June 11, 2018 meeting. No official action was taken.

Uniform Guidance – District Policies Related to Federal Grant Management – 1st Reading

Deputy Superintendent Steve Johnson introduced this item, giving a brief overview of the policies being revised and proposed new policies. Director of Business Services Mike Waterman explained the "Uniform Guidance" requires the Board to adopt certain written policies to ensure compliance with federal grant requirements. The District's auditors, Anderson Zurmuehlen & Co., PC, recommended the District review current policies in place and ensure they meet all the requirements under "Uniform Guidance".

The policies being brought before the Board are:

- Revised Policy 1512, Conflict of Interest
- Revised Policy 7336, Travel Allowances and Expenses
- New Policy 7338, Allowability of Costs – Federal Programs
- New Policy 7340, Cash Management - Federal Programs
- New Policy 8430, Records Management
- Deleted Policy 8410, Records Management

Johnson and Waterman answered Trustees' questions.

These policies will be brought back for second reading and approval at the June 11, 2018 meeting. No official action was taken.

Update: High School Programming

Superintendent Rob Watson gave a brief update on the work of the High School Programming Committee. He explained this committee has broken into three subcommittees and are working through their goals and tasks:

1. Academic Program Subcommittee
2. Scheduling Subcommittee
3. Graduation Requirements Subcommittee

Watson asked Trustees for their input and answered their questions.

Superintendent Watson explained the next steps in the high school planning process and the list of special tasks and projects he has developed which need to be discussed and include:

1. High School Programming
2. High School Transition
3. Activities Model
4. Staffing Model
5. Scheduling Model
6. Design and Equipment
7. Communication Plan
8. School Culture

Trustees discussed this list and asked questions regarding the amount of work that needs to be done and the time and staffing needed to get this done.

Adjourned at 8:18 pm

Andy Willett, Board Chair

Mike Waterman, District Clerk

**Bozeman Public Schools
Human Resources**

April 9, 2018

REQUIRES BOARD ACTION

Confirmation of Employment (Professional)

Name	Position	Level/Step	Effective	Salary
Kellie, Douglas	Transportation Coordinator	Non Unit	4/16/2018	\$10,153.85
Lefebvre, Mollie	Student Assistance Specialist, 1.0 FTE, ASPT	Non Unit	4/2/2018	\$9,145.44

Confirmation of Employment (Classified)

Name	Position	Unit/Grade Step	Effective	Hourly Rate
Cole, Kayte	Self Contained PARA, .500 FTE, LONG, 9.25 mos.	D01	3/5/2018	\$12.30
Huckleberry, Amanda	Resource PARA, .875 FTE, SMS, 9.25 mos.	B03	3/1/2018	\$11.33
McCabe, Kristen	Roving Custodian, 1.0 FTE, FAC, 12 mos.	G01	3/26/2018	\$14.88
Snider, Sean	Self Contained PARA, .8750 FTE, CJMS, 9.25 mos.	D01	3/19/2018	\$12.30

Confirmation of Request for Leave of Absence (Certified)

Name	Position	Reason	Effective Dates
Clark, Taylor	Core Teacher, 1.0 FTE, CJMS	FMLA	8/22/18 - 11/26/18
Gustavsen, Erika	Health Enhancement Teacher, 1.0 FTE, BHS	FMLA	8/29/18 - 11/5/18
Morecz, Jennifer	Science Teacher, .800 FTE, BHS	LOA	2018-2019
Sexton, Hollie	Orchestra Teacher, 1.0 FTE, SMS	LOA	2018-2019

Confirmation of Request for Leave of Absence (Classified)

Name	Position	Reason	Effective Dates
Livingston, Brenda	Accounting District Bookkeeper, 1.0 FTE, BUS OFF, 12 mos.	Medical LOA	3/7/18 - 4/6/18

Confirmation of Resignations/Terminations (Certified)

Name	Position	Reason	Effective	Years of Service
Bies, Kenneth	School Counselor, 1.0 FTE, BA(M)+105, Step 18, \$75,976, SMS	Retirement	6/8/2018	27
DeWolf, Nancy	Librarian, 1.0 FTE, BA(M)+105, Step 18, \$75,976, MOST	Retirement	6/8/2018	34.64
Lockhart, John "Pat"	School Psychologist, .600 FTE, BA(M)+105, Step 8, \$37,351.80, IRVG	Retirement	6/8/2018	2
Pierce, Wendy	Science Teacher, 1.0 FTE, BA(M)+105, Step 18, \$75,976, CJMS	Retirement	6/8/2018	25
Salo, Mark	School Counselor, .800 FTE, MS Teacher, .200 FTE, BA(M)+105, Step 18, \$75,976, SMS	Retirement	6/8/2018	33
Stokes, Judith	Librarian, 1.0 FTE, BA+45, Step 16, \$57,161, HAWT	Retirement	6/8/2018	18.55
Wahl, Nathan	HS Teacher, 1.0 FTE, BA, Step 5, \$44,790, BHS	Resignation	6/8/2018	5

Confirmation of Resignations/Terminations (Professional)

Name	Position	Reason	Effective	Years of Service
Burrows, Robert	Supervisor of Support Services, 1.0 FTE, \$94,242, 12 mos.	Retirement	9/28/2018 Correction to Retirement Date	28.05

**Bozeman Public Schools
Human Resources**

April 9, 2018

REQUIRES BOARD ACTION (con't)

Confirmation of Resignations/Terminations (Classified)

Name	Position	Reason	Effective	Years of Service
Hofman, Claudine	Self Contained PARA, .875 FTE, D07, \$13.81/hr., CJMS, 9.25 mos.	Resignation	6/7/2018	3
Miller, Benjamin	Custodian, 1.0 FTE, G01, \$14.88/hr., MOST, 12 mos.	Resignation	3/9/2018	13 days

REPORT OF ADMINISTRATIVE ACTIONS

Changes and Revisions in Contracts (Classified)

Name	From	To	Effective	Reason
Atkinson, George	Roving Custodian, 1.0 FTE, G04, \$15.77/hr., FAC, 12 mos.	Head Custodian, 1.0 FTE, G04, \$17.37/hr., CENT OFF, 12 mos.	3/19/2018	Change in Assignment, Location and Pay Rate
Banville, Kathryn	Satellite Hostess I, .5625 FTE, FC11, \$14.25/hr., MOST, 9.25 mos.	Satellite Hostess I, .5625 FTE, MOST, .250 FTE, SUPT SVCS, FC11, \$14.25/hr., 9.25 mos.	3/7/2018	Additional Assignment, Increase in FTE/Hrs.
Cole, Kayte	Self Contained PARA, .500 FTE, D01, \$12.30/hr., LONG, 9.25 mos.	Self Contained PARA, .875 FTE, D01, \$12.30/hr., LONG, 9.25 mos.	3/29/2018	Increase in FTE/Hrs.
Garner, Lynn	Non Instructional PARA, .3125 FTE, B01, \$10.90/hr., CJMS, 9.25 mos.	Self Contained PARA, .875 FTE, D01, \$12.30/hr., CJMS, 9.25 mos.	3/22/2018	Change in Assignment and Pay Rate, Increase in FTE/Hrs.
Herman, Clara	Before/Afterschool PARA, .400 FTE, B01, \$10.90/hr., HAWT, 9.25 mos.	Before/Afterschool PARA, .325 FTE, B01, \$10.90/hr., HAWT, 9.25 mos.	3/19/2018	Decrease in FTE/Hrs.
Riva, Reelyn	Before/Afterschool PARA, .3125 FTE, IRVG, Satellite Hostess II, .6875 FTE, WHIT, B01, \$10.90/hr., 9.25 mos.	Satellite Hostess II, .6875 FTE, WHIT, .3125 FTE, SUPT SVCS, B01, \$10.90/hr., 9.25 mos.	4/2/2018	Change in Assignment and Location

Stipends -Extracurricular

Name	Authorized Position	Stipend	Level	Effective
Anderson, Jesse	Track - Asst. Coach - BHS (Longevity)	\$3,817.84	3	3/11/18 - 5/25/18
Benz, Mary Ann	Intramurals - 6th Gr - SMS (63.61% of Level 5 x .5)	\$626.24	5	4/2/18 - 5/9/18
Bridwell, Jourdan	Track - 7th/8th Gr - SMS (63.61% of Level 5 x .5) (Longevity)	\$1,303.12	5	3/19/18 - 5/5/18
Fisher, Jacob	Track - 7th/8th Gr - SMS (63.61% of Level 5 x .5)	\$1,253.00	5	3/19/18 - 5/5/18
Holmquist, Wes	Weightroom Supervisor - Spring - BHS (.50)	\$984.50	5	3/11/18 - 5/25/18
Holmquist, Wes	Summer Gym Supervisor - BHS (.5)	\$1,835.50	3	6/3/18 - 7/31/18
Kraft, Seth	Basketball - Girls 7th Gr - SMS	\$1,253.00	6	1/3/18 - 2/23/18
Martin, Jake	Track - 7th/8th Gr - SMS (63.61% of Level 5 x .5)	\$1,253.00	5	3/19/18 - 5/5/18
Michalcik, Irena	Intramurals - 6th Gr - SMS (63.61% of Level 5 x .5)	\$626.24	5	4/2/18 - 5/9/18
Solyst, Shannon	Intramurals - 6th Gr - CJMS (63.61% of Level 5 x .5)	\$626.24	5	4/2/18 - 5/9/18
Todd, Christine	Intramurals - 6th Gr - CJMS (63.61% of Level 5 x .5)	\$626.24	5	4/2/18 - 5/9/18

**Bozeman Public Schools
Human Resources**

April 9, 2018

REPORT OF ADMINISTRATIVE ACTIONS (con't)

Stipends - Extracurricular (con't)

Name	Authorized Position	Stipend	Level	Effective
Vincent, Kelsi	Track - 7th/8th Gr - CJMS (63.61% of Level 5 x .5)	\$1,253.00	5	3/19/18 - 5/5/18
Warn, Elaine	Track - 7th/8th Gr - SMS (63.61% of Level 5 x .5)	\$1,253.00	5	3/19/18 - 5/5/18
Wesche, Levi	Weightroom Supervisor - Spring - BHS (.50) (Longevity)	\$1,148.32	5	3/11/18 - 5/25/18
Wesche, Levi	Summer Gym Supervisor - BHS (.5) (Longevity)	\$1,982.34	3	6/3/18 - 7/31/18
Wilcox, Jo	Intramurals - Spring - BHS (Longevity)	\$1,353.24	6	3/11/18 - 5/25/18

Stipends - Not Extracurricular

Name	Authorized Position	Stipend	Level	Effective
Bailey, Ian	World Language Coach - Spring - 3 Section(s) - EMDI, HYL, WHIT	\$1,800.00		2/24/18 - 4/10/18
Ben-Youssef, Marie	World Language Coach - Spring - 2 Section(s) - HAWT, MOST	\$1,200.00		2/24/18 - 4/10/18
Calle, Daniela	World Language Coach - Spring - 2 Section(s) - 2-HAWT	\$1,200.00		2/24/18 - 4/10/18
Clark, Christina	World Language Coach - Spring - 1 Section(s) - MOST	\$600.00		2/24/18 - 4/10/18
Cobbs, Georgia	Math STREAM Grant - Design Team Regional Workshop	\$300.00		February 16-17, 2018
Cobbs, Georgia	Math STREAM Grant year 6 - Non Facilitated Module Design	\$600.00		11/10/17 - 3/5/18
Cobbs, Georgia	Math STREAM Grant year 6 - Number Systems & Operations 4-7	\$750.00		2/19/18 - 3/9/18
Donahue, Casey	Gallatin College - 1 year Long/Spring Section(s) - Coding	\$500.00		2017-2018
Easter, Allison	Math STREAM Grant year 6 - Non Facilitated Module Design	\$600.00		11/10/17 - 3/5/18
Ehresmann, Cheryl	Math STREAM Grant - Design Team Regional Workshop	\$300.00		February 16-17, 2018
Ehresmann, Cheryl	Math STREAM Grant year 6 - Math Practices	\$750.00		11/27/17 - 12/17/17
Govaerts, Geraldine	World Language Coach - Spring - 1 Section(s) - MOST	\$600.00		2/24/18 - 4/10/18
Guttormson, Maggie	Math STREAM Grant - Design Team Regional Workshop	\$450.00		February 16-17, 2018
Guttormson, Maggie	Math STREAM Grant year 6 - Describing Data, Grades 4-7	\$750.00		1/29/18 - 2/16/18
Guttormson, Maggie	Math STREAM Grant - Regional Workshop in Miles City (Additional Amount)	\$150.00		October 27-28, 2017
Hanks, Britta	Gallatin College - 1 year Long/Spring Section(s) - German 4	\$500.00		2017-2018
Hedlund, Rick	Gallatin College - 1 year Long/Spring Section(s) - College Welding	\$500.00		2017-2018

**Bozeman Public Schools
Human Resources**

April 9, 2018

REPORT OF ADMINISTRATIVE ACTIONS (con't)

<u>Stipends - Not Extracurricular</u>				
Name	Authorized Position	Stipend	Level	Effective
Hickey, Jacob	Gallatin College - 1 year Long/Spring Section(s) - French 4	\$500.00		2017-2018
Hillenius, Mike	Artistic Design Stipend - Technical Director/Stage Design - Hawk's Night Live	\$1,500.00		March 30-31, 2018
Johnson, Krista	Gallatin College - 1 year Long/Spring Section(s) - Advanced Math	\$500.00		2017-2018
Krogstad, Joanna	Gallatin College - 1 Fall Section(s) - Interior Design	\$500.00		Fall 2017
Lin, Chia	World Language Coach - Spring - .834 Section(s) - IRVG	\$500.40		2/24/18 - 4/10/18
Lucier, Julie	Math STREAM Grant year 6 - Non Facilitated Module Design	\$600.00		11/10/17 - 3/5/18
Matney, Ann	World Language Coach - Spring - .416 Section(s) - IRVG	\$249.60		2/24/18 - 4/10/18
McBride-Bergantine, Stephanie	National Board Certification - Teaching	\$2,000.00		2017-2018
Meeks, Hannah	World Language Coach - Spring - 3 Section(s) - EMDI, LONG, WHIT	\$1,800.00		2/24/18 - 4/10/18
Nixon, Madison	World Language Coach - Spring - 2 Section(s) - IRVG, MDLK	\$1,200.00		2/24/18 - 4/10/18
Obstar, Ashley	Gallatin College - 1 year Long/Spring Section(s) - Advanced Math	\$500.00		2017-2018
Ries, Dan	Math STREAM Grant - Design Team Regional Workshop	\$300.00		February 16-17, 2018
Ries, Dan	Math STREAM Grant year 6 - K-8 Math Practices	\$300.00		March, 2018
Rooney, Tim	World Language Coach - Spring - 5 Section(s) - EMDI, MDLK, 3-MOST	\$3,000.00		2/24/18 - 4/10/18
Sigler, Sarah	Gallatin College - 1 year Long/Spring Section(s) - AP Spanish	\$250.00		2017-2018
Squillace, Sandra	Math STREAM Grant year 6 - NSO K-3	\$1,000.00		2/19/18 - 3/11/18
Squillace, Sandra	Math STREAM Grant year 6 - Non Facilitated Module Design	\$600.00		11/10/17 - 3/5/18
Squillace, Sandra	Math STREAM Grant - Design Team Regional Workshop	\$300.00		February 16-17, 2018
Torres, Paola	World Language Coach - Spring - 3 Section(s) - EMDI, IRVG, HAWT	\$1,800.00		2/24/18 - 4/10/18
Vidyukov, Anna	World Language Coach - Spring - 1 Section(s) - MOST	\$600.00		2/24/18 - 4/10/18
Washtak, Amy	Gallatin College - 1 year Long/Spring Section(s) - Biomed Innovations	\$500.00		2017-2018
Werner, Lisa	Gallatin College - 1 year Long/Spring Section(s) - AP German	\$250.00		2017-2018

**Bozeman Public Schools
Human Resources**

April 9, 2018

REPORT OF ADMINISTRATIVE ACTIONS (con't)

Stipends - Not Extracurricular (con't)

Wittman, Vicki	Homebound Teacher - Up to 5 hrs. total (Hrly. Rate)	\$23.00	3/23/18 - 6/30/18
Wyatt, Jane	Gallatin College - 1 Fall Section(s) - Applied Writing	\$500.00	Fall 2017
Zupan, Linda	World Language Coach - Spring - 1 Section(s) - MOST	\$600.00	2/24/18 - 4/10/18

CERTIFICATE OF ELECTION

Bozeman #7

Report to: Gallatin County Superintendent of Schools
May 8, 2018

Trustees Name	Term	# of Votes Received	Acclamation Mark with (X)	Number of Registered Voters	Number Voting
Douglas Fischer	3 yrs.	7,037		38,335	12,421
Gary Lusin	3 yrs.	7,341		38,335	12,421
Gary "Bullybuster" McGowan	3 yrs.	2,223		38,335	12,421
Wendy Tage	3 yrs.	7,731		38,335	12,421
Sandra Kline Wilson	3 yrs.	1,501		5,671	3,562

Propositions:

Type **	Duration of Levy	Elem or HS	Amount Voted on Ballot	Approx Mills	Votes For	Votes Against	Number of Registered Voters	Number Voting
L	Perm.	EL	\$291,000	1.60	8,130	4,010	38,335	12,421
L	Perm.	HS	\$163,000	0.55	9,204	4,735	44,006	14,571
Site	n/a	EL	n/a	0	9,271	2,833	38,335	12,421
Site	n/a	EL	n/a	0	9,302	2,816	38,335	12,421

** L = Levy B = Bond R = Building Reserve
(General/Technology)

We the undersigned, Trustees do hereby notify the County Superintendent of Schools of Gallatin County, Montana, that at the 5-8-2018 election of School District #7 of Gallatin County, Montana, the above number of votes were cast and recorded or completed by acclamation.

TRUSTEES

Meg Neel

Sandra Wilson

Douglas Fischer

Gary Lusin

Gary McGowan

Tanya Rembrandt

Wendy Tage

Heidi L. Cheson

Dated this 14th day of May, 2018

BOARD MEETING, BOARD OF TRUSTEES, SCHOOL DISTRICT NO. 7 AND HIGH SCHOOL DISTRICT

Open Session

DATE: May 18, 2018

TIME: 6:00 p.m.

PLACE: Willson Board Room

MEMBERS

PRESENT: Heide Arneson, Acting Chair
Douglas Fischer
Gary Lusin
Greg Neil
Tanya Reinhardt (by phone)
Wendy Tague (by phone)

MEMBERS

ABSENT: Andy Willett, Chair
Sandy Wilson

STAFF

PRESENT: Robert Watson, Superintendent
Marilyn King, Deputy Superintendent Instruction
Pat Strauss, Director of Human Resources
Mike Waterman, Director of Business Services/District Clerk
Todd Swinehart, Director of Facilities
Nancy Brady, Secretary

OTHERS

PRESENT: Kevin Conwell, BHS Principal
Robin Miller, Curriculum Director
Tami Phillippi, BEA Representative

MEDIA: Gail Schontzler, Bozeman Chronicle

Trustee Lusin moved Trustee Arneson chair the meeting. Trustee Neil seconded the motion. Motion carried 6-0.

Call to Order

The meeting was called to order at 12:00 p.m. by Acting Chair Arneson. Following the Roll Call and the Pledge of Allegiance, Arneson welcomed visitors and explained the purpose of the meeting and procedures to be followed.

Public Participation on Non-Agenda Items

None

Appointment of Irving Elementary School Principal

Superintendent Watson explained his recommendation to hire Jennifer Westphal as Principal at Irving Elementary School. Westphal is currently Assistant Principal at a middle school in Riverside, California. Watson explained he had directed the Interview Committee to find someone who could add value to their work, bring a fresh perspective and challenge co-workers to be better. Watson believes we have found this in Ms. Westphal.

Watson gave a brief history of her work experience and accomplishments. He explained she comes highly recommended from her current colleagues and supervisor.

Trustee Neil moved the Board of Trustees approve the Superintendent's recommendation to hire Jennifer Westphal, Principal for Irving Elementary School, effective July 1, 2018. Trustee Lusin seconded the motion. Motion carried 6-0.

High School Leadership Assignments 2018-19

Superintendent Rob Watson introduced this item and distributed a document addressing the administrative assignments at Bozeman High School. Watson explained District Policy #6130 allows the Superintendent to reorganize the administrative team.

Watson explained his recommended leadership assignments for 2018-19:

1. Assign Randy VanDyk to serve as BHS Assistant Principal
2. Assign Erica Schnee, BHS Assistant Principal, to work on high school transition activities for one year
3. Hiring a temporary one-year position to fill Erica Schnees' position
4. Kevin Conwell, will serve as BHS Principal; Katie Laslovich will serve as BHS Assistant Principal; Jerry Reisig will serve as Activities Director

Watson answered Trustees' questions.


Superintendent Watson explained the Dean positions will remain the same. He also intends to recommend hiring the second High School Principal in 2019-20.

Trustee Lusin moved the Board of Trustees approve the Superintendent's recommendations for the 2018-19 high school leadership assignments as presented. Trustee Neil seconded the motion. Motion carried 6-0.

Meeting adjourned at 12:33 p.m.

Heide Arneson, Acting Board Chair

Mike Waterman, District Clerk

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willet	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: CoSN TRUSTED LEARNING ENVIRONMENT SEAL
 CATEGORY: RECOGNITION AND AWARDS
 ORIGINATED BY: Rob Watson, Superintendent
 OTHERS INVOLVED: Marilyn King, Deputy Superintendent, Instruction; Brad Somers, Director of Technology; Joe Hagemeister, Technology Integration Specialist; Karin Neff, District Data Specialist
 INTRODUCED BY: Rob Watson, Superintendent
 DATA EXPANSION: None
 COST/FUND SOURCE: N/A


IMPLEMENTATION

ACTION: Elementary and High School District RECOGNITION
 June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:

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

- WHEREAS: On April 20, 2018, the Consortium for School Networking (CoSN) awarded the national Trusted Learning Environment (TLE) Seal to the Bozeman School District; and
 WHEREAS: Bozeman Public Schools Is First District in the State – and 16th Nationwide – to Receive CoSN's Trusted Learning Environment Seal; and
 WHEREAS: CoSN is the premier professional association for school system technology leaders, representing over 13 million students in school districts nationwide and continues to grow as a powerful and influential voice in K-12 education; and
 WHEREAS: The Bozeman School District received the Seal for demonstrating its commitment to protecting student data through modern, rigorous policies and practices; and
 WHEREAS: The Seal is given to those Districts who demonstrate strong student data privacy practices in the following areas: Leadership, Business, Data Security, Professional Development and Classrooms;
 THEREFORE: The Bozeman School District, Board of Trustees, Administration and Staff should be recognized and commended for their commitment to student data privacy, having been one of only 16 districts, nation-wide to receive the CoSN Trusted Learning Environment Seal.

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: UNIFIED SCHOOL CHAMPION AWARD

CATEGORY: RECOGNITION AND AWARDS

ORIGINATED BY: Marilyn King,
Deputy Superintendent Instruction

PRESENTED BY: Chad Berg
Special Education Director

OTHERS INVOLVED: Tonya Shonkwiler - Special Education Teacher and Partners Club Advisor; Joey Hancock - Special Olympics Coach; Ed Barry - Special Olympics Coach; Scout Trom – Student and Partners Club; Laina Hall – Student and Partners Club; Billy West – Student and Partners Club; Andy Maheras - BHS Assistant Principal; Chad Berg, Special Education Director

DATA EXPANSION: None

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District RECOGNITION
June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:

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

WHEREAS: Unified Champion Schools promotes social inclusion by bringing together young people with and without disabilities on sports teams (Special Olympics Unified Sports) through inclusive student clubs, together in school or community-wide initiatives, and by fostering youth leadership; and


WHEREAS: Special Olympics Unified Champion School awardees create climates of inclusion, acceptance, respect, and human dignity for all students with and without intellectual disabilities; and

WHEREAS: The Unified strategy is about unifying all students—with and without disabilities—using sports as a catalyst for social inclusion and attitude and behavioral change; and

WHEREAS: Bozeman High School has been selected as a Unified Champion School of the Year; and

WHEREAS: Unified Special Olympics Team and members of the Partners Club presented the award during Opening Ceremonies of Area Games on April 26, 2018;

THEREFORE: We recognize and honor Bozeman High School for this meaningful and noteworthy award.

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: SAT/AGATE SCHOLARSHIPS
 CATEGORY: RECOGNITION AND AWARDS
 ORIGINATED BY: Marilyn King,
 Deputy Superintendent Instruction
 OTHERS INVOLVED: Brian Ayers, CJMS Principal; Gordon Grissom, SMS Principal
 PRESENTED BY: Wendy Morical, Lena Wessel,
 Gifted Coordinators
 DATA EXPANSION: None
 COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District RECOGNITION
 June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:


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

WHEREAS: Over 100 Montana students in grades 7 and 8 took the SAT Challenge in December, 2017 or January, 2018; and

WHEREAS: Bozeman students won two of the nine SAT Challenge Scholarships; and

WHEREAS: Joseph Johns and Cael Koentopp were recognized as SAT Scholarship winners at the Montana Association for Gifted and Talented Educators (AGATE) Conference in April, 2018;

THEREFORE: Be it resolved that the Board of Trustees recognize and honor Joseph Johns and Cael Koentopp for receiving these awards.

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: 2017-18 GIRLS' TRACK "AA" STATE INDIVIDUAL CHAMPIONS

CATEGORY: RECOGNITION AND AWARDS

ORIGINATED BY: Jerry Reisig, Activities Director

OTHERS INVOLVED: Eric Fisher, Head Coach
Assistant Coaches:
Jesse Andersen, Casey Jermyn
Mike Cole, Chantal Jaeger,
Blaine Pederson, Ryan Cech,
Travis Monroe, Kelsey Davis,
Justin Mobley

PRESENTED BY: Eric Fisher, Head Coach

DATA EXPANSION: None

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District RECOGNITION
June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:


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

WHEREAS: On May 25 and 26 the 2017-18 Girls' Track Team competed in the State "AA" Track Championship in Great Falls; and

WHEREAS: The Girls' Track Team finished in 2nd place overall; and

WHEREAS: Individual State Champions were:
Delaney Bahn - Long Jump with a jump of 18-10.50
Camila Noe - 3200M with a time of 10:30.29

THEREFORE: Be it resolved that the Board of Trustees recognize and honor the 2017-18 Girls' Track Individual State Champions.

	Wilson	Willeit	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: 2017-18 BOYS' TRACK "AA" STATE INDIVIDUAL CHAMPIONS

CATEGORY: RECOGNITION AND AWARDS

ORIGINATED BY: Jerry Reisig, Activities Director

OTHERS INVOLVED: Eric Fisher, Head Coach
Assistant Coaches:
Jesse Andersen, Casey Jermyn
Mike Cole, Chantal Jaeger,
Blaine Pederson, Ryan Cech,
Travis Monroe, Kelsey Davis,
Justin Mobley

PRESENTED BY: Eric Fisher, Head Coach

DATA EXPANSION: None

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District RECOGNITION
June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:


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

WHEREAS: On May 25 and 26 the 2017-18 Boys' Track Team competed in the State "AA" Track Championship in Great Falls; and

WHEREAS: The Boys' Track Team finished in 3rd place overall; and

WHEREAS: Individual State Champions were:
Duncan Hamilton - 1600M with a time of 4:13.55
Latrell McCutcheon - Long Jump with a jump of 22-06.50

THEREFORE: Be it resolved that the Board of Trustees recognize and honor the 2017-18 Boys' Track Individual State Champions.

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: 2018 "AA" BOYS' TENNIS
ALL-STATE INDIVIDUALS

CATEGORY: RECOGNITION AND AWARDS

ORIGINATED BY: Jerry Reisig, Activities Director

OTHERS INVOLVED: Clayton Harris, Head Coach
Bo Bullock and Jamie Booth
Assistant Coaches

PRESENTED BY: Clayton Harris, Head Coach

DATA EXPANSION: None

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District RECOGNITION
June 11, 2018


SUPERINTENDENT'S RECOMMENDATION:

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

WHEREAS: The Boys' Tennis Team took 2nd place at the State "AA" Tennis Tournament held in Kalispell on May 17-18, 2018; and

WHEREAS: Earning All-State honors by finishing in the top 4 at State were:
Andrija Martinovic – 1st Place Doubles
Jackson Pedersen – 1st Place Doubles

THEREFORE: Be it resolved that the Board of Trustees recognize and honor the 2018 Boys' State "AA" Tennis All-State individuals.

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: 2018 "AA" GIRLS' TENNIS STATE CHAMPIONSHIP AND ALL-STATE INDIVIDUALS

CATEGORY: RECOGNITION AND AWARDS

ORIGINATED BY: Jerry Reisig, Activities Director

OTHERS INVOLVED: Clayton Harris, Head Coach
Bo Bullock and Jamie Booth, Assistant Coaches

PRESENTED BY: Clayton Harris, Head Coach

DATA EXPANSION: None

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District RECOGNITION
June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:

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


WHEREAS: The Girls' Tennis Team tied for 1st place at the State "AA" Tennis Tournament held in Kalispell on May 17-18, 2018; and

WHEREAS: This is the Girls' Team 7th consecutive State "AA" Championship title; and

WHEREAS: State Team members included Alexandra Hathaway, Annika Linkenbach, Bree Luther, Rosemarie Mokwa, Violet Newhouse, Heather Sikoski, Laurel Ward and Erika Zilis.

Earning All-State honors by finishing in the top 4 at State were:
Heather Sikoski – 1st Place Singles
Annika Linkenbach – 4th Place Doubles
Laurel Ward – 4th Place Doubles

THEREFORE: Be it resolved that the Board of Trustees recognize and honor the 2018 Girls' State "AA" Tennis State Championship Team and All-State individuals.

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willet	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: HIGH SCHOOL #2 – APPROVAL OF SPECIAL INSPECTIONS AND TESTING SERVICES
CATEGORY: ACTION ITEM - CONSENT
ORIGINATED BY: Todd Swinehart, Director of Facilities
OTHERS INVOLVED: Langlas & Associates
CTA Architects Engineers
TD&H Engineering
DATA EXPANSION: New Bozeman High School Agreement for Testing and Inspection Services.
COST/FUND SOURCE: High School Bond Revenue

IMPLEMENTATION

ACTION: High School District ACTION
Effective June 11, 2018

ISSUE:

Shall the Board of Trustees authorize the administration to enter into an agreement for special testing and inspection services for the High School #2 project with TD&H Engineering for the amount of \$226,174?

FACTS:

1. On May 2, 2017 a successful election authorized a \$125,000,000 bond levy for the design and construction of High School #2 and improvements to BHS.
2. Request for Proposals were properly advertised in April of 2018 per MCA 20-9-204.
3. Proposals were received from Gaston Engineering and TD&H on May 4, 2018.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the board authorize the administration to enter into an agreement for special testing and inspection services for the High School #2 project with TD&H Engineering for the amount of \$226,174.

OTHER ALTERNATIVES:

Suggest other contractors or contract modifications.

DISCUSSION:

This contract amount is for quality assurance and testing in addition to the code required inspection services for the construction of the second high school. The scope of services includes inspection and testing services for the following:

Structural steel welding and fasteners.
Structural concrete construction formwork and steel reinforcing.
Structural concrete materials.
Masonry construction inspection.

Soils and imported materials compaction.

Site asphalt surfacing including the running track and tennis courts.

Sprayed fire-resistant materials.

The proposed fee is less than the pre-bond budgeted amount which was estimated at \$251,100, with all services ongoing as needed until construction is completed.

AGREEMENT FOR ENGINEERING SERVICES

CLIENT NAME: BOZEMAN PUBLIC SCHOOLS
Contact Person: Attn: Todd Swinehart
Address: 404 West Main Street
City, ST, Zip Bozeman, MT 59715

DATE: May 28, 2018

ENGINEER: TD&H ENGINEERING
234 East Babcock, Suite 3
Bozeman, MT 59715

PROJECT TITLE: New Bozeman High School Special Inspection and Testing Services

SERVICES TO BE PERFORMED:

Engineer shall provide or cause to be provided the services described in the TD&H Engineering, DCI Engineers, and Hydroiron Inspections LLC. response to the Request for Proposals (RFP) Special Inspection & Testing Services attached hereto (referred to herein as Services to Be Performed or the Scope of Work). **CLIENT** may direct changes within the general Scope of Work. Upon notification of such direction, **ENGINEER** shall prepare an estimate of the additional cost and time required, if any, to perform the change. Upon mutual written agreement, **ENGINEER** shall perform the change and an appropriate adjustment shall be made to the amount of fee and/or time schedule.

AMOUNT OF FEE:

☒ **TIME AND MATERIALS.** Fees for **ENGINEER's** services shall be based on **ENGINEER's** time and reimbursable expenses. Rates for professional services and are based on rates established in the RFP Response attached. Reimbursable Expenses include mileage, meals and lodging, photocopies, special equipment rental, services of consultants or subcontractors, costs of any materials provided by Engineer, and other expenses incurred directly by Engineer in performing the Services to Be Performed.

An estimate of the fees to complete the Services to Be Performed is \$226,174. This estimated amount may increase or decrease and is not a guaranteed final cost. **CLIENT** will be notified by the **ENGINEER** prior to performing any services that would increase the estimated fee.

☐ **LUMP SUM.** The lump sum fee to complete the Services to Be Performed will be \$NA.

PAYMENT TO ENGINEER:

A retainer in the amount of \$NA is required before beginning services. **ENGINEER** shall credit the amount of the retainer toward the final billing when the services are substantially complete.

ENGINEER shall provide to **CLIENT** monthly statements of its fees and Reimbursable Expenses. Payment is due upon receipt of the **ENGINEER's** monthly statement. Any amounts not paid by **CLIENT** within 30 days of the date of the statement shall bear interest at the rate of 18% per annum. In the event **CLIENT's** account is placed for collection with a collection company, **CLIENT** shall be responsible for payment of any fee charged by the collection agency.

GENERAL TERMS AND CONDITIONS

1. **ENGINEER** shall perform its services in a manner consistent with generally accepted professional standards required of it and other design professionals providing similar services under similar conditions in the same locale. **ENGINEER** is authorized to proceed as of the date of this contract unless otherwise noted.

2. Any opinion of the construction cost prepared by the **ENGINEER** represents its judgment as a design professional and is supplied for the general guidance of the **CLIENT**. Since the **ENGINEER** has no control over the cost of labor and material, schedules, competitive bidding, or market conditions, the **ENGINEER** does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the **CLIENT**.

Similarly, **ENGINEER** does not guarantee any proposed schedules for commencement or completion of services.

3. **ENGINEER** shall not be responsible for the acts or omissions of **CLIENT** or its employees, agents, or consultants, nor of any contractor, subcontractor, nor of any contractor's or subcontractor's employees, agents or consultants, nor shall **ENGINEER** be responsible for the acts or omissions of any other persons performing services relating to the Project or at the Project site other than **ENGINEER's** own employees and agents who are carrying out **ENGINEER's** instructions.

4. **CLIENT** shall timely provide to **ENGINEER** all criteria and full

information as to **CLIENT'S** requirements for the Project; designate a person to act with authority on **CLIENT'S** behalf in respect of all aspects of the Project; examine and respond promptly to **ENGINEER'S** submissions; and give prompt written notice to **ENGINEER** whenever **CLIENT** observes or otherwise becomes aware of any defect in the work. The **ENGINEER** and its employees, agents, and consultants have the right to rely on the accuracy of **CLIENT**-furnished information.

5. **CLIENT** shall, at its cost:

- 1) Procure such legal, accounting, and other counseling services as may be required for successful completion of the Project.
- 2) Furnish approvals and permits from all governmental authorities having jurisdiction over the Project, except to the extent that obtaining such approvals and permits has been specifically assigned to **ENGINEER** pursuant to the paragraph entitled "Services to be Performed."
- 3) Pay all review and filing fees required by governmental agencies.
- 4) Pay all costs incidental to obtaining bids or proposals from contractor(s).
- 5) Guarantee full and free access for the **ENGINEER** to enter upon all property required for the performance of the **ENGINEER'S** services under this Agreement.

6. This Agreement may be terminated:

- 1) By mutual written consent of both parties;
- 2) By either party upon seven days written notice in the event of a material breach by the other party in performing its obligations under this Agreement, and upon the failure of the breaching party to cure within the seven day notice period its material breach.

In the event of any termination, **CLIENT** shall pay **ENGINEER** for all services rendered and all reimbursable expenses incurred to the date of termination. If the termination is a result of a material breach by **CLIENT**, **CLIENT** shall pay **ENGINEER** reasonable termination expenses.

7. Neither party may assign this Agreement without the written consent of the other party, which shall not unreasonably be withheld. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

8. This Agreement is binding upon **CLIENT** and **ENGINEER** and each of their successors, assigns, and legal representatives.

9. All documents, including drawings/specifications provided or furnished by **ENGINEER** pursuant to this Agreement, are instruments of service and **ENGINEER** shall retain an ownership and property interest therein. **CLIENT** may make and retain copies for information and reference in connection with the project's use and occupancy. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal risk to **ENGINEER**.

10. Montana law governs this Agreement. **CLIENT** and

ENGINEER agree to negotiate in good faith for a period of 15 days from the date of receipt of written notice of all disputes between them. If such negotiations fail, **CLIENT** and **ENGINEER** shall select a mutually agreeable mediator and shall conduct a mediation within an additional 30 days. If mediation fails to resolve the dispute, either party may pursue any legal or equitable remedies in a court of competent jurisdiction located in the County (the TD&H Engineering office completing the work resides), Montana. In the event of litigation, the prevailing party shall be entitled to an award of reasonable attorney's fees.

11. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than **CLIENT** and **ENGINEER**.

12. This Agreement represents the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by each of the parties.

13. **ENGINEER** shall be responsible only for those Construction Phase services expressly required of **ENGINEER** in "Services To Be Performed." With the exception of such expressly required services, **ENGINEER** shall have no design, shop drawing review, or other obligations during or following construction and **CLIENT** assumes all responsibility for the application and interpretation of the contract documents, review and response to contractor claims, contract administration, processing change orders, revisions to the contract documents during construction, construction surety bonding and insurance requirements, construction observation and review, review of payment applications, and all other necessary construction phase engineering and professional services. **CLIENT** waives all claims against the **ENGINEER** that may be connected in any way to construction phase engineering or professional services except for those services that are expressly required of **ENGINEER** in "Services To Be Performed". Specific Construction Phase services are identified in the RFP Response attached. Additionally, the duties of testers, inspectors, and resident project representatives are noted in Exhibit D.

The parties consent to the foregoing terms, including any attachments.

CLIENT: BOZEMAN PUBLIC SCHOOLS

BY:

(signature)

TITLE:

DATE:

ENGINEER: TD&H ENGINEERING

BY:

(signature)

TITLE:

Kyle Scarr, Principal/ Project Manager

DATE:

May 28, 2018

This is **EXHIBIT D**, consisting of **[5]** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **[May 28, 2018]**.

Duties, Responsibilities, and Limitations of Authority of Resident Project Representative

ARTICLE 1 - SERVICES OF ENGINEER

D1.01 Resident Project Representative

- A. Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
- B. Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.
- C. The duties and responsibilities of the RPR are as follows:
 - 1. *General:* RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
 - 2. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.
 - 3. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.

4. *Liaison:*
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
5. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor. ,
6. *Shop Drawings and Samples:*
 - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - b. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
7. *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
8. *Review of Work; Defective Work:*
 - a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
 - b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work. ; and

- c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

9. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups. Perform inspections and tests described in the TD&H Engineering, DCI Engineers, and Hydroiron Inspections LLC. response to the Request for Proposals (RFP) Special Inspection & Testing Services.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

10. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.
- d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.

- e. Maintain records for use in preparing Project documentation.
- f. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.

11. *Reports:*

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
- c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
- d. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

12. *Completion:*

- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected.

D. Resident Project Representative shall not:

- 1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
- 2. Exceed limitations of Engineer's authority as set forth in this Agreement.
- 3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
- 4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.

5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owner to occupy the Project in whole or in part.

concrete

structural

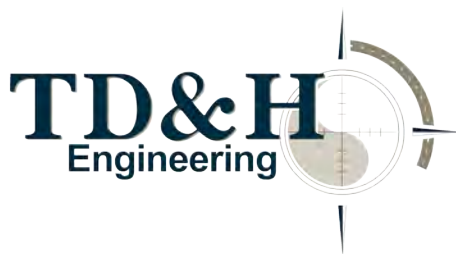


CONSTRUCTION

TD&H Engineering on site
at Sacajawea Middle School
conducting grout inspections.

SPECIAL INSPECTION & TESTING SERVICES

NEW BOZEMAN HIGH SCHOOL BSD7# 16-42-01



PRESENTED TO
Bozeman Public Schools
Bozeman, Montana
May 2018

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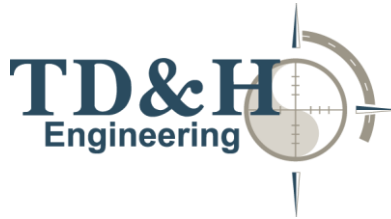
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TD&H Engineering · 234 East Babcock Street, Suite 3 · 406.586.0277 · tdhengengineering.com

234 East Babcock Street
Suite 3
Bozeman, MT 59715



406.586.0277
tdhengineering.com

May 4, 2018

Todd Swinehart
Bozeman Public Schools
Director of Facilities
todd.swinehart@bsd7.org

**RE: SPECIAL INSPECTION & TESTING SERVICES REQUEST
FOR PROPOSALS**
NEW BOZEMAN HIGH SCHOOL BSD7# 16-42-01

Dear Mr. Swinehart,

On behalf of TD&H Engineering, I'm pleased to submit our team's qualifications for special inspection and testing services for the new high school onsite testing and inspection.

TD&H Engineering will lead the civil and geotechnical testing and inspections, teamed with DCI Engineers for structural inspections, and Hydroiron Inspectors for welding inspections. Our team has a successful track record providing a similar scope of services for the recent Hawthorne and Sacajawea School expansion projects. We also recently worked alongside Langlas & Associates providing construction services for MSU's Yellowstone Hall.

Our time is intimately aware of the project details and have the knowledge to successfully lead our team through the final stages of this exciting project.

Thank you for your consideration,

Kyle Scarr PE
Regional Manager / Vice President
TD&H ENGINEERING

O:\Proposals\Bozeman School District 7\Second High School Special INSPECTION AND TESTING\COVER LETTER.DOC

1. STAFF QUALIFICATIONS AND EXPERIENCE

TD&H ENGINEERING- CIVIL/GEOTECHNICAL TESTING & INSPECTIONS

In addition to our team members below, TD&H Engineering's Bozeman office is staffed with eight construction representatives who can be utilized under the direction of our team.

KYLE SCARR, PE

PRINCIPAL IN CHARGE



PROFILE

Kyle Scarr is the Bozeman Regional Manager and a geotechnical/civil engineer who specializes in testing and inspections, foundation investigations, slope stability, and civil engineering design. He managed the testing and inspection services for Hawthorne and Sacajawea schools and is the engineer of record for Bozeman's second high school. He manages a wide range of projects such as land developments, site plans, street, grading, drainage, and water and sewer improvements. Kyle holds his Master's degree in Civil Engineering from MT State University. He has been with TD&H Engineering since 2005 and is a Vice President and Principal of the firm.

CODY CROSKEY, PE

PROJECT MANAGER



PROFILE

Cody is a registered professional engineer with nearly a decade of experience in Civil and Environmental Engineering. His areas of expertise include construction administration, civil infrastructure design, storm water management, water resource engineering, and. He also has experience in health and safety plan development, construction surveying, environmental remediation, and stream restoration projects. He is a certified floodplain manager through the Association of State Floodplain Managers. Cody joined the TD&H team in 2016 and has a Bachelor of Science in Civil Engineering from Montana State University.

BRENDAN ELKINS, EI

RESIDENT PROJECT REPRESENTATIVE



PROFILE

Brendan is a graduate of Montana State University with a Bachelor of Science Degree in Civil Engineering. Brendan is an Engineer Intern with over 2 years of experience before joining the TD&H team in 2016. His work experience entails construction inspection and materials testing, construction management, surveying, civil site design, wastewater collection systems, lift stations, and water distribution systems. Brendan also coaches youth hockey for the Bozeman Amateur Hockey Association.

DCI ENGINEERS- STRUCTURAL TESTING & INSPECTIONS

JON LOVGREN, PE – PROJECT MANAGER

Jon has experience in a wide range of residential and commercial projects using heavy timber, light framed wood, concrete, and steel systems. He also has experience in a variety of renovations ranging from small scale additions and remodels to full seismic retrofits for historic buildings. He has a strong background in structural analysis software and enjoys using the most up-to-date technology and programs to streamline the design process and improve efficiency for projects.

Qualifications: Lead Project Manager for the Bozeman High School, and well versed in the design of commercial and educational buildings. Jon recently performed special inspections for the Hawthorne School Addition and is well experienced in construction inspection services.



ALEX SMITH, PE – PROJECT ENGINEER

Alex joined DCI in 2013 after studying and working on the east coast. After graduation, he worked at a large structural firm in New York City for a few years before deciding to get out of the city and move closer to the mountains. These past experiences coupled with the new knowledge learned at DCI have proven valuable in working on new commercial projects throughout the state over the past few years. In addition to commercial projects, Alex has worked on a wide range of high-end residences and building retrofits, using any combination of masonry, concrete, light-framed wood, steel, and heavy timber designs. He truly enjoys the challenge of a creative problem and relying on the principles of structural analysis to think outside of the box to satisfy the needs of the client.

Qualifications: Project Engineer for the Bozeman High School, with over 5 years experience inspecting educational and commercial structural projects of similar complexity. Most recently, Alex performed all of the structural inspections for MSU's Yellowstone Hall and the Sacajawea Middle School.



HYROIRON INSPECTIONS, LLC

OWEN LANG, OWNER- WELDING INSPECTIONS

Owen has over 24 years of field experience within the construction industry, 14 of those years performing welding inspection services as an AWS-CWI. I work with owners, engineers, design teams and contractors at all levels of construction to ensure that the end product is a quality product built to the job specifications, standards and codes set forth.

KYLE SCARR, PE

REGIONAL MANAGER | CIVIL ENGINEER | GEOTECHNICAL ENGINEER

TD&H Engineering | 234 East Babcock Street, Suite 3 | Bozeman, MT 59715 | 406.586.0277

EDUCATION

LICENSURE

Master of Science, Civil Engineering, Geotechnical
MT State University
Bachelor of Science, Civil Engineering
MT State University

Professional Engineer
MT, 16813PE
Idaho, 15031PE
Gallatin County Registered Site Evaluator

SELECT PROJECT EXPERIENCE

Hawthorne Elementary School Special Inspections, Bozeman School District
Sacajawea Middle School Special Inspections, Bozeman School District
MSU Yellowstone Hall, Bozeman
Second High School, Bozeman School District
Van Winkle Stadium and Lambert Field, Bozeman School District and MSU
Hyalite Elementary School Testing and Inspection, Bozeman School District
Bozeman's 8th Elementary School, Bozeman School District
New Chief Joseph Middle School, Bozeman School District
West Yellowstone School Addition, West Yellowstone
Monforton School Expansion, Bozeman
Ridgeview Elementary School, Belgrade School District
Miller Dining Hall, Montana State University
Langford and Hapner Hall Additions, Montana State University
North Hedges Residence Hall #3, Montana State University

CODY CROSKEY, PE

CIVIL ENGINEER

TD&H Engineering | 234 East Babcock Street, Suite 3 | Bozeman, Montana 59715 | 406.586.0277

EDUCATION

LICENSURE

CERTIFICATIONS

Bachelor of Science
Civil Engineering
Montana State University

Professional Engineer
Montana, 38999PE

ASFPD Certified Floodplain Manager (CFM), 2016
BMP 201: SWPPP Administrator, 2016
40-Hour OSHA HAZWOP Certification (29 CFR 1910.120), 2010
8-Hour annual HAZWOP refresher, 2011-2016
First Aid/ CPR Certified, 2016

SELECT PROJECT EXPERIENCE

Second High School, Bozeman School District
Livingston Booster Station Construction Administration, City of Livingston
Moonlight Basin Development, Big Sky
Moonlight Basin Water Supply, Big Sky
McNair Skate Park, Livingston
Gateway Village Subdivision, Gallatin Gateway
City of Livingston Water Reclamation Facility Improvements, Livingston, MT

BRENDAN ELKINS, EI

CIVIL ENGINEER		
TD&H Engineering 234 East Babcock Street, Suite 3 Bozeman, MT 59715 406.586.0277		
EDUCATION	LICENSURE	CERTIFICATIONS
Bachelor of Science, Civil Engineering Montana State University	Engineering Intern EI-35826	ACI Concrete Field Testing Technician ATI Portable Nuclear Density/Moisture Gauge Use & Safety Training

SELECT PROJECT EXPERIENCE

Hawthorne Elementary School, Bozeman School District
 Sacajawea Middle School, Bozeman School District
 Yellowstone Hall, Montana State University
 Monforton School Expansion Special Inspections, Bozeman
 Rialto Theater Special Inspections, Bozeman
 Ressler Motors Ice Area Special Inspections, Bozeman
 Ridgeview Elementary School, Belgrade, MT
 Dining Hall, Montana State University

OWEN LANG

WELDING INSPECTOR		
Hydroiron Inspections, LLC 72 Violet Road Bozeman, MT 59718 406.640.1588 veteran owned business		
CERTIFICATIONS	MEMBERSHIPS	
AWS C.W.I (04061611) Level II NDT liquid penetrant qualified Level II NDT magnetic particle qualified	State of Montana Master Plumber (lic. MP-2135) State of Montana medical gas installer (lic. 93) State of Montana 3rd class boiler engineer (BOI-3RD-0044686) State of Montana Class A1 operators license ASME section IX qualified 6G welder (SMAW, GTAW Stamp #L2758)	AWS: American Welding Society

SELECT PROJECT EXPERIENCE

Over 400 welding qualification tests administered
 5 years of weld testing for MSU Gallatin College (proctor)
 Over 50 private sector field welding inspection projects
 Over 15 large government sector field welding inspection projects including the following:
 Nine (9) Bozeman School District #7 projects (Sacajawea and Hawthorne Inspections)
 MSU stadium expansion
 MSU Cooley Hall remodel (AISC compliance inspection)
 MSU Hedges
 MSU Cheever Hall re-model/seismic upgrade
 MSU School of Business
 Gallatin County Detention Center
 Gallatin Airport expansion
 Multiple Big Sky projects (high seismic zone) inspections
 Extensive D1.1/ASME IX PQR testing & qualification(s) testing for private sector projects



→ JON LOVGREN, PE

PROFESSIONAL TITLE:

Project Manager

EDUCATION:

Bachelor of Science,
Civil Engineering, Montana State
University - Bozeman

Master of Science, Civil Engineering,
Structural Emphasis, Montana State
University - Bozeman

REGISTRATION:

Structural: MT

PROFESSIONAL SOCIETIES:

Structural Engineers Association of
Montana (SEAMT)

NEW BOZEMAN HIGH SCHOOL, Bozeman, MT, CTA Architects
HAWTHORNE ELEMENTARY SCHOOL ADDITION, Bozeman, MT, Comma-Q
CREATIVE ARTS COMPLEX SEISMIC RETROFIT - MSU
PRIMROSE SCHOOL, Minnetonka, MN, Children's Design Group
MDT - DIVIDE REST AREA, Silver Bow County, MT, CWG Architects
BOWDEN EVENT CENTER TIMBERFRAME, Keller, TX, Texas Timber Frames
STRUCTURES OF LANDSCAPE - TIPPET RISE ART CENTER, Fishtail, MT
GRANT VILLAGE LODGE RENOVATION, Yellowstone National Park, WY
DONOVAN RESIDENCE, Jackson Hole, WY, Bohlin, Cywinski, Jackson
SCULLY RESIDENCE, Bozeman, MT, Intrinsik Architecture
DAVIS RESIDENCE, Jackson Hole, WY, Baxter Design, Inc.
CONGEL RESIDENCE, Skaneateles, NY, Kestrel Construction Services
HUNTE RESIDENCE, Hamilton, MT, A&E Architects
CURRAN RESIDENCE, Bozeman, MT, Concept Seven Designs
BHANJI CAMPBELL RESIDENCE, Calgary, AB, Bohlin, Cywinski, Jackson
VANHEUVELAN RESIDENCE, Red Lodge, MT, Nicholas Modroo Designs
DAVE'S SUSHI REMODEL, Bozeman, MT, Faure Halverson Architects

→ ALEX SMITH, PE

PROFESSIONAL TITLE:

Project Engineer

EDUCATION:

Bachelors of Science,
Civil Engineering,
Bucknell University

Master of Engineering, Structural
Engineering, Cornell University

REGISTRATION:

Structural: MT

PROFESSIONAL SOCIETIES:

Structural Engineers Association of
Montana (SEAMT)

NEW BOZEMAN HIGH SCHOOL, Bozeman, MT, CTA Architects
SACAJAWEA MIDDLE SCHOOL RENOVATION/EXPANSION, Bozeman, MT,
A&E Architects
HELLGATE HIGH SCHOOL RENOVATION/EXPANSION, Missoula, MT, MMW
Architects
MONTANA STATE UNIVERSITY - YELLOWSTONE HALL, Bozeman, MT, SMA
Architects and NAC Architecture
PRIMROSE SCHOOLS, Various Locations, US, Children's Design Group
COOPERATIVE HEALTH CENTER RENOVATION, Helena, MT, SMA Architects
and Bjerke Architects
MADISON COUNTY COURTHOUSE ANNEX, Virginia City, MT, A&E Architects
HARAKA HARAKA RESIDENCE, Lake Toxaway, NC, Platt Architecture
RIVER'S EDGE RANCH, Ketchum, ID, Bohlin Cywinski Jackson
ROST RESIDENCE, Telluride, CO, Locati Architects
SAGE GUEST LODGE, Emigrant, MT, Jensen Fey Architects
GANNON RESIDENCE, Telluride, CO, Locati Architects
WAFFLE HOUSE RESTAURANTS, Various Locations, US

2. FIRM EXPERIENCE

TD&H Engineering, established in 1965, is a consulting firm of 100 employees with a staff comprised of licensed professional engineers, land surveyors, landscape architects, certified engineering technicians, GIS/CAD operators, planners, certified grant administrators, experienced construction management personnel and qualified administrative support staff offering a wide range of services including civil, surveying, geotechnical, structural, environmental, landscape architecture, industrial hygiene, grant procurement and administration, construction administration, and inspection and testing. We serve a diverse clientele ranging from cities and counties to individuals and large corporations. TD&H Engineering's offices are located in Bozeman, Great Falls, Kalispell, and Shelby, Montana; Lewiston, Idaho; Spokane, Washington; Watford City, North Dakota; and Media, Pennsylvania. We assist our clients through all project phases, from planning and design through construction completion.

TD&H Engineering offers full-time construction inspection and materials testing services including: asphalt testing, concrete field testing, soils testing, aggregate testing, grout & mortar testing, and geotechnical testing.

DCI Engineers

DCI Engineers has been providing client-focused structural and civil engineering services for almost 30 years. Our office locations are spread up and down the West Coast, including Washington, Oregon, California and Alaska; the Mountain States of Colorado and Montana; and Texas. These thirteen offices employ over 300 engineers and technical support staff. We are licensed in all 50 states as well as many Canadian provinces. In fact, DCI's completed project portfolio extends across North and South America as well as into Asia. Throughout our geographic growth, DCI has focused on ensuring that all of our offices remain highly connected. This connection includes sharing intellectual resources, physical resources, and workload. As a result of this close collaboration, our staff always has the assets and leverage necessary to successfully complete projects. From the beginning, DCI's fundamental philosophy has been to provide Service, Innovation, and Value to our clients and team members.

Hydroiron Inspections

Hydroiron Inspections has over 24 years of field experience within the construction industry, 14 of those years performing welding inspection services as an AWS-CWI. Hydroiron works with owners, engineers, design teams and contractors at all levels of construction to ensure that the end product is a quality product built to the job specifications, standards and codes set forth.

SPECIAL INSPECTION AND TESTING EXPERIENCE

In addition to our multidiscipline scope of services, our team has provided special inspection and testing services on various projects for the Bozeman School District and educational facilities throughout the state of Montana. The following select projects highlight TD&H Engineering, DCI Engineers, and Hydroiron's collaborations in the Bozeman area.

HAWTHORNE ELEMENTARY SCHOOL SPECIAL INSPECTIONS

Hawthorne Elementary School's recent expansion project provided an additional classroom, new cafeteria, and renovated the principal's office to accommodate growing enrollment.

TD&H Engineering led the civil special inspections and testing services for the expansion. We partnered with DCI for structural inspections, and Hydroiron LLC for welding inspections. Specifically, DCI performed the special inspections for the concrete reinforcing, and TD&H Engineering performed the following scope of services:

Concrete Construction

Testing- concrete slump, air content, and temperature

Inspection- curing temperature and techniques

In-situ concrete strength verification

Masonry Construction

Testing of mortar and grout

Preparation, construction, and protection of masonry during cold or hot weather

Observation of grout specimens, mortar specimens, and/or prisms

Verification of slump flow

Verification of f'm and f'AAC

Soils Construction

Inspection- foundation bearing capacity, excavations, and subgrade

Density testing- perform classification and testing of compacted fill material

DCI- Structural Steel

Inspection- Steel material verification, steel framing, steel deck- gauge verification, bracing, joints, fasteners, anchors, bracing/stiffening

Masonry Certification and Testing

Hydroiron- Welding Inspections

Steel roof and floor decks



TD&H Engineering conducted testing and inspection during an asphalt pour, pier drilling, and a sidewalk pour at Hawthorne Elementary School.



SACAJAWEA MIDDLE SCHOOL SPECIAL INSPECTIONS

Sacajawea Middle School's recent expansion project provided classroom additions, a new electives wing, and gym and health enhancement classrooms to accommodate growing enrollment of 200 additional students.

TD&H Engineering led civil special inspections and testing services during the expansion. We partnered with DCI for structural inspections, and Hydroiron LLC for welding inspections. DCI's scope of

TD&H Engineering provided density testing and grout inspection for Sacajawea.

services included special inspections for both concrete reinforcing as well as masonry wall reinforcing and grout placement; TD&H Engineering performed the following:

Concrete Construction

Testing- concrete slump, air content, and temperature

Inspection- concrete and shotcrete placement and curing temperature and techniques

In-situ concrete strength verification

Masonry Construction

Testing of mortar and grout

Preparation, construction, and protection of masonry

Observation of grout and mortar specimens/prisms

Verification of slump flow

Verification of f'm and f'AAC

Soils Construction

Inspection- foundation bearing capacity, excavations, and subgrade

Density testing- perform classification and testing of compacted fill material

DCI- Structural Steel

Inspection- Steel material verification, steel framing, steel deck- gauge verification, bracing, joints, fasteners, anchors, bracing/stiffening

Masonry certification and testing

Hydroiron- Welding Inspections

Steel roof and floor decks

Our effective relationship with our partners contributed to the responsive, quality inspections and reports for both the Hawthorne and Sacajawea School Expansion projects.



YELLOWSTONE HALL, MONTANA STATE UNIVERSITY

Along with DCI-BCE, TD&H Engineering provided a multidiscipline scope of services for the newest 400-bed residence hall on the MSU campus. Our work began with providing the topographic survey used for design. TD&H Engineering

then performed the civil, geotechnical, and landscape design services. Major design components included public road and parking lot design and site grading. Landscape design and design of outdoor space required close collaboration with the project team to develop preliminary design concepts. From there, we developed design of hardscape, planting, irrigation, construction documents, and specifications which met MSU and City standards. Our scope of services extended into construction where we worked alongside the contractor Langlas & Associates and performed construction staking, special inspection, and materials testing. This project is LEED certified. The wide ranging scope of the project highlighted TD&H Engineering's ability to provide services in multiple disciplines.

ADDITIONAL RELEVANT EXPERIENCE OF OUR TEAM

- Second High School, Bozeman School District
- On-Call Industrial Hygiene Services, Bozeman School District
- Van Winkle Stadium and Lambert Field, Bozeman School District and MSU
- Hyalite Elementary School Testing and Inspection, Bozeman School District
- Bozeman's 8th Elementary School, Bozeman School District
- New Chief Joseph Middle School, Bozeman School District
- West Yellowstone School Addition, West Yellowstone
- Monforton School Expansion, Bozeman
- Belgrade High School and Middle School Additions, Belgrade School District
- Ridgeview Elementary School, Belgrade School District
- Miller Dining Hall, Montana State University
- Langford and Hapner Hall Additions, Montana State University
- North Hedges Residence Hall #3, Montana State University
- Willson and Irving School Fire Sprinklers, Bozeman School District
- Emily Dickenson School Track, Bozeman School District

3. QUALITY ASSURANCE AND CONTROL

TD&H Engineering provides a full-range of field testing and inspection that benefits the owner, contractor and engineers. Field testing not only provides insurance against future disputes over quality of workmanship, but can also provide a means of increasing efficiency in achieving the project requirements. Overall cost savings result from efficient, responsive testing.

Owners, Contractors and Engineers benefit from our testing and inspection services. Our engineering technicians are trained to provide documentation of construction materials, and to monitor workmanship and material conformance to project specifications.

Owners benefit from the effectiveness of construction materials testing and inspection services in assuring the quality of construction. The only way for owners to be sure the construction they are paying for is the construction they are getting is to perform inspection and testing, including testing of the construction materials. Contractors benefit from construction materials testing services when they want to document the quality of their work. Skillful use of materials testing data during construction can also enable contractors to determine the optimum combination of machinery and methods to achieve the specification, thus eliminating redundant work or the need to redo certain operations.

Engineers benefit from the assurance construction materials testing services help to provide that their designs are built as intended. Overly conservative designs often result from the track record of structures built taking "shortcuts" that deviated from the original design. Materials testing can also reveal when conditions vary from those anticipated, providing the designer with the earliest possibly notification when a design change may be necessary.



Services Designed with You in Mind.

4. CONSTRUCTION TECHNIQUES

Throughout construction, our team will be in close communication with the contractor to ensure every necessary observation is conducted. We anticipate weekly reports to the owner and design team to keep everyone updated. Our construction techniques follow ASTM and ACI testing requirements. Additional considerations are addressed in section 3 and 5 of this proposal.

Our team mandates work performed in the field is to the standards set forth in industry codes as well as our own high level of expectation to ensure the safety and welfare of the public, as well as the best product the Owner should expect. We achieve this by direct involvement during the construction phases with GC coordination, direct communications, and oversight of inspection services as a part of or standard construction administrative services. We also are available for our clients at all times to perform site observations, existing conditions assessments or any field work needed to ensure the proper product is being procured.



TD&H Engineering on site during the construction of West Yellowstone School.

5. CERTIFICATIONS

TD&H Engineering's construction materials testing lab is validated through the US Army Corps of Engineers and also holds an accreditation with AASHTO. Our technicians and testing lab are held to a high standard and work diligently to provide our clients with testing results as quickly as possible. We have a mobile lab trailer that is available if needed.

TD&H Engineering Certifications

American Concrete Institute (ACI)
Nuclear Density/Moisture Gauge

DCI Member Organizations and Certifications

American Concrete Institute (ACI)
American Society of Civil Engineers (ASCE)
International Code Congress (ICC)
American Institute of Steel Construction (AISC)
Structural Engineers Association of Montana (SEAMT)
Precast Concrete Institute (PCI)
National Association of Home Builders (NAHB)
LEED

Hydroiron Inspections Certifications

AWS C.W.I (04061611)
Level II NDT liquid penetrant qualified
Level II NDT magnetic particle qualified
State of Montana Master Plumber (lic. MP-2135)
State of Montana medical gas installer (lic. 93)
State of Montana 3rd class boiler engineer (BOI-3RD-0044686) State of
Montana Class A1 operators license
ASME section IX qualified 6G welder (SMAW, GTAW Stamp #L2758)

6. COSTS

New Bozeman High School

Total Costs and Unit Costs

STRUCTURAL

1. Inspection of Fabricators	Units	Unit Rate	Quantity	Total Cost	Remarks/Assumptions
					AISC Fabricator Chosen = Not Required
Subtotal				\$0	

2. Structural Steel	Units	Unit Rate	Quantity	Total Cost	Remarks/Assumptions
Material Verification: Welding Submittal Compliance (Hydroiron)	hr	\$90	16	\$1,440	
Anchor rods and embedments supporting structural steel (DCI)	hr	\$95	16	\$1,520	Miscellaneous embeds excluding anchor rods included in concrete inspections. 8 site visits @ 1 hr/visit + 1 hr report
Application of Joint Details and Member Locations (DCI)	hr	\$95	12	\$1,140	4 site visits @ 2 hr/visit + 1 hr report
Project Administration and Reporting (DCI)	hr	\$110	6	\$660	
Fit up Inspection (Hydroiron)	hr	\$90	10	\$900	fasteners
Complete and Partial Pen. Welds (Hydroiron)	hr	\$90	30	\$2,700	
Multi Pass Fillet Welds 5/16" (Hydroiron)	hr	\$90	15	\$1,350	
Single Pass Weld 5/16" (Hydroiron)	hr	\$90	5	\$450	
Single Pass Fillet Welds 5/16" (Hydroiron)	hr	\$90	15	\$1,350	
Bracing and Stiffing Details (Hydroiron)	hr	\$90	4	\$360	
Member Locations (Hydroiron)	hr	\$90	6	\$540	
Application of Joint Detail (Hydroiron)	hr	\$90	4	\$360	
Non Destructive Testing (NDT): Ultrasonic Testing (Hydroiron)	visits	\$800	5	\$4,000	
Subtotal				\$16,770	

3. Steel Roof and Floor Decks	Units	Unit Rate	Quantity	Total Cost	Remarks/Assumptions
Floor and Roof Deck Welding (Hydroiron)	hr	\$90	22	\$1,980	
Subtotal				\$1,980	

4. Concrete Construction	Units	Unit Rate	Quantity	Total Cost	Remarks/Assumptions
Reinforcing Steel Inspection - location, size, etc. Formwork, Anchors (DCI)	hr	\$95	84	\$7,980	28 site visits @ 2 hr/visit + 1 hr report (footing, wall, and slab reinforcing)
Post Installed Anchors or Dowels (DCI)	hr	\$95	20	\$1,900	Miscellaneous rebar and epoxy dowels
Erection of Precast Concrete (DCI)	hr	\$95	12	\$1,140	6 site visits @ 1 hr/visit + 1 hr report
Project Administration and Reporting (DCI)	hr	\$110	12	\$1,320	
Concrete Slump, Air, and Temp (TD&H)	test	\$375	100	\$37,500	Assumed 100 pours per contractors input
Project Administration and Reporting (TD&H)	hr	\$112	10	\$1,120	
Subtotal				\$50,960	

5. Masonry Construction - Level B	Units	Unit Rate	Quantity	Total Cost	Remarks/Assumptions
Review Certs, Mix Designs, Tests (DCI)	hr	\$95	8	\$760	
Location of Reinforcement - Connectors and Anchors - Construction of Mortar Joints - Grout Space - anchors - structural elements - Periodic (DCI)	hr	\$95	96	\$9,120	Reinforcement/Anchor Inspections 32 site visits @ 2 hr/visit + 1 hr report
Placement of Grout - Periodic (DCI)	hr	\$95	48	\$4,560	24 site visits @ 1 hr/visit + 1 hr report
Project Administration and Reporting (DCI)	hr	\$110	16	\$1,760	
Grout and Mortar Testing (TD&H)	ea	\$875	18	\$15,750	88,000 SF / 5000 SF = 17.6 tests minimum
Project Administration and Reporting (TD&H)	hr	\$112	2	\$224	
Subtotal				\$32,174	

6 Soils Construction	Units	Unit Rate	Quantity	Total Cost	Remarks/Assumptions
Structural Fill Density Testing (TD&H)	days	\$540	11	\$5,940	
Exterior Wall Backfill Density Testing (TD&H)	days	\$540	7	\$3,780	
Interior Wall Backfill Density Testing (TD&H)	days	\$540	10	\$5,400	
Slab-on-grade Prep Density Testing (TD&H)	days	\$540	15	\$8,100	
Project Administration and Reporting (TD&H)	hr	\$112	5	\$560	
Subtotal				\$23,780	

Structural Total **\$125,664**

SITE

1. Track	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
Track Structural Fill Density Testing (TD&H)	days	\$540	6	\$3,240	Project Administration and Reporting included in all site costs
Track Base Density Testing (TD&H)	days	\$540	3	\$1,620	
Track Asphalt Density Testing (TD&H)	days	\$540	3	\$1,620	
Subtotal				\$6,480	

2. Tennis Courts	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
Tennis Structural Fill Density Testing (TD&H)	days	\$540	4	\$2,160	
Tennis Base Density Testing (TD&H)	days	\$540	2	\$1,080	
Tennis Asphalt Density Testing (TD&H)	days	\$540	2	\$1,080	
Subtotal				\$4,320	

3. Parking Lots	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
East Parking Lots Subgrade Density Testing (TD&H)	days	\$540	7	\$3,780	Adjacent sidewalks are included (typ.)
East Parking Lots Base Density Testing (TD&H)	days	\$540	7	\$3,780	
East Parking Lots Asphalt Testing (TD&H)	days	\$540	4	\$2,160	
West Parking Lots Subgrade Density Testing (TD&H)	days	\$540	7	\$3,780	
West Parking Lots Base Density Testing (TD&H)	days	\$540	7	\$3,780	
West Parking Lots Asphalt Testing (TD&H)	days	\$540	4	\$2,160	
Subtotal				\$19,440	

4. Access Drives	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
Drop Off Subgrade Density Testing (TD&H)	days	\$540	3	\$1,620	Adjacent sidewalks are included (typ.)
Drop Off Base Density Testing (TD&H)	days	\$540	3	\$1,620	
Drop off Asphalt Testing (TD&H)	days	\$540	2	\$1,080	
NW Fire Lane Subgrade Density Testing (TD&H)	days	\$540	2	\$1,080	
NW Fire Lane Base Density Testing (TD&H)	days	\$540	2	\$1,080	
NW Fire Lane Asphalt Testing (TD&H)	days	\$540	1	\$540	
NE Service Drive Subgrade Density Testing (TD&H)	days	\$540	4	\$2,160	
NE Service Drive Base Density Testing (TD&H)	days	\$540	4	\$2,160	
NE Service Drive Asphalt Density Testing (TD&H)	days	\$540	2	\$1,080	
Subtotal				\$12,420	

5. Site Concrete	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
Parking Curb (TD&H)	test	\$375	8	\$3,000	
Access drive Approach (TD&H)	test	\$375	5	\$1,875	
Sidewalk, valley gutters, crosswalks (TD&H)	test	\$375	17	\$6,375	
Subtotal				\$11,250	

6. Stormdrain Systems	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
Storm Drain Testing and Inspection (TD&H)	day	\$540	25	\$13,500	Assumes 150 feet installed per day (3,720 total feet)
Subtotal				\$13,500	

Site Total **\$67,410**


Architectural

1. Architectural Components	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
Verify Brick	trip	\$350	8	\$2,800	Verify brick attachments
Verify Metal Wall Panels	trip	\$350	8	\$2,800	Verify attachments on panels over 30 feet
Subtotal				\$5,600	

2. Sprayed Fire-resistant Materials	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
Thickness Measure	test	\$150	25	\$3,750	Includes one test per 10,000 square feet of area sprayed per deck, column, beam
Density Test	test	\$400	25	\$10,000	Includes one test per 10,000 square feet of area sprayed per deck, column, beam
Adhesion Test	test	\$350	25	\$8,750	Includes one test per 10,000 square feet of area sprayed per deck, column, beam
Subtotal				\$22,500	

3. Intumescent Fireproofing	Units	Unit Rate	Quantity	Total Cost	Remarks Assumptions
Columns	test	\$200	25	\$5,000	Includes one test per 10,000 square feet of area sprayed per column
Subtotal				\$5,000	

Architectural Total **\$33,100**

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willet	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

ISSUE: APPROVE APPOINTMENT OF FOUR FOUNDATION BOARD MEMBERS

CATEGORY: ACTION ITEM - CONSENT

ORIGINATED BY: Steve Johnson
Deputy Superintendent Operations

OTHERS INVOLVED: Rob Watson, Superintendent;
Judy Slate and Foundation Board

DATA EXPANSION: None

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
Effective June 11, 2018

ISSUE:

Appointment of four Foundation Board Members.

FACTS:

1. The Articles of Incorporation and the Bylaws of the Foundation state the Foundation Board will nominate Directors to be approved by the Trustees of the District. The Articles further state the Foundation Board should consist of no less than six and no more than 20 members. There are currently 14 members on the Foundation Board.
2. The terms of office of the Foundation Board members are three years and begin on September 1.
3. The Foundation Board is recommending the addition of new members: Sara Callow, Angie Johnson, Candace Pratt and Gavin Tasker.
4. Denise Hayman is the only Foundation Board member going off.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the Board appoint Sara Callow, Angie Johnson, Candace Pratt and Gavin Tasker to the Bozeman Public Schools Foundation Board.

DISCUSSION:

Following are the bio's of the four recommended members:

Sara Callow:

Sara is a former public school teacher, current parent of three school children, and current instructor of government classes at MSU.

Angie Johnson:


Angie is a Loan Officer at Stockman Bank. She served on the Belgrade School Board for three years and is an active member of the Bozeman Area Chamber of Commerce and a SCORE counselor.

Candace Pratt:

Candace is a Financial Consultant. She has been the Girl Scout leader for 2nd and 3rd grade at Morning Star for the last 3 years. Candace has served as the “room mom” for both her son and daughters classrooms for the last four years.

Gavin Tasker:

Gavin is the Business Development Manager for Barnard Construction. All four of Gavin’s children will soon be enrolled in Bozeman Schools. Many of the Foundations focuses such as literacy, STEM, SPARK Grants and Student Scholarships are areas that attracted Gavin to the Foundation.

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: REVISED POLICY #2163, TRAFFIC EDUCATION, 2ND READING
 CATEGORY: ACTION ITEM - CONSENT
 ORIGINATED BY: Steve Johnson, Deputy Superintendent Operations
 OTHERS INVOLVED: Byrdeen Warwood, Adult & Community Education Coordinator
 DATA EXPANSION: Revised Policy #2163
 COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
 Effective June 11, 2018

ISSUE:

Should the Board approve proposed revisions to District Policy #2163, Traffic Education?

FACTS:

1. The proposed revisions to District policy #2163, Traffic Education, were presented to the Board on May 14, 2018.
2. This proposed Policy change allows the policy to stay current if the State changes the required class and/or drive time. It also eliminates that the two allowed absences have to be medical and family emergencies. While we strongly encourage no absences, the current language has become nearly impossible to enforce.
3. Pursuant to the Board discussion during the 1st Reading, the language of the absence policy has been clarified with the expectation and result of missing more than two classes.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees approve the revisions to policy #2163.

OTHER ALTERNATIVES:

1. Do not approve the revisions.
2. Discuss further.

INSTRUCTION


Traffic Education

Bozeman School District #7 is a state-approved traffic education program and follows the Traffic Education Standards/Requirements/Procedures for High School Driver Education Programs, published by the State of Montana, Health Enhancement and Safety Division, Traffic Education Unit, Office of Public Instruction. Students fifteen (15) years old or older, or who will reach their fifteenth (15th) birthday within six (6) months of the course completion, are eligible to enroll in a traffic education program. Students are scheduled by age, with the oldest student having first priority. The traffic education program forms the foundation for safe, prudent driving behaviors. The traffic education program is designed to meet the criteria established by the Superintendent of Public Instruction. These criteria include requirements for instructional time, for instructor certification, recommendations for course of study and reimbursement procedures. The policies and procedures under which the traffic education program operates underscore the weighty responsibility the District assumes in the offering of this program and provides a level of accountability to the state and its citizenry.

~~The program requires a minimum of 25 student contact days, and allows for a maximum of two absences for a family or medical emergency.~~ **Student contact time for instruction and drive time shall be a minimum of that required by State Law. Attendance at all classes is expected though up to two (2) class absences will be allowed with appropriate classwork made up. A third classroom absence will result in an "Unsuccessful" completion of the class. No absences are allowed for the in-car drives/observations or the last two days of class in each session.**

Legal Reference:

20-7-502, MCA Duties of superintendent of public instruction
20-7-503, MCA District establishment of traffic education program
20-7-507, MCA District traffic education fund
0.13.307, ARM Program Requirements

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: REVISED POLICY #6143, LEADERSHIP COMPENSATION PLAN, 2ND READING
 CATEGORY: ACTION ITEM - CONSENT
 ORIGINATED BY: Rob Watson, Superintendent
 OTHERS INVOLVED: Pat Strauss, Director of Human Resources
 DATA EXPANSION: Rev. Policy #6143
 COST/FUND SOURCE: \$14,250 Elementary General Fund Budget

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
 Effective June 11, 2018

ISSUE:

Should the Board adopt proposed changes to Policy #6143, Leadership Compensation Plan?

FACTS:

1. Trustees discussed proposed changes to policy #6143 at the May 14, 2018 board meeting.
2. Trustees have used District Policy #6143 to set most administrators salary amounts since 1986. Trustees set the base amount, which drives the salary amount for individual positions. The administrative positions that are not covered by the policy are the Superintendent and the two Deputy Superintendents.
3. Through restructuring of the high school administrative team, there is no longer an Assistant Principal-Finance position.
4. The four larger elementary school position factor is 1.35. The four smaller elementary school position factor is 1.30. It is the intention of the administration to level the position factor for all elementary principals as the duties and responsibilities are similar between the smaller and larger schools.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended the Board of Trustees approve proposed changes to policy #6143, Leadership Compensation Plan, as presented.

OTHER ALTERNATIVES:

1. Do not adopt.

ADMINISTRATION

Leadership Compensation Plan

SALARY INDEX SYSTEM FOR LEADERSHIP TEAM MEMBERS

Base for current year - Largest of:

- a. 60% of the previous year's average high school principal's salary in the "AA" districts in Montana.
- b. Dollar amount set by Board of Trustees.

The amounts for a. and b. above shall be updated annually by the superintendent and indicated in the procedures to this policy.

Position Factor (responsibility, size of school, no. of staff, etc.)

		<u>Work Year</u>
Elementary Principals (Irving, Longfellow, Whittier, Hawthorne)	1.30	204 days
Elementary Principal (Morning Star, Emily Dickinson, Hyalite, Meadowlark)	1.35	204 days
Middle School Principal	1.35	220 days
Elementary Asst. Principal	1.20	204 days
High School Principal	1.45	225 days
High School Asst. Principal	1.27	210 days
High School Asst. Principal - Finance	1.27	220 days
Athletic/Activities Director	1.27	225 days
Middle School Asst. Principal	1.25	210 days
Director of Facilities	1.30	Full
Director of Music and Fine Arts	1.30	204 days
Director of Special Education	1.35	Full
Director of Human Resources	1.35	Full
Director of Business Services/District Clerk	1.35	Full
Director of Curriculum	1.30	220 days

Previous Experience Factor* (experience as an administrator in Bozeman)

.01 for each year to a maximum of 10 years

*The Superintendent may, with Board approval, allow up to 5 years credit for outside administrative experience.

Education Factor* (quarter credits in an institution of higher education)

Below M	=	-.02	M+45	=	.06
M	=	.00	M+60	=	.08
M+15	=	.02	Doctorate	=	.10
M+30	=	.04			

*Compensation for the Superintendent, Deputy Superintendent Operations and the Deputy Superintendent Instruction will be decided by the Board on a yearly basis. Director of Facilities will get .00 education factor for a Professional Engineering License.

Work Year Factor

204 days	=	.00	220 days	=	.07
210 days	=	.03	225 days-Full Year	=	.10*
215 days	=	.05			

*Full year administrators earn vacation per MCA 2-18-611 and their work year is dependent on the following schedule. Administrators are encouraged to use their earned vacation leave. However, due to the demands of the job and pursuant to 2-18-617(5), administrators with an accumulated vacation leave balance greater than that allowed, may request a lump sum payment for the excess vacation leave balance.

<u>In-State Years of Employment</u>	<u>Vacation Days Credit Per Year</u>	<u>Number of Days Contracted</u>
1-day - 10 years	15	251
10-15 years	18	254
15-20 years	21	257
20 years on	24	260

Special Assignment Factor

Individual administrator's basic job may include a variety of responsibilities. For example, elementary principals in the district generally have assignments which include the usual responsibilities of a building principal, plus one or more district-wide assignments depending on the nature of the overall basic job responsibilities. Occasionally an administrator's workload significantly exceeds the norm as a result of assignments by the Superintendent. In such circumstances the Superintendent is authorized to allow from 1-4 index points for these special assignments. The special assignments may include opening a new building, being assigned to more than one building, special administrative problems, lack of administrative assistance, additional unusual responsibilities or other unique circumstances.

Flexible Benefits

Administrators will receive an additional salary in lieu of health insurance benefits as approved by the Board of Trustees and referenced in 6143P.


An individual administrator's salary is determined by adding the appropriate index factors and multiplying the total times the base.

After consideration of administrator evaluations, the Superintendent may recommend and the Board may approve a resolution to continue an individual administrator at the same salary and thus disallow him/her all or a portion of the increase that may have been anticipated under this leadership compensation system (20-4-203 M.C.A.)

Depending on the level of performance of the administrator during the frozen salary year, the Superintendent may recommend a continuation of the frozen salary amount for another year or may recommend that the administrator's salary be determined from the normal application of the index system with a loss of one year of credited experience.

Adopted: 9/22/86,

Rev. 9/14/87, 6/20/88, 1/16/90, 5/14/90, 9/11/90, 2/11/91, 5/13/91, 5/11/92
6/14/93, 9/9/96, 6/8/98, 8/9/99, 7/14/03, 3/06/06, 6/11/07, 7/28/08, 4/13/09, 7/12/10,
6/11/12, 7/29/13, 01/23/17, **06/11/18**

	Wilson	Willlett	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: UNIFORM GUIDANCE – DISTRICT POLICIES RELATED TO FEDERAL GRANT MANAGEMENT – 2ND READING

CATEGORY: ACTION ITEMS - CONSENT

ORIGINATED BY: Mike Waterman, Director of Business Services/District Clerk

OTHERS INVOLVED: Steve Johnson, Deputy Superintendent Operations, RJ Tvedt, Accounting Supervisor

DATA EXPANSION: Policy Rev. 1512, Rev. 7336, New 7338, New 7340, New 8430 and Deleted 8410

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
Effective June 11, 2018

ISSUE:

Should the Board approve proposed revisions to Policies 1512 and 7336; adoption of new Policies 7338, 7340 and 8430; and deletion of Policy 8410?

FACTS:

1. Uniform Guidance requires that management adopt certain written policies to ensure compliance with federal grant requirements.
2. The District's auditors, Anderson Zurmuehlen & Co., PC, recommends the District review current policies in place and ensure that they meet all the requirements under Uniform Guidance, which include the following:
 - Written policy regarding collection of federal funds and minimizing time held (CFR 200.302 (b) 6) [New Policy 7340]
 - Written policy regarding for determining the allowability of costs under applicable cost principles & grant terms (CFR 200.302 (b) 7) [New Policy 7338]
 - Written policy regarding conflict of interest in procurement and contract administration process (CFR 200.318 (c)) [Revised Policy 1512]
 - Written procurement policy (CFR 200.319 (c)) [Revised Procedure 7320P]
 - Written policy for documenting how time and effort charged to grants will be documented in the entity's records (CFR 200.430) [New Policy 7338]
 - Written travel policy (CFR 200.474) [Revised Policy 7336 and Revised Procedure 7336P]
 - Written cyber security policy that addresses protection of personally identifiable information (CFR 200.303e) [Delete Existing Policy 8410 and replace with New Policy 8430].
3. The Montana School Boards' Association developed model policies and policy language regarding these issues. Our auditors have also reviewed the proposed changes for compliance with the federal regulations.
4. Trustees discussed proposed revisions, new policies and deletion of policies at the May 14, 2018 Board Meeting.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended the Board of Trustees adopt proposed revisions to Policies 1512 and 7336, adopt new Policies 7338, 7340 and 8430, and delete Policy 8410 as presented.

OTHER ALTERNATIVES:

1. Do not adopt.

BOARD OF TRUSTEES

Conflict of Interest

A trustee may not:

1. Engage in a substantial financial transaction for his/her private business purpose with a person whom he/she inspects or supervises in the course of his/her official duties.
2. Perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which he/she either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board of Trustees when the trustee has more than a ten percent (10%) interest in the corporation; contract does not include: merchandise sold to the highest bidder at public auctions; investments or deposits in financial institutions which are in the business of loaning or receiving money when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one financial institution in the community; or contracts the professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. Be employed in any capacity in the district, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
6. Appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth degree or by affinity within the second degree.
 - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive days,
 - b. This prohibition does not apply to the renewal of an employment contract of a person related to a Board member, who was initially hired before the Board member assumed the trustee position.
 - c. This prohibition does not apply if trustees comply with the following requirements: 1) All trustees, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to the person to be employed abstains from voting; and 3) the trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

Federal Awards

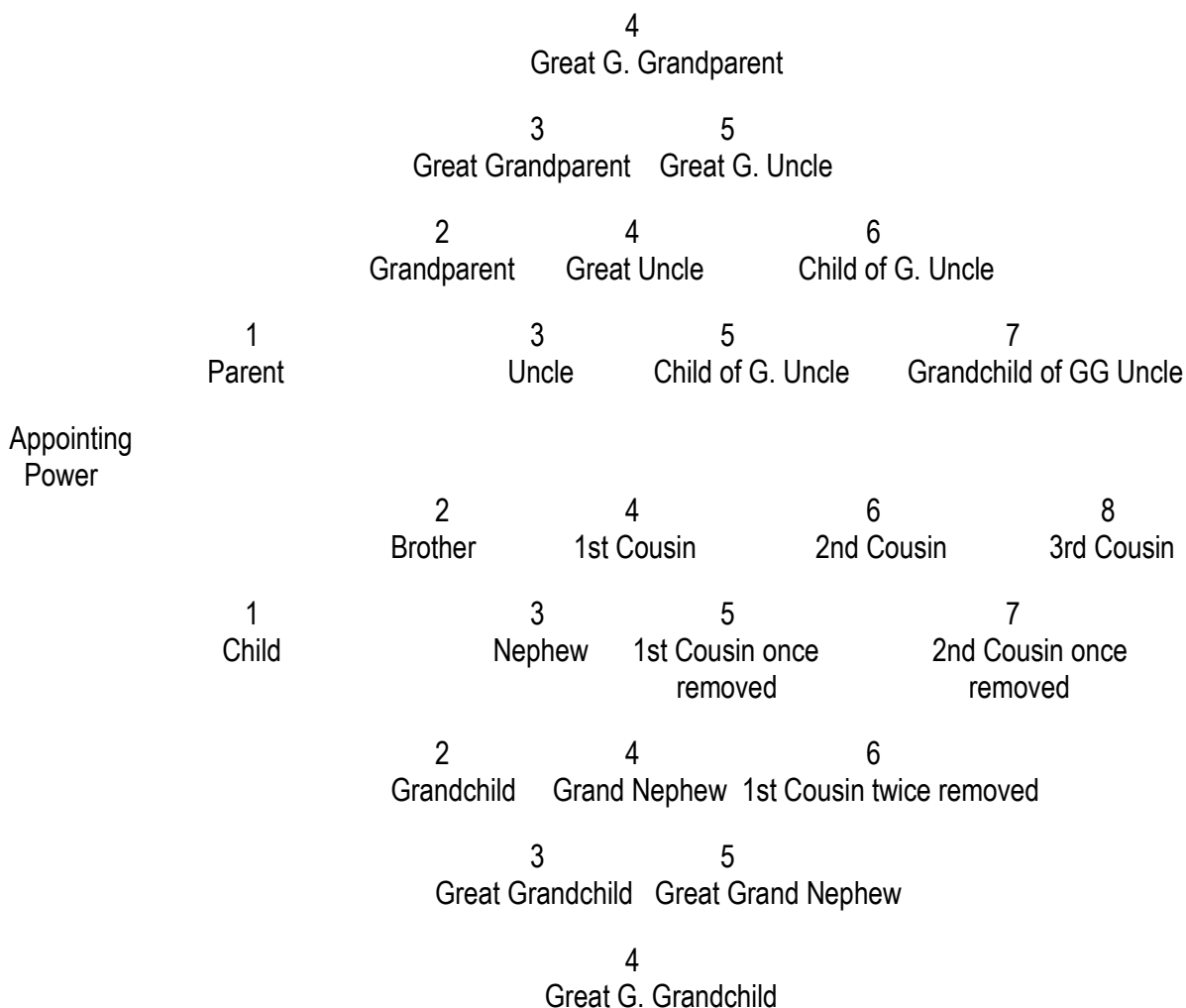
No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

District officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the item is unsolicited or of nominal value. Officers, employees, or agents who violate this policy are subject to disciplinary action.

The District must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

DEGREES OF CONSANGUINITY

(Read the chart from left to right, starting with "Appointing Power" designation)



When "brother" appears, read "brother or sister;" where "uncle" appears, read "uncle or aunt;" where "nephew" appears, read "nephew or niece." The first cousin is in the cousin germane.

DEGREES OF AFFINITY

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

			3 Great Grandparent-in-law
		2 Grandparent-in-law	
	1 Father/Mother-in-law		3 Uncle/Aunt-in-law
Trustee	1 Spouse	2 Brother/Sister-in-law	
	1 Step Child		3 Nephew/Niece-in-law
		2 Step Grandchild	
			3 Step Great Grandchild

Legal References:	2-2-201 M.C.A.	Public Officers, Employees of Former Employees not to have Interest in Contracts
	2-2-302 M.C.A.	Appointment of Relative to Office of Trust-- Employment Unlawful
	20-1-201 M.C.A.	School Officers not to act as Agent
	20-9-204 M.C.A.	Conflicts of Interest, Letting Contracts and Calling for Bids
	CFR 200.318(c)	General Procurement Standards

Adopted: 9/22/86 Rev.: 08/15/16, **06//11/18**

FINANCIAL MANAGEMENT

Travel Allowances and Expenses

The District will reimburse employees and trustees for **certain** travel expenses while traveling outside of the school district and engaged in official District business. School district employees and trustees who are not exempted by another policy will be reimbursed according to the accompanying schedule of travel allowances. All travel expenses must be reported on the established travel expense forms and approved by the employee's supervisor and the Superintendent or designee.

The school district business office will be responsible for the development of procedures and forms to be used in connection with travel expenses claims and reimbursements.

Ref:	M.C.A. 2-18-501	Meals, Lodging, and Transportation of Persons in State Service
	M.C.A. 2-18-502	Computation of Meal Allowance
	M.C.A. 2-18-503	Mileage Allowance
	CFR 200.474	Travel Costs

Adopted: 12/8/86 Rev: 3/30/92, 8/9/99, 11/12/12, **06/11/18**

FINANCIAL MANAGEMENT

Allowability of Costs - Federal Programs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the approved budget and grant application need prior approval from the state or granting agency.

Delegation of Responsibility

When determining how the school district will spend its grant funds, the District Authorized Representative will review the proposed cost to determine whether it is an allowable use of federal grant funds *before* obligating and spending those funds on the proposed good or service.

Allowability Determinations

All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E, which are listed below. The Authorized Representative must consider these factors when making an allowability determination. A section entitled, *Helpful Questions for Determining Whether Costs are Allowable*, is located at the end of this document.

Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Every Student Succeeds Act (ESSA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, nonregulatory guidance and grant award notifications.

Restrictions in state and local rules or policy also must be considered.

General allowability determination factors include the following:

1. Be Necessary and Reasonable for the performance of the federal award. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the district or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.

- Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the district, its employees, its students, the public at large, and the federal government.
- Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost. (2 CFR Sec. 200.404)

Whether a cost is necessary will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it. For example, the school entity may deem a language skills software program necessary for a limited English proficiency program.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the federal award program.
 - Whether the cost is identified in the approved budget or application.
 - Whether there is an educational benefit associated with the cost.
 - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
 - Whether the cost addresses program goals and objectives and is based on program data.
2. Allocable to the federal award. A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. (2 CFR Sec. 200.405)
- For example, if fifty percent (50%) of a teacher's salary is paid with grant funds, then that teacher must spend at least fifty percent (50%) of his/her time on the grant program.
3. Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the school entity.
 4. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
 5. Consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

6. Adequately documented. All expenditures must be properly documented.
7. Be calculated in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in Part 200.
8. Not included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such. Some federal program statutes require the nonfederal entity to contribute a certain amount of nonfederal resources to be eligible for the federal program.
9. Be the net of all applicable credits. The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR Sec. 200.406)

Selected Items of Cost

Subpart E of Part 200 sets forth principles to be applied in establishing the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost), at 2 CFR Sec. 200.420-200.475. These specific cost items are listed in the chart below along with the citation to the section of Subpart E addressing the allowability of that item. These principles are in addition to the other general allowability standards, and apply whether or not a particular item of cost is properly treated as direct cost or indirect (F&A) cost. Meeting the specific criteria for a listed item does not by itself mean the cost is allowable, as it may be unallowable under other standards or for other reasons, such as restrictions contained in the terms and conditions of a particular grant or restrictions established by the state or in Board policy. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

School district personnel responsible for spending federal grant funds and for determining allowability must be familiar with and refer to the Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable, and also check state, district and program-specific rules.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430

Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469
Taxes (including Value Added Tax)	2 CFR § 200.470

Termination costs	2 CFR § 200.471
Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474
Trustees	2 CFR § 200.475

Helpful Questions for Determining Whether Costs are Allowable -

In addition to applying the cost principles and standards described above, district staff involved in expending federal funds should ask the following questions when assessing the allowability of a particular cost:

1. Is the proposed cost allowable under the relevant program?
2. Is the proposed cost consistent with an approved program plan and budget?
3. Is the proposed cost consistent with program specific fiscal rules? For example, the school entity may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources, or only as a match for funds from nonfederal sources.
4. Is the proposed cost consistent with EDGAR?
5. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?
6. Is the proposed cost consistent with the underlying needs of the program? For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for Limited English Proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students.
7. Will the cost be targeted at addressing specific areas of weakness that are the focus of the program, as indicated by available data?

Any questions related to specific costs should be forwarded to the District Authorized Representative who shall consult with the school solicitor for clarification as appropriate.

Personnel Activity Reports – Time and Effort Documentation

The Bozeman School District follows the guidelines in 2 CFR 200.430, *Compensation for Personal Services*, as well as requirements in specific grants. Therefore, salaries and wages charged to Federal grants will be supported as follows:

1. Charges will be based on documented payrolls approved by responsible officials of the Organization.
2. Every staff member whose compensation is charged, in whole or in part, directly to Federal awards, will complete a timesheet or activity report that accounts for the total activity for which the employee is compensated.

3. These reports will reflect an after-the-fact determination of the actual activity of each employee. Budget estimates will not be used as support for charges to awards.
4. These reports must be approved by the individual employee and by their supervisor, who has first-hand knowledge of the activities performed by the employee.
5. Charges for non-exempt employees will also be supported by records required by the Fair Labor Standards Act.
6. Salaries and wages of employees used in meeting cost sharing or matching (in-kind) are supported in the same manner as salaries and wages charged to Federal awards.

Adopted: 06/11/18

FINANCIAL MANAGEMENT

Cash Management - Federal Programs

Generally, the school district receives payment from the Montana Office of Public Instruction (OPI) on a reimbursement basis. In some circumstances, the district may receive an advance of federal grant funds. This policy addresses responsibilities of the district and district staff under those alternative payment methods. In either case, the district shall maintain accounting methods and internal controls and procedures that assure those responsibilities are met.

Payment Methods

Reimbursements -

The District Business Office will periodically request reimbursement for actual expenditures incurred under federal grants. Reimbursement will be submitted on the appropriate form provided by the OPI. All reimbursement requests will be based on actual disbursements, not on obligations. OPI will process reimbursement requests within the timeframes required for disbursement.

Consistent with state and federal requirements, the school district will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for review upon request.

Reimbursements of actual expenditures do not involve interest calculations.

Advances -

When the district receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of funds to the district and the expenditure of those funds on allowable costs of the applicable federal program. (2 CFR Sec. 200.305(b)) The district shall attempt to expend all advances of federal funds within seventy-two (72) hours of receipt.

When applicable, the district shall use existing resources available within a program before requesting additional advances. Such resources include program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds. (2 CFR Sec. 305(b)(5))

The district shall hold federal advance payments in insured, interest-bearing accounts. The school district is permitted to retain for administrative expense up to \$500 per year of interest earned on federal grant cash balances. Regardless of the federal awarding agency, interest earnings exceeding \$500 per year shall be remitted annually to the Department of Health and Human Services Payment Management System. (2 CFR Sec. 200.305(b)(9))

Pursuant to federal guidelines, interest earnings shall be calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the district. Consistent with state guidelines, interest accruing on total federal grant cash balances shall be calculated on cash balances per grant and applying the actual or average interest rate earned.

Remittance of interest shall be responsibility of the District Clerk.

Adopted: 06/11/18

NONINSTRUCTIONAL OPERATIONS

Records Management

The District recognizes the importance of public records as the record of the acts of the District and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions (see Policy #4340, Public Access to School District Records).

The District will retain, in a manner consistent with applicable law and the state's *Rules for Disposition of Local Government Records*, such records as are required by law or regulations to be created and/or maintained, and such other records as are related to students, school personnel, and the operations of the schools.

For the purpose of this policy, "records" are all documentary materials, regardless of media or characteristics, made or received and maintained by the school unit in transaction of its business. Records include email and other digital communications sent and received.

Records may be created, received, and stored in multiple formats, including but not limited to print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer disks and CDs, servers, flash drives, etc.).

The Superintendent will be responsible for developing and implementing a records management program for the cataloging, maintenance, safeguarding, storage, retrieval, and disposition of school records. The Superintendent will also be responsible for developing guidelines to assist school employees in understanding the kinds of information that must be saved and those which can be disposed of or deleted. The Superintendent may delegate records-management responsibilities to other school personnel at his/her discretion to facilitate implementation of this policy.

All personnel records made or kept by an employer, including, but not necessarily limited to, application forms and other records related to hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation and selection for training or apprenticeship, shall be preserved for 2 years from the date the record is made or from the date of the personnel action involved, whichever occurs later.

Student records must be permanently kept, and employment records must be kept for 10 years after termination.

Litigation Holds for Electronic Stored Information (ESI)

The School District shall create an ESI Team on an as-needed, ad hoc basis. The ESI Team is a designated group of individuals who implement and monitor litigation holds, a directive not to destroy ESI that might be relevant to a pending or imminent legal proceeding. The ESI Team will include a designated school administrator, an attorney, and a member from the Technology

Department. In the case of a litigation hold, the ESI Team shall direct employees and the Technology Department, as necessary, to suspend the normal retention procedure for all related records.

Inspections of ESI

Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or designee, in consultation with an attorney if needed, and released in accordance with Montana public records law.

Delegated Authority

The Board delegates to the Superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy, as needed.

Information Security Breach

Information security breaches shall be handled in accordance with 30-14-1704, MCA, Computer Security Breach, including, but not limited to, investigations and notifications.

Cross Reference:	3600, 3600P	Student Records
	4340	Public Access to District Records
	5230, 5230P	Personnel Records
	5450	Employee Electronic Mail and On-Line Services Usage

Legal Reference:	Montana Secretary of State (Rules for Disposition of Local Government Records)
	Federal Rules of Civil Procedure (FRCP)
	§ 20-1-212, MCA Destruction of records by school officer
	§ 20-9-215, MCA Destruction of certain financial records
	24.9.805 (4), ARM Employment Records
	§ 30-14-1704, MCA Computer Breach Security
	CFR 200.304(e) Internal Controls

Adopted: 06/11/18

NON-INSTRUCTIONAL OPERATIONS

Records Management

The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions (see Policy #4340, Public Access to School District Records). The public records of the district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.


The Superintendent shall develop procedures to implement this policy; require as a minimum the permanent safeguarding of Board minutes, annual audit report, employment records of all staff, and permanent student records; and require retention of all financial records including claims, warrants, vouchers and treasurer's general receipts for a period of five years. The District Clerk shall serve as district records officer.

Records may be destroyed as per a legally authorized schedule.

Legal Reference:	20-1-212 MCA	Destruction of Old Records by Officer
	20-7-101(2) MCA	Standards of Accreditation
	20-9-215 MCA	Records Destruction

Adopted: 12/8/86

Rev.: 11/11/91

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: K-12 PRIMARY/CORE RESOURCES ADOPTION

CATEGORY: ACTION ITEM - CONSENT

ORIGINATED BY: Marilyn King,
Deputy Superintendent Instruction
Robin Miller, Curriculum Director

OTHERS INVOLVED: K – 12 School Administrators;
Central Office Administration

DATA EXPANSION: [Policy #2311](#) (Instructional Materials)
[2018/19 Primary/Core Resource Matrix](#)

COST/FUND SOURCE: General Budgets

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
Effective June 11, 2018

ISSUE:

Adoption of primary/core instructional resources for grades K-12.

FACTS:


1. Primary/Core materials are reviewed and updated as part of the Curriculum Review Cycle and/or as needed.
 - a. 3rd, 4th, 5th Primary/Core Counseling Resources have been updated.
 - b. 6th-12th Primary/Core Science Resources have been updated.
 - c. 6th-12th Primary/Core Health Enhancement Resources have been updated.
2. Each Spring, the Primary/Core Resource Matrix is shared with the School Board for approval.
 - a. 2018/19 K – 12 Primary/Core Resource Matrix [HERE](#).

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that Trustees approve the Primary/Core Resource Matrix as listed.

OTHER ALTERNATIVES:

1. Do not approve.
2. Discuss further.

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willett	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: PROFESSIONAL DEVELOPMENT/
LEARNING PLAN APPROVAL

CATEGORY: ACTION ITEM - CONSENT

ORIGINATED
BY: Marilyn King,
Deputy Superintendent Instruction

OTHERS
INVOLVED: Robin Miller, Curriculum Director;
Tami Phillippi, BEA President;
Professional Development Committee;
Instructional Cabinet

DATA
EXPANSION: [2018-19 PD/Learning Plan](#)
[2018-19 PIR Day Schedule](#)
August 20, 2018 [Flex Day](#)
2018-19 [1st Semester PD offerings](#)

COST/FUND
SOURCES: Teachers must fulfill a requirement by the
Office of Public Instruction of 18
Professional Development hours (12 of the
8 hours are fulfilled thru Oct. MFPE
Days or Personalized PD/Learning Hours).
Contracted PIR Days (combination of
General Fund and Title monies).

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
Effective 2018-19 School Year

ISSUE:

Approval of the Professional Development/Learning Plan & PIR Schedule as presented.


FACTS:

1. All Professional Development/Learning supports the District's Long Range Strategic Plan; specifically Strategic Objectives under Goal Area #1.
2. Teachers must fulfill a requirement by the Office of Public Instruction of a minimum of 18-hours of professional development:
 - a. 12-hours are fulfilled thru the October MFPE days or individually selected 12-hours of personalized PD hours.
 - i. Bozeman opportunities for teachers to fulfill 12-hours of personalized PD/Learning:
 1. August 20, 2018 Flex Day Offerings
 2. 2018-19 BSD7 1st Semester Offerings
 - b. 12-14 additional PD/Learning hours are fulfilled on district PIR days.
 - i. [2018-19 PIR Day Schedule](#) (PD/Learning is provided on K - 5, 6 – 8, 9 - 12 Priorities based on school feedback of needs)

3. The Professional Development Committees (K - 5, 6 - 8, 9 - 12) meet throughout the school year to prioritize needs for professional development/learning.
4. The [2018/19 Professional Development/Learning Plan](#) and [2018-19 PIR Day Schedule](#) are being submitted for Board approval (the PIR Day Schedule may be adjusted to fit the needs of the District/school/grade level).

SUPERINTENDENT'S RECOMMENDATION:

It is recommended the Board approve the 2018-19 Professional Development Plan and PIR Day Schedule with allowances for the Professional Development Committees make changes as the need arises.

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willet	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: CURRICULUM REVIEW CYCLE
 CATEGORY: ACTION ITEM - CONSENT
 ORIGINATED BY: Marilyn King,
 Deputy Superintendent Instruction
 OTHERS INVOLVED: Robin Miller, Curriculum Director
 DATA EXPANSION: Policy 2100, Curriculum Development
[Curriculum Review Cycle](#)
 COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
 Effective June 11, 2018

ISSUE:

Approval of BSD7's [Curriculum Review Cycle](#) 2011 through 2025.

FACTS:

1. The development and implementation of the curriculum is the joint responsibility of the District's professional staff.
2. The Deputy Superintendent Instruction and Curriculum Director annually revise BSD7's [Curriculum Review Cycle](#) to align to the state's review/adoption timeline.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the Board approve the Curriculum Review Cycle as presented.

INSTRUCTION

Curriculum Development

The District recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the curriculum shall be developed on a continuing basis and in accordance with a plan for curriculum development adoption, implementation and evaluation.

District-wide curriculum activities shall have the following goals:

- To review existing district standards and benchmarks
- To establish standards and benchmarks based on research and best practice
- To determine a logical scope and sequence for K-12 instruction
- To articulate K-12 programs
- To identify program omissions and duplications
- To assess the extent to which a program does what it purports to do
- To determine the extent that a program meets the needs of students
- To identify changes and trends in the school community
- To provide a database for decision-making and long-range planning
- To inform the community of program quality and effectiveness
- To guide professional development
- To provide guidance for the selection of instructional materials based on research and best practice
- To identify areas where curriculum content can be integrated

The development and implementation of the curriculum is the joint responsibility of the District's professional staff. The Curriculum Director, under the direction of the Deputy Superintendent Instruction, has the primary responsibility for the orchestration and coordination of all curriculum development activities. The building principals are responsible to supervise the implementation of the adopted curriculum and materials. The teaching staff has the primary responsibility for the implementation of curriculum as well as an important responsibility in its development.

Proposals for new courses may come from professional staff, parents, patrons of the district, or other interested persons. Any proposal for a new course of study must include estimated start-up costs and projected annual costs. All new courses or major modifications to existing courses must be approved by the Superintendent and trustees.

Curriculum guides will be prepared for each course of study offered within the School District. A guide will consist of:


- a. detailed content standards, learner results, assessment requirements, pacing guide, and available resources;
 - chart of the learner results;
 - approved assessment documents;
 - course outlines;
 - essential instructional practices.

All classes shall be accessible to students regardless of race, color, national origin, gender, handicapping status or religion.

Each teacher shall conduct the assigned course of study in accordance with the guide. Any deviation from the course of study must be temporary, presented to the principal in writing and have the principal's approval. Principals will forward proposed deviations from the course of study to the Assistant Superintendent.

Legal Reference: 10.55.403 ARM Basic Instructional Programs

Adopted: 11/24/86 Rev. 3/9/92, 1/13/03, 5/21/07

	Wilson	Willett	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

ISSUE: APPROVAL OF TECHNOLOGY EQUIPMENT PURCHASE

CATEGORY: ACTION ITEM - CONSENT

ORIGINATED BY: Steve Johnson, Deputy Superintendent Operations

OTHERS INVOLVED: Brad Somers, Technology Services Supervisor; School Principals

DATA EXPANSION: Breakdown of Proposed Technology Purchase

COST/FUND SOURCE: Technology Fund \$250,000 High School, \$375,000 Elementary

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
Effective June 11, 2018

ISSUE:

Shall the Trustees approve the purchase of technology equipment for the schools per the summary attached?

FACTS:

1. The Technology Levy was approved by voters and is used in part to purchase technology for schools.
2. The District has many older computers that no longer meet the educational needs for which they were purchased.
3. School administrators have prioritized the purchase of replacement and supplemental computers and other technology to the extent possible with available funds.
4. The High School Science curriculum that was selected and approved by the Board on May 14, 2018 requires 210 Chromebooks to properly deliver the curriculum. In addition, the K-8 STEM implementation requires approximately 400 Apple iPads.
5. District procurement policies and State law will be followed for the purchases.
6. Apple Computer is a sole source vendor and therefore bids will not be done for the Apple computers.

SUPERINTENDENT'S RECOMMENDATION:

Approve the purchase of technology equipment per the attached summary for up to a total of \$625,000.


OTHER ALTERNATIVES:

1. Modify the quantities.
2. Do not approve the recommendation.

DISCUSSION:

Principals work closely with the Technology Department to meet the Technology needs in their school. There are differences in the amount allotted for each school because of differences in quantities and age of technology available to students and staff in each school. With the annual purchase we try to equalize those differences as much as possible.

Bozeman Public Schools						
2017-18 Comprehensive Technology Purchase						
Breakdown by Product				Breakdown by School		
Product	Unit Price	Quantity	Total		School	Total
Apple products						
MacBook Airs 128 SSD	\$959.00	22	\$21,098.00		BHS	229,425.94
MacBook Airs 256 SSD	\$1,199.00	83	\$99,517.00		HS Total	\$229,425.94
iPads	\$304	506	\$153,824			
iPads Pros	\$700.00	1	\$700.00		6-8	
MacBook Pros	\$2,599.00	1	\$2,599.00		CJMS	18,565.00
Apple TV	\$179.99	3	<u>\$539.97</u>		SMS	39,455.00
Total Apple products			\$278,277.97		6-8 Total	\$58,020.00
Other Products						
11" Chromebook	\$ 230.00	540	\$ 124,200.00		K-5	
14" Chromebook	\$ 260.00	508	\$ 132,080.00		ED	47,668.00
Anywhere Cart	\$ 1,029.00	19	\$ 19,551.00		HA	36,264.62
LockNCharge Cart	\$ 1,147.70	1	\$ 1,147.70		HY	64,542.00
55" Smart TV	\$ 580.00	4	\$ 2,320.00		IR	32,614.00
TV Installation	\$ 500.00	4	\$ 2,000.00		LO	20,875.85
ChromeBox	\$ 204.99	10	\$ 2,049.90		MS	22,462.00
KeyBoard/Mice	\$ 14.99	10	\$ 149.90		ML	45,940.00
Wireless Projector	\$ 1,300.00	4	\$ 5,200.00		WH	23,991.00
Projector Installation	\$ 800.00	8	\$ 6,400.00		K-5 Total	\$294,357.47
Sound System	\$ 1,380.00	10	\$ 13,800.00			
Camera Aver F17	\$ 298.00	2	\$ 596.00		K-8 Total	\$352,377.47
Adobe CC Licensing	\$ 2,400.00	1	\$ 2,400.00			
Calculators TI-84	\$ 103.00	30	\$ 3,090.00		K-12 Total	\$581,803.41
BHS Music Equipment	\$ 2,616.00	1	\$ 2,616.00		WIAD	\$40,485.00
128 SSD drives	\$ 50.00	42	\$ 2,100.00		All Total	\$622,288.41
256 SSD Drives	\$ 84.99	6	\$ 509.94			
Meraki AP w/install	\$ 1,300.00	1	\$ 1,300.00			
ApplianSys CacheBox	\$ 22,500.00	1	<u>\$ 22,500.00</u>			
Other Product Total			\$ 344,010.44			
Product Totals:						
Apple	\$ 278,277.97					
Non Apple	\$ 344,010.44					
Total						
	\$ 622,288.41					

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willett	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: PERSONNEL ACTIONS
 CATEGORY: ACTION ITEM - CONSENT
 ORIGINATED BY: Pat Strauss,
 Director of Human Resources
 OTHERS INVOLVED: Robert Watson,
 Superintendent
 DATA EXPANSION: Accompanying Personnel
 Actions Report
 COST/FUND SOURCE: Salaries are listed for each employee

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
 Effective June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees confirm the attached personnel actions involving certified and classified personnel. Also attached is a report of administrative actions regarding personnel which have transpired since the last meeting.

DISCUSSION:

These appointments are made as the result of careful attention to Board policy, Title IX regulations, and Federal and State laws. All applicants are evaluated with respect to the criteria for each advertised position to ensure that only the most suitable candidates are recommended.

**Bozeman Public Schools
Human Resources**

June 11, 2018

REQUIRES BOARD ACTION

Confirmation of Employment (Certified)

Name	Position	Level/Step	Effective	Salary
Amende, Jessica	Core Teacher, 1.0 FTE, SMS	BA, Step 1	8/20/2018	\$40,375.00
Baxter, Jessica	Science Teacher - .60 FTE, BHS	BA, Step 1	8/20/2018	\$24,225.00
Bohannon, Ginger	Core Teacher, 1.0 FTE, CJMS	BA(M)+105, Step 5	8/20/2018	\$59,351.00
Boyle, Robert	Math Teacher, 1.0 FTE, BHS	BA, Step 1	8/20/2018	\$40,375.00
Budt, Sara	SPED Teacher, 1.0 FTE, BHS	BA(M)+45, Step 3	8/21/2018	\$50,227.00
Chapman, Bradi	Elementary Teacher, 1.0 FTE, EMDI	BA, Step 1	8/20/2018	\$40,375.00
Chilton, Ashley	Math Teacher, 1.0 FTE, BHS	BA(M)+45, Step 6	8/21/2018	\$54,062.00
Coffin, Morgan	Social Studies, .60 FTE, BHS	BA, Step 1	8/20/2018	\$24,225.00
Croteau, Jeri	Art Teacher, .5436 FTE, CJMS	BA, Step 2	8/20/2018	\$22,650.00
Curey, Colter	Art Teacher, .60 FTE, BHS	BA, Step 2	8/21/2018	\$25,000.00
Ely, Sierra	Kindergarten Teacher, 1.0 FTE, EMDI	BA, Step 3	8/21/2018	\$42,919.00
Grant, Erin	Kindergarten Teacher, 1.0 FTE, EMDI	BA, Step 5	8/20/2018	\$45,462.00
Greene, Alexandra	English Teacher, 1.0 FTE, BHS	BA+15, Step 2	8/21/2018	\$43,282.00
Hayhurst, Chloe	Kindergarten Teacher, 1.0 FTE, HYL T	BA, Step 2	8/21/2018	\$41,667.00
Humberger, Logan	Math Teacher, 1.0 FTE, BHS	BA, Step 1	8/20/2018	\$40,375.00
Lester, Heidi	Early Learning Instructional Specialist, .50 FTE HYL T, .50 FTE, WHIT	BA(M)+45, Step 3	8/20/2018	\$50,227.00
Lillrose, Laura	Elementary Teacher, 1.0 FTE, HAWT	BA(M)+45, Step 6	8/21/2018	\$54,062.00
Marks, Kail	Elementary Teacher, 1.0 FTE, HAWT	BA, Step 6	8/22/2018	\$46,754.00
McGearty-Anderson, Kayla	English Teacher, .60 FTE, BHS	BA, Step 2	8/20/2018	\$25,000.00
Miesch, Kelly	Elementary Teacher, 1.0 FTE, MDLK	BA(M)+45, Step 7	8/22/2018	\$55,354.00
Moller, Danielle	Elementary Teacher, 1.0 FTE, MOST	BA+15, Step 4	8/21/2018	\$45,826.00
O'Brien, Collin	Core Teacher, 1.0 FTE, SMS	BA(M)+45, Step 3	8/20/2018	\$50,227.00
Poeschl, Carl	T&I Teacher, 1.0 FTE, BHS	BA, Step 3	8/21/2018	\$42,919.00
Powell, Rebecca	Elementary Teacher, 1.0 FTE, MDLK	BA+15, Step 6	8/22/2018	\$48,369.00
Rooney, Tim	Art Teacher, 1.0 FTE, SMS	BA, Step 1	8/20/2018	\$40,375.00
Thatcher, Dan	Core Teacher, 1.0 FTE, CJMS	BA, Step 2	8/20/2018	\$41,667.00
Wright, Shawna	Science Teacher - 1.0 FTE, BHS	BA(M)+60, Step 2	8/21/2018	\$50,590.00
Zuzulock, Tom	Core Teacher, 1.0 FTE, CJMS	BA+75, Step 6	8/22/2018	\$54,910.00

Confirmation of Request for Leave of Absence (Certified)

Name	Position	Reason	Effective Dates
Michalcik, Irena	Music Teacher, 1.0 FTE, SMS	LOA	8/22/18 - 11/20/18
Rice, Nina	School Psychologist, 1.0 FTE, MDLK	Intermittent FMLA	9/17/18 - 4/26/18

Confirmation of Request for Leave of Absence (Classified)

Name	Position	Reason	Effective Dates
Heinrich, Randy	Custodian, 1.0 FTE, BHS	Medical LOA	6/4/18 - 6/30/18
Monastiere, Joanne	Elementary PARA, 1.0 FTE, HYL T	FMLA	5/8/18 - 6/7/18

Confirmation of Resignations/Terminations (Certified)

Name	Position	Reason	Effective	Years of Service
Allred, Charolotte	SPED Teacher, 1.0 FTE, BA(M)+60, Step 4, \$52,348, GGDTC	Resignation	6/8/2018	2
Bothamley, Devon	Health Enhancement Teacher, .20 FTE, SMS, .20 FTE CJMS, .20 FTE, GGDTC, BA, Step 1, \$23,866.80	Resignation	6/8/2018	1
Charron, Richard	Art Teacher, 1.0 FTE, BA+45, Step 18, \$57,161	Retirement	6/8/2018	31

**Bozeman Public Schools
Human Resources**

June 11, 2018

REQUIRES BOARD ACTION (con't)

Confirmation of Resignations/Terminations (Certified) (con't)

Name	Position	Reason	Effective	Years of Service
Donahue, Casey	Business Ed Teacher, 1.0 FTE, BA, Step 3, \$42,284	Resignation	6/8/2018	1
Hagemeister, Joseph	Curriculum/Technology Specialist, 1.0 FTE, BA(M)+105, Step 7, \$60,980	Resignation	6/8/2018	3
Mleko, Michael	Music Teacher, 1.0 FTE, BA, Step 3, \$42,284, MOST	Resignation	6/8/2018	3
Spafford, Ashley	Behavior Support Specialist, .50 FTE LONG, .50 FTE, WHIT, BA(M)+60, Step 5, \$53,621	Resignation	6/8/2018	1
Uzzelle, Bridget	TOSA K-8 Math/ELA Teacher, .50 FTE, BA(M)+105, Step 6, \$29,873.50, CURR	Resignation	6/8/2018	2

Confirmation of Resignations/Terminations (Professional)

Name	Position	Reason	Effective	Years of Service
Wagner, Rachel	Student Assistance Specialist, 1.0 FTE, Non Unit, \$34,902, SafeTI	Resignation	6/8/2018	1.3

Confirmation of Resignations/Terminations (Classified)

Name	Position	Reason	Effective	Years of Service
Bitterman, Emily	Self Contained PARA, .875 FTE, D03, \$12.78/hr., SPED, 9.25 mos.	Resignation	6/7/2018	1.1
Butcher, Sierra	Before/Afterschool Program Director, .8062 FTE, Non Unit, \$16.00/hr., EMDI, 9.5 mos.	Resignation	6/8/2018	4
Castillo, Yuvisela	Self Contained PARA, .875 FTE, D02, \$12.54/hr., GGDTC, 9.25 mos.	Resignation	6/7/2018	5 mos.
Detzi, Laurie	Overflow PARA, .550 FTE, Non Unit, \$11.25/hr., WHIT, 9.25 mos.	Resignation	5/14/2018	7.5 mos.
Hoyt, Jill	Elementary PARA, .975 FTE, B05, \$11.77/hr., MDLK, 9.25 mos.	Resignation	5/16/2018	8 mos.
Hornby, Emma	Before/Afterschool PARA, .300 FTE, B02, \$11.11/hr., WHIT, 9.25 mos.	Resignation	5/4/2018	2
Menig, Kaitlyn	Non Instructional PARA, .125 FTE, B02, \$11.11/hr., Self Contained PARA, .875 FTE, D02, \$12.54/hr., SMS, 9.25 mos.	Resignation	6/7/2018	1.4
Neibauer, Carol	Cashier, .3125 FTE, FB5, \$11.77/hr., IRVG, 9.25 mos.	Resignation	5/31/2018	9 mos.
Pace, Karen	Elementary PARA, .875 FTE, B01, \$10.90/hr., HYL, 9.25 mos.	Resignation	6/7/2018	5 mos.
Reichert, Tammy	Elementary PARA, .7063 FTE, B05, \$11.77/hr., Overflow PARA, non unit, \$11.25/hr., Self Contained PARA, .1437 FTE, D05, \$13.28/hr., MOST, 9.25 mos.	Resignation	6/7/2018	8 mos.
Sivonen, Rhonda	Cook III, 1.0 FTE, FD2, \$12.26/hr., BHS, 9.25 mos.	Resignation	6/7/2018	5 mos.
Smotherman, Mickey	Self Contained PARA, .5313 FTE, D01, \$12.30/hr., EMDI, 9.25 mos.	Resignation	6/7/2018	5 mos.

**Bozeman Public Schools
Human Resources**

June 11, 2018

REQUIRES BOARD ACTION (con't)

Confirmation of Resignations/Terminations (Classified) (con't)

Name	Position	Reason	Effective	Years of Service
Sweeney, Rebecca	Self Contained PARA, .875 FTE, D01, \$12.30/hr., CJMS, 9.25 mos.	Resignation	6/1/2018	7 mos.
Todd, Emilee	ISS PARA, .0938 FTE, B02, \$11.11/hr., Self Contained PARA, .875 FTE, D02, \$12.54/hr., SMS, 9.25 mos.	Resignation	6/8/2018	1.4
Vanorden, Jessica	Elementary PARA, .8438 FTE, B01, \$10.90/hr., HYL, 9.25 mos.	Resignation	6/7/2018	7 mos.

REPORT OF ADMINISTRATIVE ACTIONS

Changes and Revisions in Contracts (Certified)

Name	From	To	Effective	Reason
Farrell, Erin	Elementary Teacher, 1.0 FTE, BA, Step 8, \$46,063, EMDI	Gifted & Talented Teacher .70 FTE, BA, Step 9, 32,727.80, ASPT	8/22/2018	Internal Transfer
Hayden, Kelly	Elementary Teacher, 1.0 FTE, BA(M)+105, Step 8, \$58,344, HAWT	Core Teacher, 1.0 FTE, BA(M)+105, Step 9, \$64,439, SMS	8/22/2018	Internal Transfer (on LOA for 2 yrs.)
Higgins, Michelle	Elementary Teacher, 1.0 FTE, BA+45, Step 8, \$48,927, IRVG,	Librarian, 1.0 FTE, BA+45, Step 9, \$55,475, HAWT	8/22/2018	Internal Transfer
Hilton-Taylor, Eleanora	School Psychologist, 1.0 FTE, BA(M)+105, Step 8, \$62,253, HYL	School Psychologist, .60 FTE, BA(M)+105, Step 9, \$38,663.40, HYL	8/22/2018	Decrease in FTE/Hrs.
Jesness, Renee	Librarian, .50 FTE, MDL, .25 FTE, MOST, .25 FTE, EMDI, BA(M)+105, Step 9, \$63,486	Librarian, 1.0 FTE, BA(M)+105, Step 10, \$65,731, MOST	8/22/2017	Internal Transfer
McGeehan, Katie	Elementary Teacher, 1.0 FTE, BA(M)+105, Step 10, \$64,759, HYL	Elementary Teacher, 1.0 FTE, BA(M)+105, Step 11, \$66,982, LONG	8/22/2018	Internal Transfer
Schultz, Jessica	Elementary Teacher, 1.0 FTE, BA+45, Step 5, \$49,643, IRVG	Librarian, .50 FTE EMDI, .50 FTE, MDL, BA+45, Step 6, \$54,062	8/22/2018	Internal Transfer
Tyrrell, Frannie	SPED Teacher, 1.0 FTE, BA, Step 4, \$43,557, GGDTC	SPED Teacher, 1.0 FTE, BA, Step 5, \$45,462, SMS	8/22/2018	Internal Transfer

Changes and Revisions in Contracts (Classified)

Name	From	To	Effective	Reason
Banville, Kathryn	Satellite Hostess I, .5625 FTE, MOST, .250 FTE SUPT SVCS, FC11, \$14.25/hr., 9.25 mos.	Satellite Hostess I, .5625 FTE, FC11, \$14.25/hr., MOST, 9.25 mos.	4/27/2018	End of Temporary Assignment
Brubaker, Bailey	Self Contained PARA, .0875 FTE, D01, \$12.30/hr., WHIT, 9 mos.	Same	5/31/2018	Correction to Assignment End Date
Pascale, Stephanie	PreK PARA, .4875 FTE, D01, \$12.30/hr., HYL, 9 mos.	Same	5/31/2018	Correction to Assignment End Date

Stipends -Extracurricular

Name	Authorized Position	Stipend	Level	Effective
Herman, Eli	Soccer - Boys - Asst. - BHS (2/3 of 4)	\$1,968.00	4	8/9/17 - 11/20/17
Pleas, Cody	Intramural Floor Hockey - WILL (.5)	\$322.00	7	4/2/18 - 5/10/18

**Bozeman Public Schools
Human Resources**

June 11, 2018


REPORT OF ADMINISTRATIVE ACTIONS (con't)

Stipends -Extracurricular (con't)

Name	Authorized Position	Stipend	Level	Effective
Waldo, Danny	Intramural Floor Hockey - HYL (Longevity)	\$690.56	7	4/2/18 - 5/10/18

Stipends - Not Extracurricular

Name	Authorized Position	Stipend	Level	Effective
Clark, Lacy	17-18 Worker's Comp Mod Factor for Improvement of 1.04 - 1.05	\$1,000.00		2017-2018
Doe-Stephens, Aimee	Math STREAM Grant year 6 - Linear Relationships	\$750.00		3/19/18 - 4/8/18
Ehresmann, Cheryl	Math STREAM Grant year 6 - Math Practices K-8	\$750.00		3/19/18 - 4/8/18
Guttormson, Maggie	Math STREAM Grant year 6 - Algebraic Thinking 6-7	\$750.00		3/19/18 - 4/8/18
Kelly, Shawna Radar	National Board Certification - Psychologist	\$2,000.00		2017-2018
Nelson, Ryan	MT Digital Academy - Sports Officiating - Spring 2018 - Section 3	\$2,928.10		Spring 2018

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willett	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: FINANCIAL APPROVALS AND FUND
BALANCE ASSIGNMENT AND
COMMITMENTS

CATEGORY: ACTION ITEM - CONSENT

ORIGINATED
BY: Mike Waterman
Director of Business Services

OTHERS
INVOLVED: Steve Johnson,
Deputy Superintendent Operations
R.J. Tvedt, Accounting Supervisor

DATA
EXPANSION: General Fund Balance Assignments, and
Special Revenue Fund Balance
Commitments

COST/FUND
SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
Effective June 11, 2018

ISSUE:

As the fiscal year end approaches (June 30) it is necessary for a number of accounting adjusting entries to be made. This item authorizes administration to make the required entries.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees:

- Authorize administration to transfer fiscal year 2017-18 cash balances and recode expenditures between Funds as it deems necessary to ensure the efficient use of school district resources in accordance with the Bozeman School District K-12 Multidistrict Agreement, 20-3-363, MCA, and 20-9-508, MCA.
- Delegate the authority to assign general fund balances and commit certain special revenue fund balances to administration (pursuant to policy 7515)
- Commit the remaining Special Revenue fund balances (and future revenue streams) as presented.

DISCUSSION:

In March of 2009, the Governmental Accounting Standards Board (GASB) issued Statement 54, "Fund Balance Reporting and Governmental Fund Type Definitions" (GASB54). This accounting statement is currently in effect for the Bozeman School District. It is designed to establish fund balance classifications that are easier to understand and apply, and its objective is to isolate that portion of fund balance (assets minus liabilities) that is unavailable to finance the following year's budget.

GASB54 applies to fund balances reported in the General Funds, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds. This Statement does not apply to Internal Service Funds (e.g. Self-Insurance and Purchasing funds) or Private-Purpose Trust Funds (e.g. High School Activity Clubs).

One unique aspect of this statement is the level of governing body involvement that will be required to effectively implement this statement. Two old fund balance classifications have been replaced by five new fund balance classifications, one of which ("Committed") requires action by the District's highest decision-making body, the Board of Trustees.

Fund balances used to be classified by the Bozeman School District as either "reserved" or "unreserved." GASB54 has replaced those classifications with the following hierarchy of five possible classifications:

- **Nonspendable Fund Balance** includes amounts not in spendable form, such as inventory and prepaid expenditures.
- **Restricted Fund Balance** includes amounts externally constrained to a specific purpose by their providers (such as State and Federal grant providers, bondholders, and higher levels of government) through grant documents, constitutional provisions or by enabling legislation.
- **Committed Fund Balance** includes amounts internally constrained for a specific purpose by a government's highest level of decision making authority (Board of Trustees) such as the Medicaid Fund and the Student Assistance Funds. Amounts reported as committed cannot be used for any other purpose unless the Board of Trustees takes action to remove or change the constraint. The Board of Trustees is being asked to take action here to commit fund balances in some of the District's Special Revenue Funds.
- **Assigned Fund Balance** includes amount the District intends to use for a specific purpose. Intent can be expressed by the Board or by an official or body to which the Board delegates the authority. It is currently being recommended that the Board delegate this authority to the Assistant Superintendent of Business and Operations.
- **Unassigned Fund Balance** is the residual classification of fund balance - what, if anything, is left over after the above classifications are made. This is only present in the General Funds (positive or negative ending balance) and other Funds that have a negative remaining fund balance.


Although these classifications apply to all of the District's funds, the area of significant potential change in how funds are reported in the District's Financial Statements lies in the area of Special Revenue Funds, and - if these Funds are indeed changed - then the General Fund as well.

The District currently accounts for 127 Special Revenue Funds in its Financial Statements. In order to continue to report the activity of these 127 funds separately as Special Revenue Funds - apart from the General Fund - there needs to be either external action taken ("to restrict") or internal action taken ("to commit"). If neither of these actions is taken, then GASB will require that the revenues, expenditures and ending fund balances of these Special Revenue funds be combined and reported in the General Fund for financial reporting purposes. This could potentially distort the ending balance in the General Fund and result in an accounting that did not reflect the activity supported by general tax dollars and general revenues as we have been accustomed to seeing.

91 of the 127 Special Revenue Funds are already restricted externally, and therefore do not need to be addressed in this recommendation to the Board. 36 current Special Revenue Funds do fall into the category (part or all of their revenue is not externally restricted) that requires a commitment to be made or they will be blended into the General Fund for reporting purposes. Of these 36 Special Revenue Funds, thirty-five of them have already had their fund balances and revenue streams previously committed by board action. Therefore, it is recommended that the Board of Trustees commit the Special Revenue current fund balances and future revenues of the attached Special Revenue Fund.

Bozeman School District
Recommended Special Revenue Fund with balance and potential future revenues to commit

Fund/PRC #	Special Revenue Project Reporter Code Name	Source of Revenue to Commit	Commitment Purpose
179	5th Grade Orchestra Fundraising	Community donations and fundraising	Support the 5th Grade Orchestra Program

	Wilson	Willett	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: FINANCIAL REPORTS, WARRANT APPROVAL, DONATIONS

CATEGORY: ACTION ITEM - CONSENT

ORIGINATED BY: Mike Waterman
Director of Business Services

OTHERS INVOLVED: Steve Johnson, Deputy Superintendent of Operations
R.J. Tvedt, Accounting Supervisor
Brenda Livingston, District Bookkeeper

DATA EXPANSION: Financial Statements, Donations Received, Warrant Registers (included separately) and Stale Dated Warrants (included separately)

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: Elementary and High School District ACTION
Effective June 11, 2018

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees approve:

- April/May 2018 financial statements
- May 2018 Donations received
- Warrant Registers as presented separately
- Voiding of stale dated warrants as presented separately

DISCUSSION:

The Warrant Registers and Bank Reconciliations are available in the Business Office, and have been sent to the Trustees.

May 2018 warrants are as follows: Operational warrants were \$3,269,780.73; net Payroll, taxes and deductions were \$5,158,547.53; Total warrants disbursed for May 2018 were \$8,428,328.26.

Investment of District Funds in accordance with State law as of: April 30, 2018

Gallatin County Investment Pool	\$64,424,886.27
High School Building Bond Funds (Cetera)	74,630,705.97
Nonexpendable Endowment (D.A. Davidson)	768,440.65
High School Extracurricular Clubs (First Interstate)	299,553.93
Middle School Extracurricular Clubs (First Interstate)	128,871.70
Total District cash and investments	<u>\$140,252,458.52</u>

BOZEMAN PUBLIC SCHOOLS

April 2018 Cash and Investment Reconciliation

Fund	Fund Name	Beginning Balance	Increases	Decreases	Ending Balance
101	General	3,940,634.27	1,692,224.52	2,728,355.46	2,904,503.33
110	Transporation	359,532.56	12,046.57	186,790.91	184,788.22
111	Bus Depreciation	291,144.21	454.09	0.00	291,598.30
113	Tuition	124,010.19	2,643.06	7,315.75	119,337.50
114	Retirement	1,564,040.82	39,101.99	381,038.81	1,222,104.00
115	Misc. Funds	896,550.61	785,270.32	560,492.50	1,121,328.43
121	Compensated Absences	189,716.83	252.74	6,701.43	183,268.14
128	Technology	281,431.78	4,700.45	674.21	285,458.02
129	Flexibility	712.50	0.00	0.00	712.50
150	Debt Service	3,502,505.00	58,477.88	1,450.00	3,559,532.88
160	Building	2,931,852.44	20,402.27	42,766.61	2,909,488.10
161	Building Reserve	1,691,049.75	16,734.91	81,772.13	1,626,012.53
174	Internal Service	381,570.30	22,809.22	13,723.91	390,655.61
178	Health Insurance	3,065,380.64	746,979.00	851,277.77	2,961,081.87
186	Payroll Clearing	71,385.64	5,052,525.68	5,062,932.91	60,978.41
187	Claims Clearing	83,810.22	1,682,915.83	1,219,446.61	547,279.44
	Total Elementary	19,375,327.76	10,137,538.53	11,144,739.01	18,368,127.28
201	General	2,675,518.48	1,071,342.16	1,359,311.87	2,387,548.77
210	Transportation	237,397.69	5,385.28	91,256.42	151,526.55
211	Bus Depreciation	291,405.24	447.57	0.00	291,852.81
212	School Foods	421,368.23	187,848.73	173,398.04	435,818.92
213	Tuition	242,199.64	6,560.17	16,560.39	232,199.42
214	Retirement	1,102,796.86	23,839.66	199,162.35	927,474.17
215	Misc. Programs	402,861.47	253,605.27	203,551.95	452,914.79
217	Adult Education	191,294.18	7,725.89	30,641.44	168,378.63
218	Traffic Education	225,281.21	18,361.14	15,638.18	228,004.17
221	Compensated Absences	128,260.11	175.85	3,765.63	124,670.33
228	Technology	593,548.63	2,879.11	268.87	596,158.87
229	Flexibility	427.50	0.00	0.00	427.50
250	Debt Service	3,605,922.58	34,399.17	350.00	3,639,971.75
260	Building	104,316,004.28	115,500.75	671,884.35	103,759,620.68
261	Building Reserve	3,899,584.94	21,707.33	30,180.70	3,891,111.57
281	Private Purpose Trust	770,120.67	0.00	1,680.02	768,440.65
282	Interlocal Agreement	3,968,170.55	6,258.90	147,361.75	3,827,067.70
285	Private Purpose Trust	25,633.12	0.00	0.00	25,633.12
	Total High School	122,694,933.91	1,502,431.71	2,741,460.01	121,455,905.61
	Grand Total	142,070,261.67	11,639,970.24	13,886,199.02	139,824,032.89

BOZEMAN PUBLIC SCHOOLS

EXPENDITURE BUDGET TO ACTUAL - ALL BUDGETED FUNDS

From Date: 5/1/2018

To Date: 5/31/2018

Fiscal Year: 2017-2018

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
101.00.000.0000.0000.000.00	ELEMENTARY GENERAL	\$31,996,832.00	\$2,733,285.38	\$25,244,155.39	\$6,752,676.61	\$5,576,557.94	\$1,176,118.67	3.68%
110.00.000.0000.0000.000.00	ELEMENTARY TRANSPORTATION	\$2,079,135.00	\$190,584.22	\$1,703,268.52	\$375,866.48	\$159,077.22	\$216,789.26	10.43%
111.00.000.0000.0000.000.00	ELEMENTARY BUS DEPRECIATION	\$288,620.00	\$0.00	\$0.00	\$288,620.00	\$0.00	\$288,620.00	100.00%
113.00.000.0000.0000.000.00	ELEMENTARY TUITION	\$259,737.00	\$3,810.90	\$46,966.70	\$212,770.30	\$6,184.85	\$206,585.45	79.54%
114.00.000.0000.0000.000.00	ELEMENTARY RETIREMENT	\$4,900,000.00	\$371,342.53	\$3,396,929.57	\$1,503,070.43	\$785,636.18	\$717,434.25	14.64%
128.00.000.0000.0000.000.00	ELEMENTARY TECH ACQUISITION	\$1,069,213.00	\$12,573.00	\$526,723.83	\$542,489.17	\$5,632.63	\$536,856.54	50.21%
129.00.000.0000.0000.000.00	ELEMENTARY FLEXIBILITY	\$713.00	\$0.00	\$0.00	\$713.00	\$0.00	\$713.00	100.00%
150.00.000.0000.0000.000.00	ELEMENTARY DEBT SERVICE	\$7,255,558.00	\$350.00	\$1,580,479.77	\$5,675,078.23	\$0.00	\$5,675,078.23	78.22%
161.00.000.0000.0000.000.00	ELEMENTARY BUILDING RESERVE	\$3,296,034.00	\$23,485.33	\$1,141,551.54	\$2,154,482.46	\$54,910.63	\$2,099,571.83	63.70%
201.00.000.0000.0000.000.00	HIGH SCHOOL GENERAL	\$16,919,897.00	\$1,386,889.14	\$12,744,262.04	\$4,175,634.96	\$2,781,878.18	\$1,393,756.78	8.24%
210.00.000.0000.0000.000.00	HIGH SCHOOL TRANSPORTATION	\$1,024,376.00	\$91,673.17	\$847,770.27	\$176,605.73	\$40,586.22	\$136,019.51	13.28%
211.00.000.0000.0000.000.00	HIGH SCHOOL BUS DEPRECIATION	\$288,880.00	\$0.00	\$0.00	\$288,880.00	\$0.00	\$288,880.00	100.00%
213.00.000.0000.0000.000.00	HIGH SCHOOL TUITION	\$607,762.00	\$9,247.14	\$150,861.29	\$456,900.71	\$367,503.95	\$89,396.76	14.71%
214.00.000.0000.0000.000.00	HIGH SCHOOL RETIREMENT	\$2,850,000.00	\$199,920.09	\$1,801,882.80	\$1,048,117.20	\$365,078.69	\$683,038.51	23.97%
217.00.000.0000.0000.000.00	HIGH SCHOOL ADULT EDUCATION	\$381,080.00	\$26,805.36	\$267,315.18	\$113,764.82	\$43,755.57	\$70,009.25	18.37%
228.00.000.0000.0000.000.00	HIGH SCHOOL TECH ACQUISITION	\$1,162,090.00	\$1,427.02	\$407,710.57	\$754,379.43	\$2,077.84	\$752,301.59	64.74%
229.00.000.0000.0000.000.00	HIGH SCHOOL FLEXIBILITY	\$428.00	\$0.00	\$0.00	\$428.00	\$0.00	\$428.00	100.00%
250.00.000.0000.0000.000.00	HIGH SCHOOL DEBT SERVICE	\$6,398,757.00	\$350.00	\$1,762,799.49	\$4,635,957.51	\$0.00	\$4,635,957.51	72.45%
261.00.000.0000.0000.000.00	HIGH SCHOOL BUILDING RESERVE	\$4,970,709.00	\$31,991.75	\$524,721.23	\$4,445,987.77	\$36,273.36	\$4,409,714.41	88.71%
Grand Total:		\$85,749,821.00	\$5,083,735.03	\$52,147,398.18	\$33,602,422.82	\$10,225,153.26	\$23,377,269.56	27.26%

End of Report

BOZEMAN PUBLIC SCHOOLS

REVENUE BUDGET TO ACTUAL - ALL BUDGETED FUNDS

From Date: 4/1/2018

To Date: 4/30/2018

Fiscal Year: 2017-2018

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
101.00.000.0000.0000.000.00	ELEMENTARY GENERAL	(\$32,096,435.42)	(\$1,649,014.38)	(\$22,261,773.61)	(\$9,834,661.81)	\$0.00	(\$9,834,661.81)	30.64%
110.00.000.0000.0000.000.00	ELEMENTARY TRANSPORTATION	(\$1,829,662.91)	(\$12,019.07)	(\$1,031,830.38)	(\$797,832.53)	\$0.00	(\$797,832.53)	43.61%
111.00.000.0000.0000.000.00	ELEMENTARY BUS DEPRECIATION	(\$500.44)	(\$454.09)	(\$3,478.74)	\$2,978.30	\$0.00	\$2,978.30	-595.14%
113.00.000.0000.0000.000.00	ELEMENTARY TUITION	(\$259,637.04)	(\$2,643.06)	(\$162,215.40)	(\$97,421.64)	\$0.00	(\$97,421.64)	37.52%
114.00.000.0000.0000.000.00	ELEMENTARY RETIREMENT	(\$4,525,588.30)	(\$39,101.99)	(\$2,758,488.15)	(\$1,767,100.15)	\$0.00	(\$1,767,100.15)	39.05%
128.00.000.0000.0000.000.00	ELEMENTARY TECH ACQUISITION	(\$603,090.45)	(\$4,700.45)	(\$338,828.62)	(\$264,261.83)	\$0.00	(\$264,261.83)	43.82%
129.00.000.0000.0000.000.00	ELEMENTARY FLEXIBILITY	(\$0.50)	\$0.00	\$0.00	(\$0.50)	\$0.00	(\$0.50)	100.00%
150.00.000.0000.0000.000.00	ELEMENTARY DEBT SERVICE	(\$5,674,390.43)	(\$58,477.88)	(\$3,558,495.08)	(\$2,115,895.35)	\$0.00	(\$2,115,895.35)	37.29%
161.00.000.0000.0000.000.00	ELEMENTARY BUILDING RESERVE	(\$1,507,500.39)	(\$16,734.91)	(\$953,107.69)	(\$554,392.70)	\$0.00	(\$554,392.70)	36.78%
201.00.000.0000.0000.000.00	HIGH SCHOOL GENERAL	(\$17,060,966.27)	(\$879,641.87)	(\$11,966,756.83)	(\$5,094,209.44)	\$0.00	(\$5,094,209.44)	29.86%
210.00.000.0000.0000.000.00	HIGH SCHOOL TRANSPORTATION	(\$780,661.20)	(\$5,385.28)	(\$458,793.12)	(\$321,868.08)	\$0.00	(\$321,868.08)	41.23%
211.00.000.0000.0000.000.00	HIGH SCHOOL BUS DEPRECIATION	(\$500.18)	(\$447.57)	(\$3,472.99)	\$2,972.81	\$0.00	\$2,972.81	-594.35%
213.00.000.0000.0000.000.00	HIGH SCHOOL TUITION	(\$607,662.25)	(\$6,560.17)	(\$373,334.57)	(\$234,327.68)	\$0.00	(\$234,327.68)	38.56%
214.00.000.0000.0000.000.00	HIGH SCHOOL RETIREMENT	(\$2,496,204.33)	(\$23,692.94)	(\$1,540,904.64)	(\$955,299.69)	\$0.00	(\$955,299.69)	38.27%
217.00.000.0000.0000.000.00	HIGH SCHOOL ADULT EDUCATION	(\$312,697.47)	(\$7,710.89)	(\$206,004.15)	(\$106,693.32)	\$0.00	(\$106,693.32)	34.12%
228.00.000.0000.0000.000.00	HIGH SCHOOL TECH ACQUISITION	(\$336,395.51)	(\$2,879.11)	(\$182,124.92)	(\$154,270.59)	\$0.00	(\$154,270.59)	45.86%
229.00.000.0000.0000.000.00	HIGH SCHOOL FLEXIBILITY	(\$0.50)	\$0.00	\$0.00	(\$0.50)	\$0.00	(\$0.50)	100.00%
250.00.000.0000.0000.000.00	HIGH SCHOOL DEBT SERVICE	(\$6,308,032.12)	(\$34,399.17)	(\$1,826,710.53)	(\$4,481,321.59)	\$0.00	(\$4,481,321.59)	71.04%
261.00.000.0000.0000.000.00	HIGH SCHOOL BUILDING RESERVE	(\$1,662,500.13)	(\$21,707.33)	(\$1,073,194.75)	(\$589,305.38)	\$0.00	(\$589,305.38)	35.45%
Grand Total:		(\$76,062,425.84)	(\$2,765,570.16)	(\$48,699,514.17)	(\$27,362,911.67)	\$0.00	(\$27,362,911.67)	35.97%

End of Report

BOZEMAN PUBLIC SCHOOLS

General Ledger - Element Summary Reporting

Fiscal Year: 2017-2018 From Date: 5/1/2018 To Date: 5/31/2018

Account Mask: ?01????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / BUDGET UNIT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
101 - ELEM GENERAL FUND					
00 - CENTRAL BUDGET	\$30,544,373.57	\$2,626,878.78	\$24,112,754.23	\$5,480,087.58	\$951,531.76
01 - LONGFELLOW ELEMENTARY SCHOOL	\$41,216.00	\$6,642.60	\$34,092.81	\$213.12	\$6,910.07
02 - IRVING ELEMENTARY SCHOOL	\$34,944.00	\$4,379.14	\$30,729.79	\$1,494.05	\$2,720.16
03 - HAWTHORNE ELEMENTARY SCHOOL	\$45,440.00	\$2,623.09	\$41,602.54	\$257.29	\$3,580.17
04 - WHITTIER ELEMENTARY SCHOOL	\$37,376.00	\$2,004.11	\$27,139.13	\$105.98	\$10,130.89
05 - MORNING STAR ELEMENTARY SCHOOL	\$63,488.00	\$4,250.45	\$47,918.06	\$2,018.40	\$13,551.54
06 - EMILY DICKINSON ELEMENTARY SCHOOL	\$61,824.00	\$4,605.17	\$45,205.96	\$264.95	\$16,353.09
07 - HYALITE ELEMENTARY SCHOOL	\$58,624.00	\$4,112.05	\$43,872.29	\$3,186.91	\$11,564.80
08 - MEADOWLARK ELEMENTARY SCHOOL	\$64,640.00	\$3,108.44	\$51,622.29	\$1,617.67	\$11,400.04
31 - CHIEF JOSEPH MIDDLE SCHOOL	\$125,942.00	\$23,257.43	\$109,642.20	\$7,427.11	\$8,872.69
32 - SACAJAWEA MIDDLE SCHOOL	\$119,862.43	\$9,419.58	\$85,936.65	\$15,055.60	\$18,870.18
51 - SPECIAL EDUCATION	\$60,000.00	\$2,199.76	\$18,073.18	\$2,041.85	\$39,884.97
52 - HUMAN RESOURCES	\$29,000.00	\$3,714.14	\$13,226.40	\$0.00	\$15,773.60
53 - DEPUTY SUPERINTENDENT INSTRUCTION	\$111,000.00	\$4,362.06	\$84,163.32	\$29,532.41	(\$2,695.73)
54 - MUSIC	\$17,450.00	\$5,682.86	\$13,969.75	\$813.31	\$2,666.94
55 - TECHNOLOGY	\$87,350.00	\$2,373.92	\$64,187.12	\$289.10	\$22,873.78
56 - ELEMENTARY LIBRARY PROCESSING	\$47,750.00	\$2,779.02	\$47,052.11	\$0.00	\$697.89
57 - SUPERINTENDENT/BOARD	\$54,000.00	\$2,506.99	\$42,221.65	\$0.00	\$11,778.35
58 - GIFTED & TALENTED	\$5,000.00	\$54.16	\$2,013.19	\$0.00	\$2,986.81
59 - FACILITIES	\$301,552.00	\$11,398.42	\$267,453.13	\$32,152.61	\$1,946.26
61 - SUPPORT SERVICES	\$86,000.00	\$6,933.21	\$61,279.59	\$0.00	\$24,720.41
101 - ELEM GENERAL FUND Total:	\$31,996,832.00	\$2,733,285.38	\$25,244,155.39	\$5,576,557.94	\$1,176,118.67

BOZEMAN PUBLIC SCHOOLS

General Ledger - Element Summary Reporting

Fiscal Year: 2017-2018 From Date: 5/1/2018 To Date: 5/31/2018

Account Mask: ?01????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / BUDGET UNIT

Budget

Range To Date

Year To Date

Encumbrance

Budget Balance


201 - HS GENERAL FUND

00 - CENTRAL BUDGET	\$15,713,312.00	\$1,327,592.56	\$12,061,710.58	\$2,616,427.71	\$1,035,173.71
41 - BOZEMAN HIGH SCHOOL	\$497,730.00	\$55,334.04	\$194,760.36	\$29,594.51	\$273,375.13
51 - SPECIAL EDUCATION	\$25,000.00	\$940.47	\$1,045.87	\$0.00	\$23,954.13
52 - HUMAN RESOURCES	\$29,000.00	\$1,379.93	\$9,890.46	\$0.00	\$19,109.54
53 - DEPUTY SUPERINTENDENT INSTRUCTION	\$56,750.00	\$1,734.58	\$30,153.84	\$120,255.12	(\$93,658.96)
54 - MUSIC	\$47,450.00	(\$18,828.71)	\$26,377.60	\$6,007.05	\$15,065.35
55 - TECHNOLOGY	\$78,677.00	\$1,188.43	\$55,856.48	\$289.09	\$22,531.43
57 - SUPERINTENDENT/BOARD	\$54,000.00	\$2,326.32	\$39,846.21	\$0.00	\$14,153.79
58 - GIFTED & TALENTED	\$5,000.00	\$423.44	\$4,875.57	\$0.00	\$124.43
59 - FACILITIES	\$230,145.00	\$12,133.08	\$155,522.52	\$9,304.70	\$65,317.78
61 - SUPPORT SERVICES	\$43,000.00	\$2,665.00	\$24,389.55	\$0.00	\$18,610.45
64 - HS ATHLETICS	\$139,833.00	\$0.00	\$139,833.00	\$0.00	\$0.00
201 - HS GENERAL FUND Total:	\$16,919,897.00	\$1,386,889.14	\$12,744,262.04	\$2,781,878.18	\$1,393,756.78

MEMORANDUM

DATE: May 2018

TO: Board of Trustees

FROM: Mike Waterman 
Director of Business Services

RE: Donations

The following items (over \$300.00) have been accepted as donations by the Bozeman School District per policy #7260:

<u>Location</u>	<u>Donor</u>	<u>Item Donated</u>	<u>Value</u>
Homeless Assistance Program	Northern Trust Charitable Giving Program – Schrank Family Fund	Check	\$1,000
Homeless Assistance Program	Christ the King Lutheran Church	Check	\$444.39
Homeless Assistance Program	Anonymous	Gift Card	\$430
Whittier Elementary	Schafer Construction	Check	\$1,000
BHS – Art Gallery	Montana Arts	Check	\$5,358
BHS – Jazz Band	Dan Martin/Karst Stage	Check	\$1,000
BHS – Speech & Debate	Anonymous	Check	\$1,000
Bozeman High School	Leslie Hayes DDS	Check	\$500
Bozeman High School	Earth Elements	Material/Equipment	\$1,000
Bozeman High School	Pete & Ene Beresford	Material/Equipment	\$2,700
Bozeman High School	Lehrkinds Inc.	Cash	\$5,000
BHS & SMS Robotics Teams	Malcolm Family	Material/Equipment	\$700
BHS & SMS Robotics Teams	Chipotle	Check	\$672.23
BHS & SMS Robotics Teams	Mouritsen Family Foundation	Check	\$1,000
BHS & SMS Robotics Teams	Mr. & Mrs. Shadman Riaz	Check	\$1,000
BHS & SMS Robotics Teams	Jeff Serocki	Check	\$511.78
BHS & SMS Robotics Teams	Sturgeon Electric	Check	\$1,000
BHS & SMS Robotics Teams	Swift Current Energy	Check	\$1,000
BHS & SMS Robotics Teams	Town Pump Charitable Foundation	Check	\$1,000

Bozeman School District # 7
Self-Insurance Fund
Statement of Net Position
April 30, 2018

Assets

Cash and investments	\$ 2,961,181.87
Accounts receivable	-
Prepaid expenses	25,167.04
Connect Your Care Deposit	36,056.40
Fixed Assets (net)	4,155.00
	<hr/>
Total Assets	\$ 3,026,560.31

Liabilities

Estimated incurred unpaid claims	\$ 619,401.48
Accounts payable	20,869.51
Payroll liabilities payable	55.06
Health and dependent care flex payable	43,955.51
Unearned revenue	360,069.84
	<hr/>
Total Liabilities	\$ 1,044,351.40

Net Position

Unrestricted net position	<u><u>\$ 1,982,208.91</u></u>
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Statement of Revenues and Expenditures
For the Fiscal Year Ended August 31, 2018

	<u>April 2018</u>	<u>9/1/17 through 4/30/2018 Year-to-Date</u>
<u>Revenues</u>		
Medical insurance premiums	\$ 600,731.03	\$ 4,803,553.47
BCBS supplement premiums	25,380.86	179,951.50
Dental insurance premiums	33,971.97	271,894.84
Investment income	4,344.45	23,486.85
Medical and dependent care flex reversion	5,646.92	5,646.92
Retiree and Cobra administration fees	767.00	8,858.16
Wellness	948.00	114,242.38
	<hr/>	<hr/>
Total Revenues	\$ 671,790.23	\$ 5,407,634.12
<u>Expenditures</u>		
Medical and vision insurance claims	711,573.23	3,979,215.07
Dental insurance claims	27,271.00	281,839.75
Excess risk insurance	24,043.36	193,275.87
Third Party administration	21,144.79	180,479.81
District administration	4,121.54	33,004.65
BCBS supplemental health insurance	25,593.60	180,565.68
Re-Insurance and PCORI fees	-	-
Depreciation	-	-
Wellness	2,338.69	248,928.00
	<hr/>	<hr/>
Total Expenditures	\$ 816,086.21	\$ 5,097,308.83
	<hr/>	<hr/>
Excess (deficiency) of revenues over expenditures	<u><u>\$ (144,295.98)</u></u>	<u><u>\$ 310,325.29</u></u>

BOZEMAN PUBLIC SCHOOLS

Cash Balances

Fiscal Year: 2017-2018

Date Range: 04/01/2018 - 04/30/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
11010.101.0000	BACKBOARD BOYS B-BALL CASH	6,283.95	120.00	717.50	5,686.45
11015.101.0000	CHEERLEADING CLUB CASH	3,052.72	531.00	3,164.55	419.17
11022.101.0000	DANCE CLUB CASH	2,420.03	383.00	1,262.09	1,540.94
11025.101.0000	FASTPITCH CLUB CASH	5,707.51	9,103.00	8,509.86	6,300.65
11030.101.0000	FOOTBALL CLUB CASH	22,701.11	0.00	16,716.09	5,985.02
11035.101.0000	GOLF CLUB CASH	2,685.05	1,100.00	83.33	3,701.72
11040.101.0000	HAWK STAT CREW CASH	396.94	0.00	0.00	396.94
11050.101.0000	LADY HAWK BBALL CLUB CASH	20,810.65	0.00	6,894.84	13,915.81
11065.101.0000	BOYS SOCCER CLUB CASH	3,798.93	0.00	0.00	3,798.93
11070.101.0000	GIRLS SOCCER CLUB CASH	7,138.09	0.00	0.00	7,138.09
11080.101.0000	SPEECH CLUB CASH	21,556.88	9,102.00	8,223.06	22,435.82
11085.101.0000	SPIKERS VOLLEYBALL CLUB CASH	4,762.51	0.00	100.00	4,662.51
11095.101.0000	SWIMMING CLUB CASH	201.53	0.00	0.00	201.53
11100.101.0000	TENNIS CLUB CASH	11,292.74	375.00	0.00	11,667.74
11110.101.0000	TRACK CLUB CASH	9,618.39	26,481.85	16,851.48	19,248.76
11120.101.0000	WRESTLING CLUB CASH	2,988.99	0.00	2,372.77	616.22
11125.101.0000	CROSS COUNTY CLUB CASH	5,010.99	0.00	0.00	5,010.99
12000.101.0000	BUSINESS PROFESSIONALS CLUB CASH	217.32	0.00	0.00	217.32
12002.101.0000	CAD CLUB CASH	932.60	210.00	1,061.50	81.10
12005.101.0000	CONSTRUCTION CLUB CASH	659.35	165.00	189.91	634.44
12010.101.0000	DECA CASH	7,834.93	6,614.02	2,971.22	11,477.73
12035.101.0000	PHOTO CLUB CASH	828.22	0.00	0.00	828.22
12037.101.0000	ROBOTICS CLUB CASH	14,067.29	11,490.00	11,394.57	14,162.72
12040.101.0000	SHOP FUND CASH	3,000.00	1,887.00	1,887.00	3,000.00
12045.101.0000	SKILLS USA CASH	1,207.90	0.00	904.60	303.30
13010.101.0000	ART CLUB CASH	5,114.56	3,296.88	2,182.05	6,229.39
13015.101.0000	DRAMA CLUB CASH	2,509.90	0.00	0.00	2,509.90
13020.101.0000	COSTA RICA SCIENCE TRIP CASH	430.00	0.00	0.00	430.00
13022.101.0000	FCCLA CASH	71.46	0.00	0.00	71.46
13025.101.0000	FRENCH CLUB CASH	714.17	0.00	0.00	714.17
13026.101.0000	GALAPAGOS CLUB CASH	4.09	0.00	0.00	4.09
13030.101.0000	GERMAN CLUB CASH	14,436.30	3,300.00	200.00	17,536.30

Printed: 06/04/2018

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Report: rptGLCashBalances

2018.1.15

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BOZEMAN PUBLIC SCHOOLS

Cash Balances

Fiscal Year: 2017-2018

Date Range: 04/01/2018 - 04/30/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
13031.101.0000	HOSA CASH	2,717.63	1,000.00	0.00	3,717.63
13033.101.0000	JEWELRY GUILD CLUB CASH	847.08	0.00	43.99	803.09
13034.101.0000	LATIN CLUB CASH	1,768.92	0.00	0.00	1,768.92
13038.101.0000	MUN CLUB CASH	193.43	0.00	0.00	193.43
13040.101.0000	NATIVE AMERICAN CLUB CASH	270.05	300.00	0.00	570.05
13042.101.0000	PRO START CLUB CASH	5,562.26	0.00	1,276.76	4,285.50
13045.101.0000	PROJECT EXCEL CASH	3,746.01	76.31	0.00	3,822.32
13050.101.0000	SCIENCE OLYMPIAD CASH	219.34	0.00	0.00	219.34
13060.101.0000	SPANISH CLUB CASH	588.47	0.00	0.00	588.47
13065.101.0000	YOUTH LEGISLATURE CLUB CASH	1,611.48	1,765.00	4,404.00	(1,027.52)
13070.101.0000	WILDLIFE BIOLOGY CLUB CASH	355.09	355.00	215.39	494.70
14000.101.0000	CAP & GOWNS CASH	120.27	0.00	0.00	120.27
14026.101.0000	CLASS OF 2018 CASH	13,506.19	0.00	0.00	13,506.19
14035.101.0000	PROM CASH	(477.17)	15,113.56	2,230.63	12,405.76
14050.101.0000	STUDENT COUNCIL CASH	24,497.28	1,188.00	62.95	25,622.33
14060.101.0000	BRIDGER ALTERNATIVE CASH	1,263.84	0.00	0.00	1,263.84
15000.101.0000	MTI CASH	1,396.43	0.00	0.00	1,396.43
15001.101.0000	AMNESTY INTERNATIONAL CASH	674.28	0.00	0.00	674.28
15004.101.0000	B CLUB CASH	361.17	0.00	0.00	361.17
15005.101.0000	KEY CLUB CASH	1,721.40	0.00	43.85	1,677.55
15010.101.0000	LEO CLUB CASH	1,912.94	0.00	0.00	1,912.94
15015.101.0000	NATIONAL HONOR SOCIETY CASH	1,997.71	180.00	0.00	2,177.71
15016.101.0000	PROJECT X2 CASH	542.51	0.00	315.00	227.51
15025.101.0000	SPECIAL ED CONCESSIONS CASH	5,254.39	398.00	53.00	5,599.39
15030.101.0000	SAGA CASH	(13.50)	1,540.00	0.00	1,526.50
15040.101.0000	INTERACT CLUB CASH	1,252.86	390.00	175.00	1,467.86
16000.101.0000	BAND CASH	38.58	4,482.50	1,243.15	3,277.93
16005.101.0000	CHOIR CASH	4,902.71	0.00	1,834.62	3,068.09
16015.101.0000	ORCHESTRA CASH	12,424.79	750.00	2,266.75	10,908.04
17000.101.0000	AERIE CASH	21,280.85	420.00	0.00	21,700.85
17005.101.0000	HAWK TALK CASH	1,301.82	1,220.00	811.73	1,710.09
17007.101.0000	HAWK TV CLUB CASH	365.85	0.00	0.00	365.85

BOZEMAN PUBLIC SCHOOLS

Cash Balances**Fiscal Year: 2017-2018**

Date Range: 04/01/2018 - 04/30/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
17010.101.0000	SCRIBBLINGS CASH	569.75	0.00	0.00	569.75
18010.101.0000	GENERAL CASH	2,160.24	0.00	510.00	1,650.24
		<u>297,390.05</u>	<u>103,337.12</u>	<u>101,173.24</u>	<u>299,553.93</u>
End of Report					

BOZEMAN PUBLIC SCHOOLS

Cash Balances

Fiscal Year: 2017-2108

Date Range: 04/01/2018 - 04/30/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10100.101.0000	COMPUTER CLUB	33.00	0.00	0.00	33.00
10200.101.0000	MISC FUNDRAISING CASH	264.96	0.00	0.00	264.96
10225.101.0000	LEGO ROBOTICS CLUB CASH	408.71	0.00	0.00	408.71
10250.101.0000	ART CLUB CASH	1,002.18	0.00	62.92	939.26
10300.101.0000	SCIENCE CLUB	129.77	0.00	0.00	129.77
10400.101.0000	SCIENCE CLUB - JOHANESON CASH	115.97	0.00	0.00	115.97
10500.101.0000	TECH ED CLUB CASH	642.57	0.00	0.00	642.57
10600.101.0000	BIRD/SCIENCE CASH	2,512.80	2,240.00	1,936.70	2,816.10
10700.101.0000	SCIENCE - CASH	261.50	0.00	0.00	261.50
11100.101.0000	STUDENT AID CASH	3,962.34	0.00	16.52	3,945.82
11150.101.0000	STUDENT COUNCIL 8TH GRADE CASH	3,197.28	0.00	233.33	2,963.95
11200.101.0000	STUDENT COUNCIL 7TH GRADE CASH	3,395.18	0.00	233.33	3,161.85
11250.101.0000	FOREIGN LANGUAGE CLUB CASH	2,996.89	0.00	180.28	2,816.61
11275.101.0000	STUDENT COUNCIL 6TH GRADE CASH	3,299.39	0.00	233.34	3,066.05
11300.101.0000	STUDENT PROJECTS CASH	393.56	0.00	0.00	393.56
11500.101.0000	TEAM 6A EAST CASH	2,604.75	0.00	21.98	2,582.77
11550.101.0000	TEAM 6B WEST CASH	2,512.43	0.00	165.79	2,346.64
11600.101.0000	TEAM 7A EAST CASH	3,956.30	0.00	0.00	3,956.30
11625.101.0000	TEAM 7B WEST CASH	1,197.00	3,089.00	2,847.04	1,438.96
11650.101.0000	TEAM 8A EAST CASH	3,160.88	0.00	250.00	2,910.88
11670.101.0000	TEAM 8B WEST CASH	1,111.39	2,384.00	2,068.60	1,426.79
11700.101.0000	YEARBOOK CASH	307.60	0.00	0.00	307.60
13000.101.0000	DRAMA CLUB CASH	1,906.79	0.00	0.00	1,906.79
13025.101.0000	ONE MILLION WAYS CLUB CASH	173.18	0.00	0.00	173.18
13050.101.0000	MUSIC CLUB CASH	37,109.41	10,307.29	14,831.90	32,584.80
13150.101.0000	CJ ROCKS/POP ROCKS CASH	38.04	0.00	0.00	38.04
13200.101.0000	BREAKFAST CLUB CASH	580.40	0.00	0.00	580.40
13300.101.0000	HORIZONS CASH	3,023.95	0.00	0.00	3,023.95
13400.101.0000	MBI CASH	1,257.94	0.00	0.00	1,257.94
13425.101.0000	LEO CLUB CASH	2,116.45	0.00	39.49	2,076.96
13450.101.0000	FORENSICS CLUB CASH	967.61	0.00	0.00	967.61
13500.101.0000	KNITTING CORNER CASH	383.12	0.00	95.70	287.42

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BOZEMAN PUBLIC SCHOOLS

Cash Balances

Fiscal Year: 2017-2108

Date Range: 04/01/2018 - 04/30/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
13525.101.0000	AFTER SCHOOL CLUB CASH	128.04	0.00	0.00	128.04
14000.101.0000	PEER MEDIATION CASH	1,436.29	0.00	0.00	1,436.29
16000.101.0000	FRIENDS OF READING CLUB CASH	4,784.86	10.00	0.00	4,794.86
20300.101.0000	SCIENCE CLUB CASH	(272.64)	300.00	0.00	27.36
20301.101.0000	SCIENCE OLYMPIAD CLUB CASH	1,080.85	350.00	410.00	1,020.85
21100.101.0000	STUDENT AID CASH	1,429.12	0.00	190.96	1,238.16
21150.101.0000	YEARBOOK CASH	1,544.73	0.00	0.00	1,544.73
21200.101.0000	STUDENT COUNCIL CASH	4,060.23	3,053.59	257.43	6,856.39
21425.101.0000	SELECT CHOIR CASH	2,349.64	598.00	0.00	2,947.64
21476.101.0000	ECLECTIC STRING ORCHESTRA CASH	520.50	0.00	167.80	352.70
22310.101.0000	TEAM BISON CASH	1,410.46	0.00	0.00	1,410.46
22311.101.0000	TEAM ELK CASH	2,816.35	0.00	0.00	2,816.35
22312.101.0000	TEAM ABSAROKA CASH	5,884.13	10.00	1,829.93	4,064.20
22313.101.0000	TEAM BRIDGER CASH	2,328.02	0.00	0.00	2,328.02
22314.101.0000	TEAM MADISON CASH	1,872.69	0.00	108.68	1,764.01
22315.101.0000	TEAM JEFFERSON CASH	3,218.90	0.00	3,247.59	(28.69)
22316.101.0000	TEAM ANTELOPE CASH	765.23	0.00	0.00	765.23
22317.101.0000	TEAM YELLOWSTONE CASH	1,646.45	1,649.00	2,479.00	816.45
23000.101.0000	DRAMA CLUB CASH	263.46	0.00	0.00	263.46
23050.101.0000	OUTDOOR CLUB CASH	1,283.31	0.00	0.00	1,283.31
23100.101.0000	NEWSPAPER CLUB CASH	42.00	0.00	0.00	42.00
23200.101.0000	COMPUTER CLUB CASH	171.75	0.00	0.00	171.75
23250.101.0000	KNITTING CLUB CASH	157.96	0.00	0.00	157.96
23255.101.0000	LEGO ROBOTICS CLUB CASH	347.50	0.00	0.00	347.50
23300.101.0000	PHOTO LAB CLUB CASH	935.61	0.00	499.50	436.11
23400.101.0000	FOREIGN LANGUAGE CLUB CASH	2,746.56	200.00	0.00	2,946.56
23500.101.0000	HUMANITARIAN CLUB CASH	1,439.33	0.00	0.00	1,439.33
23501.101.0000	MBI STUDENT FUND CASH	911.05	0.00	143.00	768.05
25000.101.0000	SPEECH & DEBATE CLUB CASH	1,000.00	0.00	29.97	970.03
25100.101.0000	PEER MEDIATION CASH	1,553.33	0.00	0.00	1,553.33
26001.101.0000	ART CLUB CASH	759.75	0.00	0.00	759.75
27000.101.0000	BOOK BUDDY CASH	6,653.92	172.00	3,656.50	3,169.42


BOZEMAN PUBLIC SCHOOLS

Cash Balances**Fiscal Year: 2017-2108**

Date Range: 04/01/2018 - 04/30/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
27050.101.0000	ARCHERY CLUB CASH	180.50	0.00	0.00	180.50
28000.101.0000	BIKE CLUB CASH	306.25	0.00	44.00	262.25
29100.101.0000	MAINTENANCE CASH	10.63	0.00	0.00	10.63
		<u>140,790.10</u>	<u>24,362.88</u>	<u>36,281.28</u>	<u>128,871.70</u>

End of Report

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: SUPERINTENDENT'S REPORT

CATEGORY: SUPERINTENDENT'S REPORT

ORIGINATED
BY: Rob Watson,
Superintendent

OTHERS
INVOLVED: N/A

DATA
EXPANSION: None


COST/FUND
SOURCE: N/A

IMPLEMENTATION

ACTION: None
June 11, 2018

DISCUSSION:

The Superintendent will normally give a brief oral report on miscellaneous items of interest to the District.

	Wilson	Willeit	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: REQUESTS, CALENDAR, CONCERNS, REPORTS, FUTURE AGENDA ITEMS AND OPEN MEETING TOPICS FOR NEXT MEETING

CATEGORY: BOARD OF TRUSTEES

ORIGINATED BY: N/A

OTHERS INVOLVED: N/A


DATA EXPANSION: None

COST/FUND SOURCE: N/A

IMPLEMENTATION ACTION: June 11, 2018

DISCUSSION:

This agenda item will offer the opportunity for Board Members to present items they would like discussed in the open session of the next regular meeting or to make requests, express concerns, give reports, and discuss calendar items.

	Wilson	Willett	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

CATEGORY: PUBLIC PARTICIPATION

ORIGINATED BY: Board of Trustees

OTHERS INVOLVED: N/A

DATA EXPANSION: None


COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: No official action required.

DISCUSSION:

This agenda item will offer the opportunity for a public input period: Members of the community are given an opportunity to make brief comments to the Board on any matters not included in the agenda.

	Wilson	Willet	Tage	Reinhardt	Neil	Lusin	Fischer	Arneson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: HIGH SCHOOL #2 – COLLABORATIVE FOR HIGH PERFORMANCE SCHOOLS CERTIFICATION (CHPS) UPDATE

CATEGORY: DISCUSSION

ORIGINATED BY: Todd Swinehart,
Director of Facilities

OTHERS INVOLVED: CTA Architects Engineers

DATA EXPANSION: To be presented at meeting

COST/FUND SOURCE: High School Bond Revenue

IMPLEMENTATION


ACTION: High School District DISCUSSION
June 11, 2018

DISCUSSION:

CTA will provide an update on the status of the Collaborative for High Performance Schools Certification (CHPS) process. The Trustees have determined that the District will participate in CHPS for the construction of High School #2. CHPS is the United States' first green building rating program specifically designed for the certification of K-12 schools.

CHPS verified is a comprehensive third-party assessed whole building sustainability rating system that uses sustainable strategies to improve performance across several metrics.

The primary goal of the CHPS program is to facilitate the design, construction and operations of schools that are resource and energy efficient, healthy, comfortable and improve the indoor and outdoor environments.

	Arneson	Fischer	Lusin	Neil	Reinhardt	Tage	Willet	Wilson
Motion								
Second								
Ayes								
Nays								
Abstain								

TITLE: UPDATE: HIGH SCHOOL TRANSITION COMMITTEE

CATEGORY: DISCUSSION AND REPORTS

ORIGINATED BY: Rob Watson, Superintendent

OTHERS INVOLVED: District Staff: Steve Johnson, Pat Strauss

DATA EXPANSION: [HS Transition Committee: Request for Information, June 4, 2018](#)

COST/FUND SOURCE: N/A

IMPLEMENTATION

ACTION: High School and Elementary District DISCUSSION
June 11, 2018

DISCUSSION:

The District gained support from voters in Spring 2017 to move forward with the planning process for the construction of a second high school, with an opening date of Fall 2020. Much of the work so far has focused on the design process of the new high school. Equally important is the transition process that will be used to populate the second school when it opens. The Transition Committee was convened in May 2018.

Responsibilities of the Transition Committee:

The Transition Committee is charged with making recommendations to the Board of Trustees for final determination. Here is a list of issues that will be discussed.*

1. A plan for how grade levels will be split to accomplish equitable enrollment at each school. (Target decision date: Fall 2018)
2. A recommendation for high school attendance areas using the following criteria:
 - a. Community and neighborhood growth.
 - b. Keeping neighborhoods together whenever possible.
 - c. School demographics and socioeconomic status.
 - d. Safe routes to school, considering major roads and direct routes for buses.
 - e. Maintaining contiguous boundaries; not creating islands whenever possible.
(Target decision date: Spring 2019)
3. A recommendation for School Name, School Colors and Mascot, pursuant to District Policy and Procedures 9250 and 9250P. (Target decision date: Spring 2019)

*This list is tentative as there may be more items as the committee discussions progress. Items 2 and 3 may be discussed concurrently.

Transition Committee Decision Process:

The Bozeman School District uses a facilitated consensus process for most all committee work. Committee members will be trained on this procedure prior to making any decisions. Consensus requires full participation of all committee members. In addition to background information, committee members will be given an opportunity to ask clarifying questions and discuss best and worst outcomes before decisions are made. The committee will seek to achieve consensus, rather than a unanimous decision.

Periodically, throughout the process, BSD7 Administration will facilitate community input sessions where consensus topics will be discussed and the larger community will be given an opportunity to provide input.

All committee recommendations will be forwarded to the Board of Trustees for final decision.

Committee Membership:

BSD7 Administration would like to engage a broad audience and representation for these important decisions. It is intended that the committee will include parents, teachers, administrators, school board, students and other community members. The committee size will be approximately 40 individuals. There was an application process that was used to solicit representation from a variety of neighborhoods, schools and community members.

The current membership of the committee includes the following:

- 4 Community members at large
- 3 Students
- 3 Teachers (2 HS, 1 MS)
- 3 Building level Admin (1 HS, 1 MS, 1 K-5)
- 2 Central Office Admin
- 3 Trustees (2 BSD7, 1 Rural School District)
- 19 Parents representing BSD7 and Rural Schools

Total = 37 members

Meetings and Timeline:

The committee will meet periodically in May / Early June and then take a hiatus for the summer months.

The committee will reconvene in the Fall 2018. It is anticipated that the committee will continue to meet throughout the 2018/19 school year with meetings to occur as needed, could be as many as twice per month. More frequent meetings may be needed, periodically, to meet recommendation timelines for the Board of Trustees.

The purpose of this discussion is to brief the Board regarding the work of this committee and provide some relevant data that the committee has been exploring.

This discussion supports the following Long Range Strategic Plan strategic objectives:

Strategic Objective 1.06: Prepare all students to be College and Career Ready to engage in a global community.

Strategic Objective 3.04: Engage in a collaborative dialogue surrounding topics of educational importance to our community and their impact on the LRSP.

FUTURE BOARD MEETINGS AND OTHER IMPORTANT DATES

June 20, 2018	Special Board Meeting
July 16, 2018	Regular Board Meeting
August 13, 2018	Regular Board Meeting
September 10, 2018	Regular Board Meeting
September 24, 2018	Special Board Meeting
October 8, 2018	Regular Board Meeting
October 22, 2018	Special Board Meeting
November 12, 2018	Regular Board Meeting
December 10, 2018	Regular Board Meeting



Bozeman School District #7

2017-18 TRUSTEE COMMITTEE APPOINTMENTS

Board of Trustee Standing Committees

Long Range Strategic Planning (LRSP) Committee

Trustees

Heide Arneson
Douglas Fischer
Greg Neil

Long Range Facilities Planning (LRFP) Committee

Trustees

Gary Lusin
Wendy Tage
Sandy Wilson

District Safety Committee

Trustees

Tanya Reinhardt
Sandy Wilson

Board of Trustee as Needed Committees

Budget Committee

Trustees

Heide Arneson
Douglas Fischer

Teacher (BEA) Negotiations Committee

Trustees

Gary Lusin
Heide Arneson
Sandy Wilson

Trustee Representation on Committees/Councils Associated with BSD #7

Bozeman Schools Foundation (BSF)

Trustees

Sandy Wilson
Heide Arneson, Alternate
Gary Lusin
Heide Arneson
Gary Lusin, Municipal Director
Heide Arneson, Delegate
Tanya Reinhardt, Delegate
Sandy Wilson, Delegate
Wendy Tage, Alternate

Wellness Advisory (WAC)

Indian Education For All (IEFA)

MTSBA Municipal Director and Delegates

School Liaisons

Bozeman High School
Bridger Alternative Program
Chief Joseph Middle School
Sacajawea Middle School
Emily Dickinson Elementary School
Hawthorne Elementary School
Hyalite Elementary School
Irving Elementary School
Longfellow Elementary School
Meadowlark
Morning Star Elementary School
Whittier Elementary School

Sandy Wilson
Sandy Wilson
Heide Arneson
Tanya Reinhardt
Heide Arneson
Wendy Tage
Douglas Fischer
Douglas Fischer
Andy Willett
Wendy Tage
Gary Lusin
Greg Neil



BOZEMAN SCHOOL DISTRICT #7 LONG RANGE STRATEGIC PLAN

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.

Bozeman School District #7

BOARD REOCCURRING CALENDAR



JULY

- LRSP Annual Report
- Learning Materials Review Committee
- 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)
- Begin budget process for following year

SEPTEMBER

- One Book-One Bozeman Participation
- LRSP Implementation Framework and Reporting
- Board Luncheon LRSP Reports

OCTOBER

- Attend Montana School Boards Association Annual Meeting
- Board Luncheon LRSP Reports

NOVEMBER

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

DECEMBER

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

JANUARY

- CAFR and Audit Report for prior year
- Consider MHSA Resolutions
- Building Reserve Allocation
- Evaluate the Superintendent

FEBRUARY

- School District Calendar Approval

MARCH

- Call for Annual School Elections
- National Merit Awards
- Hold Budget Review Meetings
- Professional Development Plan Approval
- Board Resolution for Screen Free Week
- Out of State Field Trips and Travel
- Budget Discussion Referencing Staffing

APRIL

- National School Boards Association Annual Conference
- Hold Budget Review Meetings
- Teacher Appreciation Week
- District Technology Plan Approval
- RIF Notification
- Set Special Levy Amounts if Levy Election is in May

MAY

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

JUNE

- Recognize Retiring Staff

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 OF TRUSTEES

- Andy Willett, Chair
- Heide Arneson, Vice Chair
- Douglas Fischer
- Gary Lusin
- Greg Neil
- Tanya Reinhardt
- Wendy Tage
- Sandra Wilson

ACRONYMS AND INITIALS

AASA	American Association of School Administrators
AFT	American Federation of Teachers
ANB	Average Number Belonging
ARRA	American Reinvestment and Recovery Act
BEA	Bozeman Education Association
BCEA	Bozeman Classified Employees Association
CA	Communication Arts
CIA	Curriculum, Instruction & Assessment Committee
CLT	Curriculum Leadership Team
CRT	Crisis Response Team
CRT	Criterion-Referenced Test
CSCT	Comprehensive School Community Treatment
DARE	Drug Abuse Resistance Education
Dibels	Dynamic Indicators of Basic Early Literacy
DRP	Degrees of Reading Power
ELE	Essential Learning Expectations
ELL	English Language Learners
FAPE	Free Appropriate Public Education
IC	Instructional Cabinet
IDEA	Individuals with Disabilities Educational Act
IDEA-Part B	Individuals with Disabilities Educational Act K-12
IEP	Individualized Education Program. A written statement of a handicapped child's education program, required by federal law and state regulations
LEA	Local Education Agency
MAEMSP	Montana Association of Elementary and Middle School Principals
MASS	Montana Association of School Superintendents
MASBO	Montana Association of School Business Officials
MASSP	Montana Association of Secondary School Principals
MBI	Montana Behavior Initiative
MEA-MFT	Montana Education Association – Montana Federation of Teachers
Moodle	Modular Objective-Oriented Dynamic Learning Environment. A free web application educators can use to create effective online learning sites.
MTSBA	Montana School Boards Association
NAESP	National Association of Elementary School Principals
NASSP	National Association of Secondary School Principals
NCLB	No Child Left Behind
NEA	National Education Association
NSBA	National School Boards Association
OCR	Owner's Construction Representative
OPI	Office of Public Instruction
OT	Occupational Therapy
PD	Professional Development
PIR	Pupil Instruction Related
PLC	Professional Learning Community
PT	Physical Therapy
RII	Response to Intervention
QUAD A	Association of AA Administrators (Superintendents)
SAC-B	Superintendent's Advisory Council - Business
SAC-C	Superintendent's Advisory Council - Classified
SAC-P	Superintendent's Advisory Council - Parents
SAC-T	Superintendent's Advisory Council - Teachers
SAM	School Administrators of Montana. "Umbrella" organization for all Montana administrative leadership groups: MASS, MASSP, MAEMSP
SAT	Student Assistance Team
SEA	State Education Agency
SEPTA	Special Education Parent Teacher Association
UBD	Understanding by Design
VCDP	Voluntary Career Development Plan
VCOP	Voluntary Career Option Plan
WAC	Wellness Advisory Committee

SPECIAL EDUCATION IMPAIRMENTS

AU	Autism	LD	Learning Disability
CD	Cognitive Delay	OH	Other Health Impairment
DE	Deafness	OI	Orthopedic Impairment
DB	Deaf/Blindness	TB	Traumatic Brain Injury
DD	Developmental Delay	SL	Speech/Language Impaired
ED	Emotional Disturbance	VI	Visually Impaired
HI	Hearing Impairment		

Bozeman Public Schools

Calendar 2017-2018

July S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September S M T W Th F S 1 2 3 4 K 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
November S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
March S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

DATES TO REMEMBER

Aug 24 - 28	K-12 PIR Days (School Not In Session)
Aug 29	School Begins 1-12
Sep 4	Labor Day Holiday
Sep 5	K Full Day Begins
Oct 2 - 3	K-5 P/T Conferences (No School K-5)
Oct 19 - 20	Flexible PIR Days (No School K-12)
Nov 22 - 24	Thanksgiving Holiday
Nov 27	K-12 PIR Day (No School K-12)
Dec 21 - Jan 2	Winter Break
Jan 22	K-12 PIR Day (No School K-12)
Jan 23	9-12 PIR Day (No School 9-12)
Feb 19	Presidents' Day Holiday
Mar 12 - 16	Spring Break
Apr 12	K-5 P/T Conferences 6-8 PIR Day (No School K-8)
Apr 13	K-5 P/T Conferences K-12 PIR Day (No School K-12)
May 25	K-12 PIR Day (No School K-12)
May 28	Memorial Day Holiday
Jun 3	Graduation!
Jun 7	Last Day Of School Students Released @ 12:45

GRADING PERIODS

K-5:	Jan 19 Jun 7
6-8:	Nov 21 Mar 2 Jun 6
9-12:	Per 1 - Oct 6 Per 2 - Nov 22 1st Sem - Jan 19 Per 1 - Mar 2 Per 2 - Apr 20 2nd Sem - Jun 7

SYMBOL CODES

	Dist. Flexible PIR Days (No School)
	K-12 PIR (No School K-12)
	K-5 P/T Conf (No School K-5)
	K-8 PIR (No School K-8)
	9-12 PIR (No School 9-12)
	Holiday and/or Break
	School Begins
	School Ends
K	Kindergarten Starts

With the approval of this calendar, the Board of Trustees, in commemoration of Martin Luther King Day (January 15, 2018), is directing that all teachers (K-5) and all social studies teachers (6-12) take action in class to recognize and celebrate the principles for which Martin Luther King stood.