



BOZEMAN SCHOOL DISTRICT NO. 7

WILLSON BOARD ROOM #122

MONDAY -- April 11, 2022 -- 5:45 PM

Regular Board Meeting

- 5:45 1. **Call to Order -- Roll Call -- Pledge of Allegiance** Red = Not an Agenda Item (Placeholder)
2. **BSD7 Experience** Black = Agenda Item
- 2.1 Student Representatives Report
 - 2.2 Recognition and Awards
 - [2.2.1](#) Coca-Cola Scholar Recognition
 - [2.2.2](#) Montana Key Club State Awards and State Officer Recognition
 - [2.2.3](#) Montana Forensics Educators Association Coach Recognitions
 - [2.2.4](#) 2022 Montana State Technology Student Association Conference Awards and State Officer Recognition
 - 2.3 Board Education - Winter Student Achievement Update
The Board Education Opportunity is a 15-minute segment that allows our Board to receive an educational snippet of what is happening in our District.
3. **Action Items -- Consent**
- 3.1 Policy 2nd Reading
 - [3.1.1](#) Consider Approval of Revisions to Policy 6143: Leadership Compensation Plan
 - [3.1.2](#) Consider Approval of Revisions to Policy 2600: Work Based Learning Program
 - 3.2 Minutes
 - [3.2.1](#) Consider Approval of Board Meeting Minutes
 - 3.3 High School District
 - 3.4 Both Districts
 - [3.4.1](#) Consider Approval of Personnel Actions
 - [3.4.2](#) Consider Approval of Financial Reports, Warrant Approval, and Donations
 - [3.4.3](#) Consider Approval of Banking Service Agreement with Gallatin County
 - [3.4.4](#) Consider Approval of Transportation Bus Route Changes
 - [3.4.5](#) Consider Renewal of K-12 Multidistrict Agreement
 - 3.5 Elementary District
4. **Action Items -- Singular**
- 4.1 Both Districts
 - [4.1.1](#) Consider Approval of Superintendent Contract
 - 4.2 High School District
 - 4.3 Elementary District
 - [4.3.1](#) Consider Approval of Resolution Authorizing the Refinancing of 2012 and 2013 General Obligation Bonds
 - [4.3.2](#) Consider Approval of Whittier Elementary Principal
 - [4.3.3](#) Consider Approval of Hyalite Elementary Principal
 - [4.3.4](#) Consider Approval of Morning Star Elementary Principal
5. **Board Discussion**
- 5.1 Policy 1st Reading
 - [5.1.1](#) Discuss recommended Policy revisions

6. Public Comment on Non-Agenda Items

Recognition of visitors and explanation of procedures to be followed when addressing the Board. Members of the community are given the opportunity to make brief comments to the Board on any matter that is not included in the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order.

7. Reports

[7.1](#) Executive Cabinet Report

[7.2](#) Board of Trustees

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

_____ ADJOURN

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

PLEASE TURN OFF CELL PHONES

The Board meeting will be held in person at Willson School, Room #122. For your convenience, the meeting will be broadcast with Zoom. Public comment can only be given in person at Willson.

[Watch Zoom Meeting](#)

Montana Code Annotated 2019

TITLE 45. CRIMES

CHAPTER 8. OFFENSES AGAINST PUBLIC ORDER

Part 1. Conduct Disruptive of Public Order

Disorderly Conduct

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

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

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

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Meeting Date:	April 11, 2022
Category:	Recognition and Awards
Agenda Item #:	2.2.1
Originated By:	Marilyn King, Deputy Superintendent Instruction
Others Involved:	Dan Mills, BHS Principal

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:
Coca-Cola Scholar Recognition

Fiscal Impact:
N/A

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

WHEREAS: Brooke Bothner, a Bozeman High School senior, has been recognized as one of the country's most outstanding high school leaders by the Coca-Cola Scholars Foundation, the largest corporate-sponsored, achievement-based scholarship program in the country; and

WHEREAS: The Coca-Cola Scholars program recognizes exceptional high school students who are dedicated to leadership, service, and action that positively affects others; and

WHEREAS: Brooke Bothner is one of 150 selected from over 68,000 applicants from across the country to receive this scholarship;

THEREFORE: We recognize and honor Brooke Bothner for this distinction.



Meeting Date:	April 11, 2022
Category:	Recognition and Awards
Agenda Item #:	2.2.2
Originated By:	Marilyn King, Deputy Superintendent Instruction
Others Involved:	Rhonda Coombs, BHS Teacher and Advisor; Dan Mills, BHS Principal

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Montana Key Club State Awards and State Officer Recognition

Fiscal Impact:

N/A

Recommendation:

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

- WHEREAS: Key Club International is the high school organization sponsored by Kiwanis International. The Bozeman High School Key Club is a recognized club at the school; and
- WHEREAS: The 74th Annual Montana District Convention 2022 was held March 20-22, 2022 in Billings, Montana; and
- WHEREAS: Stanislaw Bektas received the Distinguished Member award and the Stanaway Award, which was earned in recognition for his volunteer hours; and
- WHEREAS: Brooke Bothner received the Oratorical Contest award; and
- WHEREAS: Aika Lanes was voted in as Lt. Governor for Montana District 4;
- THEREFORE: Be it resolved that the Board of Trustees recognize and honor Bozeman High School students Stanislaw Bektas, Brooke Bothner, and Aika Lanes.



Meeting Date:	April 11, 2022
Category:	Recognition and Awards
Agenda Item #:	2.2.3
Originated By:	Marilyn King, Deputy Superintendent Instruction
Others Involved:	Erica Schnee, GHS Principal

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Montana Forensics Educators Association Coach Recognitions

Fiscal Impact:

N/A

Recommendation:

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

- WHEREAS: The Montana Forensics Educators Association (MFEA) Coaches' Conference was recently held in Helena, Montana and two Bozeman School District coaches received awards; and
- WHEREAS: Gallatin High School Social Studies teacher and coach Morgan Coffin was awarded the Class AA 'Anne Sullivan' Debate Coach of the Year; and
- WHEREAS: Gallatin High School English teacher and coach Lynn Holsinger was awarded the Class AA 'Steve Reardon' Speech Coach of the Year;
- THEREFORE: We recognize and honor Morgan Coffin and Lynn Holsinger for these distinctions.



Meeting Date:	April 11, 2022
Category:	Recognition and Awards
Agenda Item #:	2.2.4
Originated By:	Marilyn King, Deputy Superintendent Instruction
Others Involved:	Erica Schnee, GHS Principal; Dan Mills, BHS Principal; Glenn Bradbury, GHS Teacher and Advisor; Ashley Brumwell, GHS Teacher and Advisor; Carl Poeschl, BHS Teacher and Advisor

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:
2022 Montana State Technology Student Association Conference Awards and State Officer Recognition

Fiscal Impact:
N/A

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

- 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: The 2022 Montana Technology Student Association State Leadership Conference and competition took place on March 28-29, 2022; and
- WHEREAS: First places were awarded to:
Gallatin High Students:
Madison Ash Sticker Design and Architectural Design
Cody Wilkins and Christian Miller Computer Integrated Manufacturing and Technology Problem Solving
Bozeman High Students:
Kye Buerkle and Tyler Caffrey Design Award for VEX Robotics and Techno Talk
Gerald Broderick VEX Sportsmanship Award; and
- WHEREAS: Gallatin High's Scott Voigt has been selected to serve as a state officer;
- THEREFORE: Be it resolved that the Board of Trustees recognize and honor Madison Ash, Kye Buerkle, Gerald Broderick, Tyler Caffrey, Christian Miller, Scott Voigt, and Cody Wilkins for these achievements.



Meeting Date:	April 11, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.1.1
Originated By:	Casey Bertram, Superintendent
Others Involved:	Executive Cabinet, Montana School Board Association

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Revisions to Policy 6143: Leadership Compensation Plan

1. The Superintendent and Executive Cabinet continually examine the leadership structures in place to maximize efficiency and effectiveness in meeting District goals.
2. Recent revisions to the anticipated leadership structure for 2022-2023 was shared by the superintendent on 3/28/2022, [HERE](#). The changes do not include the addition of an Elementary Assistant Principal/District Program Director role, thus that portion of the policy revision has been removed from this second/final reading of policy #6143.
3. The proposed revised language regarding the education factor for the Director of Business Services remains in this second/final reading of policy #6143.

Fiscal Impact:

The revised policy language regarding the education factor for the Director of Business Services could result in a 2022-2023 \$1,557.54 increase in annual salary for the employee based upon their education credentials.

Superintendent's Recommendation:

It is recommended the Board of Trustees approve the policy updates as presented.

Other Alternatives:

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

Bozeman Public Schools

ADMINISTRATION

Policy 6143

Leadership Compensation Plan

Salary Index System For Leadership Team Members

Base for current year - Largest of:

- 60% of the previous year's average high school principal's salary in the "AA" districts in Montana.
- 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.

<u>Position Factor</u> (responsibility, size of school, no. of staff, etc.)		<u>Work Year</u>
Elementary Principal	1.35	204 days
Middle School Principal	1.35	220 days
Elementary Assistant Principal	1.20	204 days
<u>Elementary Assistant Principal / District Program Director</u>	<u>1.25</u>	<u>204 days</u>
High School Principal	1.45	225 days
High School Assistant Principal	1.27	210 days
Executive Director Business and Operations/District Clerk	1.45	Full
Director MHSA Activities	1.27	225 days
Middle School Assistant Principal	1.25	210 days
Director of Facilities	1.30	Full
Director of Fine Arts and Student Programs	1.30	204 days
Director of Special Education and Student Health	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			

Director of Facilities will get .00 education factor for a Professional Engineering License **and Director of Business Services will receive a .00 education factor for a Certified Public Accountant or Montana Certified School Business Official designation.**

Work Year Factor

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

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*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.

An individual administrator's salary is determined by adding the appropriate index factors and multiplying the total times the base. Compensation for the Superintendent and Deputy Superintendents will be decided by the Board on a yearly basis.

Administrators will receive additional compensation as approved by the Board of Trustees and referenced in 6143P.

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.

Policy History:

Adopted on: 9/22/1986

Revised on: 9/14/1987, 6/20/1988, 1/16/1990, 5/14/1990, 9/11/1990, 2/11/1991, 5/13/1991, 5/11/1992, 6/14/1993, 9/09/1996, 6/08/1998, 8/09/1999, 7/14/2003, 3/06/2006, 6/11/2007, 7/28/2008, 4/13/2009, 7/12/2010, 6/11/2012, 7/29/2013, 1/23/2017, 6/11/2018, 10/28/2019, 6/28/2021, 4/11/2022



Meeting Date:	April 11, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.1.2
Originated By:	Casey Bertram, Superintendent
Others Involved:	Executive Cabinet, Montana School Board Association

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Revisions to Policy 2600: Work Experience Program

Facts:

1. The district is committed to providing students with work experiences that support preparation for the world of work.
2. The proposed change aligns with the volunteer procedure for the district, requiring name-based background checks for work-based learning supervisors who will supervise students at a work-site.
3. It is important to note that during the first reading of this proposed policy change on 2/14/2022 staff inadvertently used an older version of the policy as the starting point for revisions in the Board Packet. This policy was revised on 1/10/2022 and the version included in this packet uses that revised, and most current policy as the starting point. This is still the 2nd and final reading of the proposed policy changes, as the policy changes being recommended are the same changes that were considered during the 1st reading on 2/14/2022.

Fiscal Impact:

N/A

Superintendent's Recommendation:

It is recommended the Board of Trustees approve the policy updates as presented.

Other Alternatives:

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

INSTRUCTION

Policy 2600

Work Based Learning Program

The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The students' classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in work-based learning must be converted and is equivalent to the time requirement for credit to be earned.

Students may submit a proposal for a tailored Work Based Learning program that divides their time between instruction in school and specific learning at a job. Each proposed program will be planned by Work Based Learning coordinators and the employer (or employer groups) and shall be in accordance with state and federal laws and regulations governing employment of students under age 18. The Work Based Learning coordinators will communicate with employers on a monthly basis and will visit work sites to determine if the placement is appropriate for student employment.

The particular program designed for each student shall be set forth in a written protocol approved by the student, his or her parents or guardians, the work-experience coordinator and the employer. This shall stipulate the terms of employment and the provision for academic credit.

The Work Based Learning coordinator shall make such arrangements as necessary with employers for evaluating the student's on-the-job performance and for keeping records of job attendance.

When deemed necessary by the administrator, the employer, supervisor, or other employees with regular unsupervised access to the student shall complete the District volunteer agreement form and satisfy a name-based criminal background check in accordance with District Policies 5120 and 5430 and associated procedures. The background check will be completed at the District's expense. The administrator is authorized to accept the results of an employer-provided name-based background check completed within the last 12 months. ~~The employer or supervisor shall complete District volunteer agreement form and satisfy a name-based and fingerprint criminal background check in accordance with District Policy 5120. The employee and District shall also complete workers compensation insurance and general liability insurance requirements in accordance with the attached procedure in a manner consistent with the Work Based Learning opportunity provided to students.~~

Cross Reference: 5120 [Hiring Procedures](#)
 5122 [Fingerprints and Criminal Background Investigations](#)

Legal reference: Title 41, Chapter 2, MCA
 Fair Labor Standards Act 29 U.S.C. 212 and 213, et seq.
 Chapter 247 2021 General Legislative Session
 Section 29-71-118(7), MCA Employee, worker, volunteer, volunteer firefighter, and volunteer
 emergency care provider defined --election of coverage.

Policy History:

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Adopted on: 8/26/2019
Revised on: 1/10/2022, **4/11/2022**



Meeting Date:	April 11, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.2.1
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	Lori Ross, Executive Assistant

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Board Meeting Minutes

Facts & Discussion:

1. Minutes of the [March 7, 2022](#) Regular Board Meeting.
2. Minutes of the [March 1](#), [March 21](#), and [March 29, 2022](#) Board Luncheons.
3. Upon approval, the minutes represent the official actions of the Board of Trustees of School District No. 7.

Fiscal Impact:

N/A

Superintendent's Recommendation:

It is recommended the Board of Trustees approve as presented, the minutes of the Regular Board Meeting on [3-07-2022](#) and Board Luncheons on [3-01-2022](#), [3-21-2022](#), and [3-29-2022](#).

Other Alternatives:

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



Meeting Date:	April 11, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.4.1
Originated By:	Pat Strauss, Director of Human Resources
Others Involved:	

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Personnel Actions

Facts:

As per [MCA 20-3-324 -- Powers and Duties of Trustees --](#) the trustees of each district shall employ or dismiss personnel considered necessary to carry out the various services of the district.

Fiscal Impact:

Noted on report

Superintendent's Recommendation:

The Board of Trustees is requested to employ, dismiss, or accept the resignations of those noted on the Personnel Action Report.

Other Alternatives:

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

**Bozeman Public Schools
Human Resources**

April 11, 2022

REQUIRES BOARD ACTION

Confirmation of Employment (Classified)

Name	Position	Level/Step	Effective	Hourly Rate
Ash, Shelia	FS Cook I, .7188 FTE, MDLK, 9.25 mos.	FC5	4/4/2022	\$16.65
Cunningham, Bethany	FS Elementary Cook I, .5625 FTE, MOST, 9.25 mos.	FC5	4/11/2022	\$16.65
Degenais, Michaela	Registrar/Guidance Secretary, 1.0 FTE, GHS, 12 mos.	F05	3/24/2022	\$18.26
Kirbow, Elijah	Roving Custodian, .50 FTE, FAC, 12 mos.	G01	3/7/2022	\$17.75
Miller, Alyssa	Roving Custodian, .50 FTE, FAC, 12 mos.	G01	3/7/2022	\$17.75
Powell, Mac	Custodian, 1.0 FTE, BHS, 12 mos.	G01	3/28/2022	\$17.75
Scott, Nikki	Custodian, 1.0 FTE, BHS, 12 mos.	G05	3/14/2022	\$19.18
Stordahl, Sonja	Discretionary PARA, .25 FTE, IRVG, 9.25 mos.	B01	3/28/2022	\$15.00
Stradiotto, Taisaya	FS Specialist, 1.0 FTE, BHS, 9.25 mos.	FB5	3/21/2022	\$16.04
Wild, Jennifer	Custodian, 1.0 FTE, GHS, 12 mos.	G05	3/21/2022	\$19.18

Confirmation of Request for Leave of Absence (Certified)

Name	Position	Reason	Effective Dates
Barr, Cherie	Elementary Teacher, .50 FTE, EMDI	LOA	2022-2023
Bilbao, Shannon	Running Start Teacher, 1.0 FTE, HYL	LOA	2022-2023
Elliott, Shara	Kindergarten Teacher, 1.0 FTE, HYL	LOA	2022-2023
Donahoe, Emily	English Teacher, 1.0 FTE, BHS	LOA	2022-2023
Gaines, Kristi	Elementary Teacher, 1.0 FTE, EMDI	.50 FTE of 1.0 FTE LOA	2022-2023
Glynn, Samantha	SPED Teacher, 1.0 FTE, BHS	LOA	2022-2023
Schultz, Jessica	Elementary Teacher, .50 FTE, Librarian, .50 FTE, MDLK	.50 FTE of 1.0 FTE LOA	2022-2023
Sullivan, Olivia	Guidance Counselor, 1.0 FTE, GHS	LOA	2022-2023
Weinert, Elizabeth	Elementary Teacher, 1.0 FTE, HYL	FMLA	3/21/22 - 4/4/22

Confirmation of Request for Leave of Absence (Professional)

Name	Position	Reason	Effective Dates
Amos, Sue	Auditorium Technical Director	LOA	5/23/22 - 7/18/22

Confirmation of Request for Leave of Absence (Classified)

Name	Position	Reason	Effective Dates
Gage, Todd	Computer Specialist, 1.0 FTE, Tech, 11 mos.	FMLA	3/14/22 - 6/3/22
Wittman, Jay	Custodian, 1.0 FTE, BHS, 12 mos.	FMLA	3/2/22 - 4/3/22

REPORT OF ADMINISTRATIVE ACTIONS

Confirmation of Resignations/Terminations (Administrator)

Name	Position	Reason	Effective	Years of Service
Schlepp, Darren	Principal, 1.0 FTE, Non Unit, \$110,708, WHIT	Retirement	6/30/2022	10

Confirmation of Resignations/Terminations (Certified)

Name	Position	Reason	Effective	Years of Service
Alexander, Jean Terese	Kindergarten Teacher, 1.FTE, BA(M)+75, Step 18, \$74,087, WHIT	Retirement	6/10/2022	17

**Bozeman Public Schools
Human Resources**

April 11, 2022

REPORT OF ADMINISTRATIVE ACTIONS (con't)

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

Name	Position	Reason	Effective	Years of Service
Bohannon, Jennifer	MS Teacher, 1.0 FTE, BA(M)+105, Step 8, \$68,043, CJMS	Resignation	6/10/2022	4
De Armas, Teresa	Elementary Teacher, .50, FTE, BA(M)+60, Step 7, \$31,366.29, MOST	Resignation	6/10/2022	6
Galli, Richard	Social Studies Teacher, 1.0 FTE, BA(M)+60, Step 18, \$69,608, BHS	Retirement	6/10/2022	25.5
Hall, Pamela	School Psychologist, .50 FTE, IRVG, .50 FTE WHIT, BA(M)+105, Step 9, \$63,391	Resignation	6/10/2022	2.6
Nash, Steven	Elementary Teacher, 1.0, FTE, BA(M)+105, Step 17, \$80,391, WHIT	Retirement	6/10/2022	22
Troxel, Alison	MS Teacher, 1.0 FTE, BA(M)+60, Step 6, \$47,553.19, CJMS	Resignation	4/15/2022	1.75
Zetzer, Robin	SPED Teacher, 1.0 FTE, BA(M)+105, Step 18, \$83,043, EMDI	Retirement	6/10/2022	21

Confirmation of Resignations/Terminations (Classified)

Name	Position	Reason	Effective	Years of Service
Fauerbach, Savannah	Elementary PARA, 1.0 FTE, B02, \$15.28/hr., EMDI, 9.25 mos.	Resignation	3/4/2022	1.1
Hart, Hudson	Elementary PARA, .875 FTE, B04, \$15.64/hr., MDLK, 9.25 mos.	Resignation	4/8/2022	3
Keifer, Kimberly	Elementary PARA, .25 FTE, B05, \$15.80/hr., FS Elementary Cook I, .375 FTE, FC5, \$16.65/hr., MOST, 9.25 mos.	Resignation	3/4/2022	6 mos.
Murray, Tatiana	Roving Custodian, .50 FTE, G05, \$19.18/hr., FAC, 12 mos.	Probationary Termination	3/4/2022	6.25 mos.
Schaff, Mae	Custodian, 1.0 FTE, G06, \$19.57/hr., LONG, 12 mos.	Resignation	4/1/2022	1.3
Valdes, Jada	Custodian, 1.0 FTE, G03, \$18.45/hr., SMS, 12 mos.	Resignation	4/3/2022	6 mos.

Changes and Revisions in Contracts (Professional)

Name	From	To	Effective	Reason
Hansen, Christopher	Food Delivery/Supply Clerk, 1.0 FTE, G07, \$19.93/hr., SUPT SVCS, 9.25 mos.	Warehouse & Distribution Technician, 1.0 FTE, Non Unit, \$21.00/hr., SUPT SVCS, 9.5 mos.	3/22/2022	Accepted Professional Exempt Position

Changes and Revisions in Contracts (Classified)

Name	From	To	Effective	Reason
Baumbauer, Catherine	Elementary PARA, .8125 FTE, B09, \$16.33/hr., LONG, 9.25 mos.	Elementary PARA, .7525 FTE, B09, \$16.33/hr., LONG, 9.25 mos.	1/3/2022	Decrease in FTE/Hrs.
Brown, Ami	FS Head Cashier, .75 FTE, FC5, \$16.65/hr., GHS, 9.25 mos.	FS Head Cashier, .8125 FTE, FC5, \$16.65/hr., GHS, 9.25 mos.	4/4/2022	Increase in FTE/Hrs.

**Bozeman Public Schools
Human Resources**

April 11, 2022

REPORT OF ADMINISTRATIVE ACTIONS (con't)

Changes and Revisions in Contracts (Classified) (con't)

Name	From	To	Effective	Reason
Jacobs-Forster, Carson	FS Cashier, .25 FTE, FB1, \$15.58/hr., Elementary PARA, .25 FTE, B01, \$15.00/hr., Before/After School Program Director, .4063 FTE, Non Unit, \$17.45/hr., MOST, 9.25/9.5 mos.	FS Cashier, .25 FTE, FB1, \$15.58/hr., Elementary PARA, .34375 FTE, B01, \$15.00/hr., Before/After School Program Director, .4063 FTE, Non Unit, \$17.45/hr., MOST, 9.25/9.5 mos.	3/9/2022	Correction to FTE/Hrs.
Locke, Kathryn	Before/After School PARA, .3375 FTE, Running Start PARA, .6625 FTE, B02, \$15.28/hr., HYL, 9.25 mos.	Before/After School PARA, .1687 FTE, Running Start PARA, .6625 FTE, Transportation PARA, .0125 FTE, B02, \$15.28/hr., SPED PARA, .1563 FTE, SPED D02, \$16.32/hr., HYL, 9.25 mos.	1/3/2022	Additional Assignment(s), Change in Assignment FTE/Hrs.
Medina, Marissa	SPED PARA, .875 FTE, SPED D03, \$16.61/hr., CJMS, 9.25 mos.	SPED PARA, .75 FTE, SPED D03, \$16.61/hr., CJMS, 9.25 mos.	3/7/2022	Decrease in FTE/Hrs.
Smiley, Mason	Roving Custodian, 1.0 FTE, G01, \$17.75/hr., FAC, 12 mos.	Custodian, 1.0 FTE, G01, \$17.75/hr., SMS, 12 mos.	3/10/2022	Internal Transfer
Welborne, Megan	FS Cashier, .3125 FTE, FB5, \$16.04/hr., HYL, 9.25 mos.	FS Elementary Cook I, .5625 FTE, FC5, \$16.65/hr., HYL, 9.25 mos.	4/18/2022	Internal Transfer, Increase in FTE/Hrs.
Wright, Anika	Roving Custodian, .375 FTE, G01, \$17.75/hr., FAC, 12 mos.	Custodian, .375 FTE, G01, \$17.75/hr., HYL, 12 mos.	3/10/2022	Internal Transfer

Stipends - Extracurricular

Name	Authorized Position	Stipend	Level	Effective
Ali, Quarney	Tennis - Asst. Coach - GHS	\$3,226.00	4	3/14/22 - 5/31/22
Aytes, Logan	Tennis - Asst. Coach - GHS	\$3,226.00	4	3/14/22 - 5/31/22
Babcock, Trista	Intramurals - Winter - Girls - 6th Gr BB - SMS (.50) (Longevity)	\$1,119.04	5	1/3/22 - 3/9/22
Cole, T. Mike	Track - Asst. Coach - BHS (Longevity)	\$4,534.69	3	3/14/22 - 5/31/22
Coley, Jocelynn	Track - Asst. Coach - GHS	\$4,013.00	3	3/14/22 - 5/31/22
Curey, Colter	Tennis - Head Coach - GHS	\$4,013.00	3	3/14/22 - 5/31/22
Emerick, Kelsey	Track - Asst. Coach - BHS (Longevity)	\$4,173.52	3	3/14/22 - 5/31/22
Emmert, John "JD"	Fastpitch - Head Coach - GHS	\$5,870.00	2	3/14/22 - 5/31/22
Gebhardt, Neil	Track - Asst. Coach - GHS	\$4,013.00	3	3/14/22 - 5/31/22
Goldenstein, Jacob	Wrestling - 7th/8th Gr Coach - SMS (% 5/6)	\$1,682.80	5/6	1/26/22 - 3/12/22
Harris, Clayton	Tennis - Head Coach - BHS (Longevity)	\$4,173.52	3	3/14/22 - 5/31/22
Jackson, Daniel	Track - Asst. Coach - GHS	\$4,013.00	3	3/14/22 - 5/31/22
Jaeger, Chantel	Track - Head Coach - GHS	\$5,870.00	2	3/14/22 - 5/31/22
Jermyn, Casey	Track - Asst. Coach - BHS (Longevity)	\$4,173.52	3	3/14/22 - 5/31/22
Kreuger, Marty	Fastpitch - Asst. Coach - GHS (2/3 of 3)	\$2,675.33	3	3/14/22 - 5/31/22
Luckett, Tiffani	Cheer - Winter - Asst. Coach - GHS (.50)	\$1,613.00	4	11/29/21 - 3/17/22
Milkovich-Kamp, Mary	Tennis - Asst. Coach - BHS	\$3,226.00	4	3/14/22 - 5/31/22
Monroe, Travis	Track - Asst. Coach - BHS (Longevity)	\$4,334.04	3	3/14/22 - 5/31/22
Peterson, Aubrey	Fastpitch - Asst. Coach - GHS (2/3 of 3)	\$2,675.33	3	3/14/22 - 5/31/22
Sukle, Tanner	Wrestling - 7th/8th Gr Coach - CJMS (% 5/6)	\$1,682.80	5/6	1/26/22 - 3/12/22

**Bozeman Public Schools
Human Resources**

April 11, 2022

REPORT OF ADMINISTRATIVE ACTIONS (con't)

<u>Stipends - Not Extracurricular</u>				
Name	Authorized Position	Stipend	Level	Effective
Budt, Dave	HS Activities Director - GHS	\$1,500.00		2021-2022
Dore, Mary	National Board Certification - Teaching - MOST (Payment from OPI)	\$1,000.00		2021-2022
Gaines, Kristi	National Board Certification - Teaching - MDLK (Payment from OPI)	\$1,000.00		2021-2022
Hardin, Elizabeth	National Board Certification - Teaching - CJMS (Payment from OPI)	\$1,000.00		2021-2022
Hirsch, Tara	National Board Certification - Teaching - HYL (Payment from OPI)	\$1,000.00		2021-2022
Holmquist, Wes	MT Digital Academy (MTDA) - Sports Officiating - Spring 2022 - Section 1	\$3,291.30		Spring 2022
Houston, Todd	National Board Certification - Teaching - WHIT (Payment from OPI)	\$1,000.00		2021-2022
Lorenz, Leanne	National Board Certification - Teaching - BOCS (Payment from OPI)	\$1,000.00		2021-2022
Maddock, Patricia	MT Digital Academy (MTDA) - Middle School English Language Arts 6 B - Spring 2022 - Section 1	\$1,219.00		Spring 2022
Malczyk, Jacob	Piano Accompaniment - Choir Fundraising - SMS (2 days at \$150/day)	\$300.00		11/18/21, 3/1/22
Malczyk, Jacob	Piano Accompaniment - Select Choir - SMS (1 day recording session at \$150/day)	\$150.00		1/17/2022
McCausland, Lucinda	National Board Certification - Teaching - HAWT (Payment from OPI)	\$1,000.00		2021-2022
Nelson, Kara	National Board Certification - Teaching - CJMS (Payment from OPI)	\$1,000.00		2021-2022
Nelson, Ryan	MT Digital Academy (MTDA) - Sports Officiating - Spring 2022 - Section 2	\$2,438.00		Spring 2022
Skinner, Caitlin	MT Digital Academy (MTDA) - AP Language & Composition B - Spring 2022 - Section 1	\$1,462.80		Spring 2022
Skinner, Caitlin	MT Digital Academy (MTDA) - English III B - Spring 2022 - Section 1	\$2,925.60		Spring 2022
Wallner-Drake, Amy	National Board Certification - Teaching - BHS (Payment from OPI)	\$1,000.00		2021-2022
Werner, Lisa	Substitute for C. Albrecht and support for teacher - GHS/BHS 63.2 hours at Hrly. Rate.	\$31.00		November 2021 - January 2022
Woods, Kathryn	National Board Certification - Teaching - HAWT (Payment from OPI)	\$1,000.00		2021-2022
Wyatt, Jane	National Board Certification - Teaching - GHS (Payment from OPI)	\$1,000.00		2021-2022



Meeting Date:	April 11, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.4.2
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	R.J. Tvedt, Accounting Supervisor Brenda Livingston, District Bookkeeper

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider approval of [Financial Reports](#), Warrant Approval, and [Donations](#)

Facts & Discussion:

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

The Warrant Registers are available in the Business Office and have been sent to the Trustees. February 2022 warrants are as follows: Operational warrants were \$2,114,833.37; net Payroll, taxes and deductions were \$5,625,259.66; Total warrants disbursed for February 2022 were \$7,740,093.03.

The Warrant Registers are available in the Business Office and have been sent to the Trustees. March 2022 warrants are as follows: Operational warrants were \$1,706,594.82; net Payroll, taxes and deductions were \$5,678,029.68; Total warrants disbursed for March 2022 were \$7,384,624.50.

Investment of District Funds in accordance with State law as of:	<u>Jan 30, 2021</u>	<u>Feb 28, 2022</u>
Gallatin County Investment Pool	\$50,784,504.69	\$47,462,147.10
Nonexpendable Endowment (D.A. Davidson)	<u>1,020,144.98</u>	<u>998,304.24</u>
Total District cash and investments	<u>\$ 51,804,649.67</u>	<u>\$48,460,451.34</u>

Fiscal Impact:

Refer to attached reports

Superintendent's Recommendation:

It is recommended the Board of Trustees approve the [Financial Reports](#), Warrants, and [Donations](#).

Other Alternatives:

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



Meeting Date:	April 11, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.4.3
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of [Banking Service Agreement with Gallatin County](#).

Facts:

1. On November 8, 2021, the Board of Trustees approved a resolution to move the District's banking relationship outside of the County Treasurer.
2. In addition to that resolution, an Agreement with the County is also required by 20-9-235, MCA. The agreement must specify procedures and reporting dates to comply with the requirements of the law; be binding upon the district and the county treasurer for a negotiated period of time; be signed by the presiding officer of the board of trustees and the county treasurer; and coincide with fiscal years beginning on July 1 and ending on June 30.
3. The agreement has been reviewed by MTSBA and the Gallatin County Attorney. It will be an agenda item on the County Commission's April 12, 2022 meeting for countersignature.

Discussion:

Policy updates are also required to move forward with this change in banking relationship. First Reading of those proposed changes will occur in item 5.1.2 of this agenda.

Superintendent's Recommendation:

It is recommended the Board approve the [Banking Services Agreement with Gallatin County](#) as presented.

Other Alternatives:

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



Meeting Date:	April 11, 2022
Category:	Action Item - Consent - Both Districts
Agenda Item #:	3.4.4
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	Douglas Kellie, Transportation Coordinator

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Transportation Bus Route Changes

Facts:

1. Board and Transportation Committee approval is required for all bus routes, Individual Transportation Contracts, and out-of-district transportation agreements.
2. On July 12, 2021, the Board approved the initial 2021-22 home-to-school transportation routes.
3. According to our contract with First Student, bus routing is the responsibility of the contractor, subject to the approval by the District. First Student reconfigures routes as needed to accommodate students entering and exiting the District..
4. The District pays First Student on a per-route basis.
5. Under Montana law, districts receive a per-mile reimbursement for distances traveled by home-to-school. Those reimbursements are funded 50% by a permissive countywide levy and 50% by the State of Montana. Transportation costs in excess of the reimbursement amounts are funded by local taxpayers.
6. First Student and the District continue to adjust routes for better efficiency and to accommodate student changes.
7. A new Special Education route is necessary to meet student Individualized Education Plan requirements. Special Education route maps are available upon request from the Business Office, but generally not disclosed due to the presence of personally identifiable information. The effective date of the change is February 22, 2022.
8. The proposed changes will result in a net increase of 59 route miles per day.

Fiscal Impact:

The total cost of the new route will be \$19,323, paid from the District's Transportation Funds.

Discussion:

Gallatin County Transportation Committee approval is also required for all of these changes. Pending Board passage on April 11, we will seek this approval at the Committee's next meeting.

Superintendent's Recommendation:

It is recommended the Board approve the 2021-22 route addition as presented.

Other Alternatives:

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



Meeting Date: April 11, 2022

Category: Action Item - Consent - Both Districts

Agenda Item #: 3.4.5

Originated By: Mike Waterman, Executive Director of Business and Operations

Others Involved:

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Renewal of [K-12 Multidistrict Agreement](#).

Facts:

1. SB 329 passed by the 2011 legislature expanded Multidistrict Agreements that encourage cooperation between districts to create flexibility, efficiency and cost savings. HB39 from the 2013 session further clarified those agreements and extended their maximum term to three years.
2. In 2014, the Bozeman Elementary and High School Boards of Trustees entered into a Multidistrict Agreement to organize and share resources that both improve student learning and demonstrate efficiency. The agreement allows for flexibility and efficiency specifically for the two districts under the leadership of the Bozeman Board of Trustees, Bozeman Elementary District and Bozeman High School District. That agreement was renewed in 2016 and 2019, and it expires June 30, 2022.
3. The proposed Multidistrict Agreement renewal expires on June 30, 2025.

Discussion:

A Multidistrict Cooperative fund has been established that will allow fund transfers from both the elementary and high school district. These funds will continue to be used to provide both flexibility and efficiency to meet the needs of the K-12 student population.

Superintendent's Recommendation:

It is recommended the Board enter into the attached [Multidistrict Agreement](#) pursuant to 20-3-363 MCA.

Other Alternatives:

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



Meeting Date:	April 11, 2022
Category:	Action Item - Singular - Both Districts
Agenda Item #:	4.1.1
Originated By:	Pat Strauss, Director of Human Resources
Others Involved:	Sandra Wilson, Board Chair Greg Neil, Board Vice Chair

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Superintendent Contract

Facts:

1. On January 19, 2022, the Board of Trustees voted unanimously to approve Mr. Casey Bertram as Superintendent of the Bozeman Public School District effective July 1, 2022.
2. Board leadership negotiated the terms of the Superintendent Contract with Mr. Bertran in consultation with School District Attorney Lynda White of Berg Lilly Law Office.
3. The Board Chair and Vice Chair recommend approval of the [Superintendent Contract](#) effective July 1, 2022 through June 30, 2025.

Board Chair Recommendation:

It is recommended the Board approve the Superintendent Contract for Mr. Casey Bertram.

Other Alternatives:

1. Do not approve the recommendation and request Board Leadership propose changes.



Meeting Date:	April 11, 2022
Category:	Action Item - Singular - Elementary
Agenda Item #:	4.3.1
Originated By:	Mike Waterman, Executive Director of Business and Operations
Others Involved:	Lacy Clark, Budget and Risk Management Coordinator; Dan Semmens, Dorsey & Whitney; Bridget Ekstrom, DA Davidson

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:
Consider Approval of [Resolution](#) Authorizing the Refinancing of 2012 and 2013 General Obligation Bonds

- Facts:**
1. The 2012 and 2013 bond issues were to construct Meadowlark Elementary and renovate Longfellow Elementary. The average interest coupon of the original 2012 & 2013 bonds was 3.42%.
 2. Although interest rates are currently increasing, market analysis indicates additional taxpayer savings is available by refinancing the 2012 & 2013 bonds.
 3. The first opportunity to call (refinance) these bonds is June 2022. The proposed resolution is the first step of the refinancing process that would culminate at the call date.. It does not commit the District to the refinancing; it only creates the opportunity to do so if market conditions remain favorable.
 4. Administration is researching ways to shorten the maturity of these bonds as a part of this refinance.
 5. The Elementary District currently maintains a Aa2 bond rating from Moody's. That rating may be updated as a part of this refinancing process.
 6. Interest rates of the refinanced bonds will be determined at the time of sale. However, the proposed resolution caps the True Interest Cost of the new bonds at 3.00%. Actual savings will be reported to the Board when the figure becomes known.
 7. The District's legal counsel, Dorsey and Whitney, with input from District Administration and DA Davidson has prepared the attached resolution.

Superintendent's Recommendation:
It is recommended the Board approve the attached [Resolution](#) authorizing the refinancing of existing 2012 and 2013 general obligation bonds; fixing the form and details, making covenants with respect thereto, authorizing the execution and delivery and levying taxes for the payment thereof and approving the official statement related thereto.

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



Meeting Date:	April 11, 2022
Category:	Action Item - Singular - Elementary
Agenda Item #:	4.3.2
Originated By:	Pat Strauss, Director of Human Resources
Others Involved:	Casey Bertram, Superintendent

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Whittier Elementary Principal

Facts:

1. Mr. Darren Schlepp announced his resignation as principal of Whittier Elementary School effective June 30, 2022.
2. Policy 5210 gives the Superintendent the authority to assign, reassign and/or transfer positions and duties of all staff.
3. In 2022-2023 the Bozeman Online Charter School (BOCS) will move to Irving Elementary School under the leadership of Ms. Jennifer Westphal. This move allows the reduction of the principal position connected to the BOCS.
4. Mr. Cale VanVelkinburgh has served as Principal of the Bozeman Online Charter School during the 2021-2022 school year. He also led the online learning program created as a result of the COVID Pandemic in 2020-2021. Prior to that Cale served as the Sacajawea Middle Assistant Principal from 2015-2020. Cale was hired as a teacher at Bozeman High School in August of 2010. Cale is recommended as Whittier Elementary Principal for his commitment to educate all students in an engaging and innovative manner. He brings a wealth of experience as a District administrator and teacher. His attitude and aptitude make him a great fit for the Whittier students, parents and staff.

Superintendent's Recommendation:

It is recommended that the Board of Trustees approve the Superintendent's recommendation to appoint Mr. Cale VanVelkinburgh Principal of Whittier Elementary School effective July 1, 2022.

Other Alternatives:

1. Do not approve the recommendation.



Meeting Date:	April 11, 2022
Category:	Action Item - Singular - Elementary
Agenda Item #:	4.3.3
Originated By:	Pat Strauss, Director of Human Resources
Others Involved:	Casey Bertram, Superintendent

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Hyalite Elementary Principal

Facts:

1. The Hyalite Principal position was an interim position for the 2021-2022 school year due to the interim appointment of Mr. Mike Van Vuren as Deputy Superintendent of Curriculum and Technology.
2. A committee of staff, parents, executive cabinet and the superintendent conducted interviews with five candidates on March 30 and March 31, 2022.
3. After reviewing the interview feedback, application materials, background checks and related experience Ms. Heather Chvojka stood out for her experience and strategies working with diverse socio economic and EL students, her ability to build positive relationships with students and staff, her ability and experience as an instructional coach and MTSS Coordinator, and her success leading Bozeman School District elementary staff and principals through a variety of initiatives focused on student learning and success (K-12 MTSS resource mapping, 3-5 ELA materials adoption, PLC implementation).

Superintendent's Recommendation:

It is recommended that the Board of Trustees approve the Superintendent's recommendation to appoint Ms. Heather Chvojka Principal of Hyalite Elementary School effective July 1, 2022.

Other Alternatives:

1. Do not approve the recommendation.



Meeting Date:	April 11, 2022
Category:	Action Item - Singular - Elementary
Agenda Item #:	4.3.4
Originated By:	Pat Strauss, Director of Human Resources
Others Involved:	Casey Bertram, Superintendent

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Consider Approval of Morning Star Elementary Principal

Facts:

1. The Morning Star Principal position was an interim position for the 2021-2022 school year due to the movement of principal Mr. Darren Schlepp from Morning Star to Whittier Elementary.
2. A committee of staff, parents, executive cabinet and the superintendent conducted interviews with five candidates on March 30 and March 31, 2022.
3. After reviewing the interview feedback, application materials, background checks and related experience Mr. Will Dickerson is selected for his experience in both the elementary and high school as a special education teacher, his leadership as both a special education coordinator and interim elementary principal.

Superintendent's Recommendation:

It is recommended that the Board of Trustees approve the Superintendent's recommendation to appoint Mr. Will Dickerson Principal of Morning Star Elementary School effective July 1, 2022.

Other Alternatives:

1. Do not approve the recommendation.



Meeting Date:	April 11, 2022
Category:	Discussion Item
Agenda Item #:	5.1.1
Originated By:	Casey Bertram, Superintendent
Others Involved:	Montana School Boards' Association; Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Discuss recommended policy revisions

Facts:

1. The bulk of the policy revisions included for consideration by the Board were recently rolled out as part of the Montana School Boards' Association routine policy update service. The policies were developed by the Montana School Boards' Association and vetted by the Superintendent and Executive Cabinet.
2. In addition to the MTSBA policy updates above, policy #2413 was recently reviewed by the high school administrative team, Executive Cabinet, and the Superintendent. District initiated revisions are being recommended.
3. The recommended policy changes will appear on the April 25, 2022 Consent Agenda for approval.

Fiscal Impact:

N/A

Existing Policy	Proposed Policy	Status	Name	Notes
1520		Required update to existing recommended policy	<u>Board Staff Communications</u>	This policy has been updated to clarify that the provisions do not limit a staff member's right to comment during a board meeting under the Montana Constitution.
2167		Required update to existing recommended policy	<u>Enrichment Course Offerings--University Level/Dual Enrollment</u>	This policy has been updated to clarify that correspondence courses which a district does not pay for may not be included in the ANB calculation. A district can include those students taking a course "provided at district expense" in the ANB calculation as authorized by Policies 2050 and 3121 and Section 20-9-311(11), MCA, and Section 20-1-101(17), MCA.
2168		Required update to existing required policy	<u>Distance, Online, and Technology Learning</u>	This policy has been updated to clarify that distance learning courses which a district does not pay for may not be included in the ANB calculation. A district can include those students taking a course "provided at district expense" in the ANB calculation as authorized by Policies 2050 and 3121 and Section 20-9-311(11), MCA, and Section 20-1-101(17), MCA.
2170		Required update to existing recommended policy	<u>Digital Academy Classes</u>	This policy has been updated to clarify that digital academy courses which a district does not pay for may not be included in the ANB calculation. A district can include those students taking a course "provided at district expense" in the ANB calculation as authorized by Policies 2050 and 3121 and Section 20-9-311(11), MCA, and Section 20-1-101(17), MCA.
2312		Required update to existing required policy	<u>Copyright</u>	The policy has been updated to address the use and display of dramatic performances, musical works, motion pictures, or television programming in the school setting consistent with federal copyright law.
2413		District update to existing required	<u>Credit Transfer and Assessment</u>	Delete reference to class rank

		policy	<u>for Placement</u>	
2510		Required update to existing required policy	<u>School Wellness</u>	This policy has been updated to reflect changes to state and federal school wellness guidance and the names of specific programs.
3110		Required update to existing recommended policy	<u>Early Childhood Education Enrollment Exceptional Circumstances</u>	This policy has been updated to further strengthen the Early Enrollment for Exceptional Circumstances process by more closely aligning the identified circumstances with the constitutional requirement and statutory definition of a quality education. The policy now also specifically includes references to requirements for the Elementary and Secondary School Emergency Relief Fund and published studies on early childhood learning loss.
3121		Required update to existing recommended policy	<u>Enrollment and Attendance Records</u>	This policy has been updated to specifically authorize ANB for students enrolled for exceptional circumstances in accordance with Policy 3110 and to update legal citations.
3310		Required update to existing required policy	<u>Student Discipline</u>	This policy has been updated to specifically prohibit violations of state and federal law and now includes a provision prohibiting secretly recording others as outlined in state law.
3416		Required update to existing recommended policy	<u>Administering Medicines to Students</u>	This policy has been updated to clarify that an authorized physician may provide guidance on student medication and not only a school physician.
3612		Recommended update to existing recommended policy	<u>Student Use of District Provided Technology</u>	This policy and its related form and procedure have been updated to include district equipment that is issued to students. This change expands the policy to include more than just networks and accounts. It now includes physical equipment used or issued to a student.
5121		Recommended update to existing recommended policy	<u>Applicability of Personnel Policies</u>	This policy has been updated to include a provision on professional development plans as outlined in ARM 10.55.714.

5223		Required update to existing recommended policy	<u>Personal Conduct</u>	This policy has been updated to specifically include a provision prohibiting secretly recording others as outlined in state law.
5314		Recommended update to existing recommended policy	<u>Substitutes</u>	This policy has been updated to distinguish between classified and certified substitute staff and specify procedures for each type of substitute.
5321		Required update to existing recommended policy	<u>Leaves of Absence</u>	This policy has been updated to include a provision specifically authorizing the administrative team to request documentation supporting an employee's sick leave request as provided by state law.
7120		Recommended update to existing policy	<u>Financial Management</u>	This policy has been updated to align with the annual budget meeting date established in policy 1400.
8300		Recommended update to existing recommended policy	<u>Risk Management</u>	<p>This policy has been updated to include a provision about district security and authorizing staff to take necessary steps to implement safe school practices.</p> <p>Risk Management – This policy was adjusted to reflect other authorized entities or persons who may be in the building after hours to ensure consistency with Policy 4330.</p>

THE BOARD OF TRUSTEES

Policy 1520

Board/Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications

Staff Communications to the Board:

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This shall not deny any staff member's right to appeal administrative decisions to the Board, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances. **The provision does not limit or restrict employees from engaging in public comment during Board meetings as permitted by Montana law.**

Board Communications to Staff:

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools:

In accordance with Montana statutes, each Trustee shall visit each school of the District not less than once each school fiscal year to examine its conditions and needs. Trustees may share the responsibility for visiting each school in the District. Individual Board members interested in visiting schools should out of courtesy make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Social Interaction:

Staff and Board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations and general District problems can be anticipated. Discussions of personalities or staff grievances are not appropriate.

Legal Reference:	§ 20-3-324(22) M.C.A.	Powers and Duties
	§ 2-3-103, MCA	Public Participation

Policy History:

Adopted on:	9/22/1986
Revised on:	6/24/1991, 9/26/2016, 8/31/2020

INSTRUCTION

Policy 2167

Enrichment Course Offerings--University Level/Dual Enrollment

In order to expand the opportunities for students with special talents and abilities, student enrollment in special university courses may be allowed at student expense. The student must be at least a sophomore and have an overall weighted GPA of 3.00, or be accepted by the university, or be given special permission to enroll by the course instructor.

Credit may be applied when there is a dual credit agreement between the District and the university. Credit will be awarded pursuant to the guidelines in Policy #2410 and Procedure #2410P.

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

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

The District shall not be obligated to pay for a student’s correspondence courses unless otherwise specified in Policy 2170. **Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.**

No correspondence courses are allowed that serve to supplant required coursework in grades 9-12.

Cross Reference:	2410-2410P	High School Graduation Requirements
	2170	Digital Academy Classes
	<u>3121</u>	<u>Enrollment and Attendance</u>

Legal Reference:	§ 20-7-116, MCA	Supervised correspondence study
	ARM 10.55.906	High School Credit
	<u>§ 20-9-311, MCA</u>	<u>Calculation of average number belonging (ANB) -- three-year averaging</u>

Adopted on: 11/24/1986

Revised on: 1/14/2002, 5/10/2010, 8/18/2014, 12/14/2020, 1/10/2022

INSTRUCTION

Policy 2168

Distance, Online, and Technology-Delivered Learning

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

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

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

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

Fulfillment of academic program requirements for students in grades K-8 using distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course is part of a District program of study appropriate to the student's needs that cannot be met in the traditional school setting or schedule;
4. Approval for distance delivered coursework is granted for schools and institutions approved by the District after evaluation for a particular course offering and the course must meet end of course District proficiency standards as evaluated by a content-area team.

Individual student circumstances may be evaluated by a team established by the building principal.

The District will not be obligated to pay for a student’s distance learning courses unless otherwise specified in Policy 2170. **Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.**

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

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Credit for distance learning courses used to meet graduation requirements may be granted. Credit will be awarded pursuant to the guidelines in Policy #2410 and #2410P.

Cross Reference: 2410-2410P [High School Graduation Requirements](#)
 2100 [School Calendar and Year](#)
 2170 [Digital Academy Classes](#)
 3121 Enrollment and Attendance

Legal Reference: § 20-9-311(4)(d),MCA Calculation of Average Number Belonging
 ARM 10.55.705 Administrative Personnel; Assignment of School
 Administrators/Principals
 ARM 10.55.906 High School Credit
 ARM 10.55.907 Distance, Online, and Technology Delivered Learning

Policy History:
Adopted on: 12/10/2007
Revised on: 5/10/2010, 8/18/2014, 4/08/2019, 12/14/2020, 1/10/2022

INSTRUCTION

Policy 2170

Digital Academy Classes

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship. **Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.**

The Superintendent or designee, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.

Further, the online learning solutions providers ensure that:

- A. Online course providers are accredited by a nationally recognized accreditation program or agency or are approved and endorsed by the Montana Office of Public Instruction.
- B. Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well as a suitable number of online courses in which a student may enroll.
- C. The curriculum requirements of the state and school district are met.
- D. All online courses taken by the students will be approved by the administration in advance of enrollment.
- E. All teacher-led online courses include licensed, highly qualified teachers.

Cross Reference:	2100	School Calendar and Day
	2170P	Digital Academy Procedures
	3520	Student Fees, Fines, and Charges
	<u>3121</u>	<u>Enrollment and Attendance</u>

Legal Reference:	§20-7-1201, MCA	Montana digital academy – purposes - governance
	§20-7-1202, MCA	Funding – rulemaking authority
	§20-9-213, MCA	Fees
	<u>§ 20-9-311, MCA</u>	<u>Calculation of average number belonging (ANB) -- three-year averaging</u>

Policy History:

Adopted on: 8/09/2010

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Revised on: 1/10/2022

INSTRUCTION

Policy 2312

Copyright

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the District encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of staff to abide by District copying procedures and obey requirements of law. Under no circumstances will it be necessary for staff to violate copyright requirements in order to properly perform their duties. The District cannot be responsible for any violations of the copyright law by its staff.

The display of dramatic performances, musical works, motion pictures or television programming to students may only occur for educational purposes under the following standards:

- **During onsite instruction**
- **When viewed in a classroom or designated place of instruction**
- **With a lawfully made copy or via an authorized account**
- **As a regular part of instruction and directly related to the curriculum**

Employees should contact the administration with inquiries about accessing lawful copies of materials or accounts to access materials available via online platforms to ensure compliance with copyright laws.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with District procedures or is permissible under the law should consult the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

Legal Reference: 17 USC 101 - 1332 Federal Copyright Law of 1976

Policy History:

Adopted on: 11/24/1986

Revised on: 10/08/2012

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INSTRUCTION

Policy 2413

Credit Transfer and Assessment for PlacementGrades 9-12

Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be subject to examination and approval before being accepted by the District. This will be done by the school counselor or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and a school principal.

The credit evaluation committee will:

1. Document that a student has spent approximately the same number of classroom hours in home school as would have been spent in a regular class in the District;
2. Document that a student followed a curriculum essentially similar to that of a course for which credit is requested;
3. Document that in the event of a credit request in a lab, industrial arts, or music course, equipment and facilities were sufficient to meet required learning activities of the course;
4. Consider if a student has satisfactorily passed, in all courses in which a final exam normally is given, a final exam prepared and administered by a staff member in the District.

The District will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will be accepted only when a like course is offered in the District.

The school transcripts will record courses taken in home schools or non-accredited schools by indicating title of the course, school where the course was taken, and grade.

~~For the purpose of calculation of class rank, only those courses taken in an accredited school will be used.~~

Grades 1-8

Requests from parents of students in non-accredited, nonpublic schools for placement in the District school system will be evaluated by an assessment-for-placement team. That team will include:

1. A school principal;
2. One (1) teacher of the grade in which the student is being considered for enrollment; and
3. One (1) counselor (grades 6-8 only).

The assessment-for-placement team will cause the District-adopted norm-referenced test and/or the end-of-the-year subject-matter test to be administered and scored. The assessment-for-placement team will take into account the following in its recommendation for grade placement:

1. Documentation that the non-accredited, nonpublic school has provided a comparable number of hours as the child would have attended in a public or private school;

2. That the child followed a similar curriculum as would have been provided in an accredited public or private school;
3. That the result of the end-of-the-year test indicates the student has mastered most prerequisite skills; and
4. That the child achieved an NCE score of forty (40) or above on the Standard Achievement Test.

Parents of students in home schools are encouraged to maintain a log documenting dates of instruction, content of instruction, amount of time spent on that instruction, scores on tests, and grades in all activities.

The District is not obligated to provide instructional materials for other public or private schools.

If a parent or guardian is not in agreement with the placement of the child, he/she may request a hearing before the Board.

Legal Reference: § 20-5-110, MCA School district assessment for placement of a child who enrolls from a nonaccredited, nonpublic school

Policy History:

Adopted on: 11/24/1986

Revised on: 7/24/1989, 5/14/1990, 1/14/2002, 1/26/2004, 6/11/2007, 7/14/2008, 4/26/2019, 12/14/2020

INSTRUCTION

Policy 2510

School Wellness

The Bozeman Public Schools District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Bozeman Public Schools District that:

The development of the school wellness policy, at a minimum, will include:

1. *Community involvement*, including input from teachers of physical education and school health professionals, parents, students, school food service, the school Board, school administrators, educators, and the public. Training of this team of people on the components of a healthy school nutrition environment is recommended.
2. *Goals for nutrition education, nutrition promotion, physical activity, and other school-based activities* that are designed to promote student wellness in a manner that the local education agency determines appropriate.
3. *Implementation, Periodic Assessment, and Public Updates*, including expanding the purpose of the team of collaborators beyond the development of a local wellness policy to also include the implementation of the local wellness policy with periodic review and updates, inform and update the public every three years, at a minimum, (including parents, students, and others in the community) about the content and implementation of the local wellness policies, and to measure periodically and make available to the public an assessment of the local wellness policy, including:
 - The extent to which schools are in compliance with the local wellness policy;
 - The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
 - The progress made in attaining the goals of the local wellness policy.
4. *Nutrition guidelines* for all foods available on each school campus under the local education agency during the school day, with the objectives of promoting student health and nutrient-rich meals and snacks. This includes food and beverages sold in a la carte sales, vending machines, and student stores; and food and beverages used for classroom rewards and fundraising efforts.
5. *Guidelines for reimbursable school meals* to ensure that the District offers school meal programs with menus meeting the meal patterns and nutrition standards established by the U.S. Department of Agriculture.
6. *A plan for measuring implementation* of the local wellness policy, including designation of one or more persons within the local education agency or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the District's local wellness policy.

Nutrition Education and Nutrition Promotion

All students K-12 shall receive nutrition education that teaches the knowledge and skills needed to adopt healthy eating behaviors and is aligned with the **Montana's Health Enhancement and National Association of Sport and Physical Activity/American Alliance of Health, Physical Education, Recreation and Dance Physical Education Content Standards and Benchmarks**. ~~Montana's Health Enhancement Society of Health and Physical Educators (SHAPE) Health Education and Physical Education Content Standards~~. Nutrition education shall be integrated into the curriculum. Nutrition information and education shall be offered and promoted throughout the school campus and based on the U.S. Dietary Guidelines for Americans. Staff who provide nutrition education shall have the appropriate training, such as in health enhancement or family and consumer sciences.

Health Enhancement and Physical Activity Opportunities

The District shall offer health enhancement opportunities that include the components of a quality health enhancement program taught by a K-12 certified health enhancement specialist.

Health enhancement shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Health enhancement instruction shall be aligned with the **Montana's Health Enhancement/Physical Education Content**

Standards and Benchmarks. *Montana's Health Enhancement Society of Health and Physical Educators (SHEPE) Health Education and Physical Education Content Standards.*

All K-12 students of the District shall have the opportunity to participate regularly in supervised, organized or unstructured, physical activities, to maintain physical fitness, and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Nutrition Standards

The District shall ensure that reimbursable school meals and snacks meet the program requirements and nutrition standards found in federal regulations. The District shall encourage students to make nutritious food choices through accessibility, advertising and marketing efforts of healthful foods.

The District shall monitor all food and beverages sold or served to students **during the normal school day**, including those available outside the federally regulated child nutrition programs (i.e., a la carte, vending, student stores, classroom rewards, fundraising efforts), ~~by meeting the United States Department of Agriculture (USDA) Smart Snacks in Schools nutrition standards. Snacks provided to students during the school day without charge (e.g. class parties) will meet standards set by the district.~~ **The District shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students.** The Superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

Other School-Based Activities Designed to Promote Student Wellness

The District may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity, such as staff wellness programs, non-food reward system and fundraising efforts.

Maintaining Student Wellness

The Superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers, parents/guardians, students, school food service program, the school Board, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The Superintendent shall measure how well this policy is being implemented, managed, and enforced. The Superintendent shall report to the Board, as requested, on the District's programs and efforts to meet the purpose and intent of this policy.

Legal Reference: PL 108-265 The Child Nutrition and WIC Reauthorization Act of 2004
~~PL 111-296 The Healthy, Hunger-Free Kids Act of 2010~~

Policy History:

Adopted on: 3/06/2006
Revised on: 1/23/2012, 7/19/2019

STUDENTS

Policy 3110

Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll and admit a child to a school in the district when the child is 5 years of age or older on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees. Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision of this Policy.

Enrolling Students Under the age of 5 Before September 10 for Exceptional Circumstances

The administration shall review the criteria set forth in this policy and make the determination whether an individual student or class of students meets the criteria for exceptional circumstances. The administration shall then notify the parent(s)/legal guardian(s) of the administration's recommendation to the Board regarding the enrollment of the student(s) under the exceptional circumstances meriting waiving of the age requirements. The administration shall present the information to the Board for approval. In presenting the information to the Board, the administration shall remove all identifying information in order to protect the privacy rights of the student under state and federal law. The Board shall make the final decision on the enrollment of students under the District's exceptional circumstances policy.

The administration shall include children enrolled pursuant to this policy in the District's calculation of average number belonging (ANB) as reported to OPI to the extent allowed by law.

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in 20-5-101(3) and "special permission" within the meaning of that term as used in 20-7-117 MCA, that merit waiving the age provisions of 20-7-117 MCA for qualifying children under 5 years of age and over 19 years of age. **These qualifying exceptional circumstances are based on the educationally relevant factors to establish a basic system of free quality public elementary and secondary school specified in Section 20-9-309, MCA and as required by Article X, section 1, of the Montana Constitution:**

1. A child at least 3 years of age with a disability qualifying the child for services under the federal Individuals with Disabilities Education Act.
2. A child who is 4 years of age or older on or before September 10 of the school year in which enrollment is to occur who:
 - a. Meets the income eligibility of 200% or less of the Federal Poverty Guidelines; or
 - b. Is Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act; or
 - c. Is homeless as defined in 42 U.S. Code § 11302, or, **as determined by the administration, exhibits other characteristics or lives in circumstances that are uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or typical which place the child at risk of failing to achieve at adequate levels, or,**
 - d. Has moved into the district and has met the age requirements of another state and were enrolled in either a kindergarten or first grade in that state, **or**

- e. **Is an enrolled member of a federally recognized American Indian Tribe, or**
 - f. **Is an at-risk student as defined in Section 20-1-101(4), MCA, or.**
 - g. Does not meet the requirements of a. through f. but is recommended for enrollment by administration in order to effectively use District resources. These students will be placed on a first come first served basis.
3. A pupil with a disability who is over 19 years of age and has not yet reached 21 years of age by September 10 of the school year, and who is receiving special education services pursuant to 20-7-411(4)(a) if:
- a. The student has not graduated;
 - b. The student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
 - c. The student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after the age of 16.

In addition, under certain extenuating circumstances, the superintendent may grant the privilege of school attendance to persons whose 19th birthday falls before September 10 of the academic year under consideration. This privilege may be extended to all regular education and Special education students when:

- 1. A student has not completed graduation requirements, but could do so within one additional year of school attendance beyond four years in a regular education setting or an equivalent in a non- graded classroom.
- 2. The student is a resident of the District as defined in 1-1-215-M.C.A.
- 3. The educational needs of the student can be met within the District's existing educational program.
- 4. The student will be less than 20 years of age during the entire semester of attendance.

Unless otherwise allowed by law, these students may not be counted for ANB purposes.

School Entrance

- 1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child¹ to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141.
- 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
- 3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The Superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency.

The student will be placed in student data management system as soon as enrolled under this provision. The student will attend classes during preliminary enrollment and the Board authorizes the administration to provide offsite instruction to the student if not present in the District. The District will include a student enrolled under this provision as part of the calculation of ANB.

Transfer:

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8):

A student transferring into the District will be admitted and placed subject to observation by appropriate teachers and a building principal during a probation period of six (6) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade and level placement.

Secondary Grades (9-12) Credit Transfer:

A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity.

Legal Reference:	<u>§ 20-1-101, MCA</u>	<u>Definitions</u>
	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.16.3122, ARM	Local Educational Agency Responsibility For Students with Disabilities
	10.55.601, et seq., ARM	Accreditation Standards: Procedures
	Chapter 20 – 2021 General Legislative Session	
	HB 246 – 2021 General Legislative Session	
	HB 233 - 2021 General Legislative Session	

Policy History:

Adopted on: 1/12/1987

Revised on: 9/28/2015, 8/14/2017, 1/10/2022

STUDENTS

Policy 3121

Enrollment and Attendance Records

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

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

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under § 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- Receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district;
- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;
- **A student enrolled by the Board for exceptional circumstances as defined in applicable District policies and in accordance with Section 20-5-101, MCA.**
- A student participating in an "innovative educational program" as defined in Section 15-30-3102, MCA;

- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under § 20-9-707, MCA.
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under § 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
 - the student has not graduated;
 - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
 - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

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

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

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

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

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

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

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

Homeless Youth and Foster Children

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

Cross References: 3510 School Sponsored Activities
 2600 Work Based Learning
 2420P Grading and Reporting Guidelines
 1010FE/3100 Early Enrollment for Exceptional Circumstances

Legal Reference: § 1-1-215, MCA Residence – rules for determining
 § 20-9-311, MCA Calculation of average number belonging (ANB) -- three-year averaging.

§ 20-9-706, MCA	Running start program – authorizing class credits at postsecondary institution – eligibility – payment for credits
§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
§ 20-5-101, MCA	<u>Admittance of child to school</u>
29 U.S.C. 794	Nondiscrimination under Federal grants and programs
34 CFR 300.1, et seq.	Assistance to states for the education of children with disabilities
Chapter 297	2021 General Legislative Session
Chapter 269	2021 General Legislative Session
Chapter 247	2021 General Legislative Session
Chapter 406	2021 General Legislative Session

Policy History:

Adopted on: 10/12/2020
Revised on: 1/10/2022

STUDENTS

Policy 3310

Student Discipline

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

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

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules, **violating state or federal law, or not honoring** regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- **Records or causes to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation**
- Violating a "no contact agreement" or violating court orders including restraining orders obtained by other students or staff.

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

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

Disciplinary Measures

Disciplinary measures include but are not limited to:

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

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

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

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

Cross Reference:	3300 Suspension and Expulsion - Corrective Actions and Punishment 3226 Bullying/Harassment/Intimidation/Hazing 5015 Bullying/Harassment/Intimidation
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Legal Reference:	§ 16-11-302(1)(7), MCA Definitions § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment – penalty defense § 20-5-202, MCA Suspension and expulsion § 45-8-361, MCA Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions § 45-5-637, MCA Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is
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29 U.S.C. § 701 prohibited – unlawful attempt to purchase - penalties
Rehabilitation Act of 1973
§ 45-8-213, MCA **Privacy in communications**
Title 16, Chapter 12 MCA **Montana Marijuana Regulation and Taxation**

Policy History:

Adopted on:

11/24/1986

Revised on:

7/11/2005, 3/28/2011, 8/10/2015, 12/10/2018, 1/25/2021, 6/14/2021

Bozeman Public Schools

STUDENTS

Policy 3416

Administering Medicines to Students

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

Administering Medication

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

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

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

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

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

Emergency Administration of Medication

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

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

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

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and retain the documentation.

Self-Administration of Medication

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

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student’s parent, an individual who has executed

- a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A school employee authorized, in writing, to assist students with self-administration of medications, may only rely on the following techniques:

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

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

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

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

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

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

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

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

Self-Administration and Possession of Other Medications

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

to self-carry or possess controlled medication during school hours.

Administration of Glucagons

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

Handling and Storage of Medications

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

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

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

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

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

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

Disposal of Medication, Medical Equipment, Personal Protective Equipment

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a

caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Medical sharps must be disposed of in an approved sharps container. Building administrators should contact the school nurse when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps containers is the responsibility of the school nurse in accordance with the Montana Infectious Waste Management Act and the manufacturer guidelines specific to the container.

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

Policy History:

Adopted on:

Revised on: 10/11/2021

STUDENTS

Policy 3612

District-Provided Access to Electronic Information, Services, and NetworksGeneral

The District makes Internet access and interconnected computer systems **and equipment** available to District students and faculty. The District provides **equipment and** electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its **equipment**, network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of **equipment**, network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District **equipment and** electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals.

Acceptable Uses

1. Educational Purposes Only. All use of the District's **equipment and** electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the **equipment and** computer network and Internet access and any and all information transmitted or received in connection with such usage.
2. Unacceptable Uses of **Equipment and** Network. The following are considered unacceptable uses and constitute a violation of this policy:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its **equipment**, computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the **equipment**, network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its **equipment**, computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of initiating an investigation of a user's use of access to its **equipment**, computer network and the Internet.

Violations

Violation of this policy will result in a loss of access and may result in other disciplinary or legal action. The principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

Policy History:

Adopted on: 4/23/2012

Revised on

Bozeman Public Schools

HUMAN RESOURCES

Policy 5121

Applicability of Personnel Policies

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between terms of a collective bargaining agreement and District policy, the terms of the collective bargaining agreement shall prevail for staff covered by that agreement.

Board policies will govern when a matter is not specifically provided for in an applicable collective bargaining agreement.

Each personnel position in the District will be directed by a position description that delineates the responsibilities of the employee. The employee will receive the position description with the employment contract. Position descriptions are available upon request. The Board of Trustees will regularly review the position descriptions.

Professional Development

If not otherwise addressed in the applicable collective bargaining agreements, the Board shall establish an advisory committee to evaluate the District's current school year professional development plan; and develop and recommend a plan for the subsequent school year. The advisory committee shall include, but not be limited to, trustees, administrators, and teachers. A majority of the committee shall be teachers. Each school year the Board shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee that meets the requirements of ARM 10.55.714.

Legal Reference:	§ 39-31-102, MCA	Chapter not limit on legislative authority
	ARM 10.55.701(d)	Board of Trustees

Policy History:

Adopted on:	12/8/1986
Revised on:	1/25/2021

Bozeman Public Schools

HUMAN RESOURCES

Policy 5223

Personal Conduct

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. School District employees will abide by all district policies, state and federal laws in the course of their employment. Where applicable, employees will abide by and honor the professional educator code of conduct.

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

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

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

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication and confidential information should only be communicated on a need to know basis. **Employees shall not record or cause to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.**

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

Firearms and Weapons

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

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

For purposes of this policy, “non-firearm weapon” means any object, device, or instrument designed as a weapon or through its use is capable of intimidating threatening or producing bodily harm or which may be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

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

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

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

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

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

Legal Reference:	§ 20-1-201, MCA	School officers not to act as agents Title 2, Chapter 2, Part 1 Standards of Conduct
	§ 39-2-102, MCA	What belongs to employer
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	§ 45-5-501, MCA	Definitions
	§ 45-5-502, MCA	Sexual Assault
	ARM 10.55.701(2)(d)	Board of Trustees
	<u>§ 45-8-213, MCA</u>	<u>Privacy in communications</u>

Policy History:

Adopted on:	12/8/1986
Revised on:	2/11/1991, 3/03/2003, 9/09/2013, 1/25/2021, 6/14/2021, 1/10/2022

HUMAN RESOURCES

Policy 5314

Substitutes

The Superintendent or designee will regularly approve a list of acceptable substitutes **for classified and certified staff** that meet the guidelines as prescribed in this policy. Appearance on the substitute list **authorizes the administration to call upon a substitute to temporarily work for the District but** does not guarantee employment.

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

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

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

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

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

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

Legal Reference:	10.55.716, ARM	Substitute teachers
	<u>10.57.107, ARM</u>	<u>Emergency Authorization of Employment</u>

Policy History:

Adopted on:	12/08/1986
Revised on:	4/28/2003, 1/25/2021, 1/10/2022

Bozeman Public Schools

HUMAN RESOURCES

Policy 5321

Leaves of Absence

Sick and Bereavement Leave

Certified employees will be granted sick leave according to terms of their collective bargaining agreement.

Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, “sick leave” is defined as a leave of absence, with pay, for a sickness suffered by an employee or an employee’s immediate family. Sick leave may be used by an employee when they are unable to perform job duties because of:

- A physical or mental illness, injury, or disability;
- Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee’s child;
- Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;
- Short-term attendance, in an agency’s discretion, to care for a person (who is not the employee or a member of the employee’s immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at an agency’s discretion, another person when Bereavement leave is not available as defined in the CBA.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with this policy and governing collective bargaining agreements.

It is understood that seniority will accumulate while a teacher or employee is utilizing sick leave credits. Seniority will not accumulate, unless an employee is in a paid status. Abuse of sick leave is cause for disciplinary action up to and including termination of employment. **The administration is authorized to request documentation or evidence supporting a leave request.**

Immediate family is defined as an employee’s spouse and any member of the employee’s household, or any parent, child, grandparent, grandchild, or corresponding in-law.

Personal and Emergency Leave

Teachers will be granted personal and emergency leave according to terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable by the District, leave approval will so state.

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2. Leave will be granted only in units of half (1/2) or full days.
3. Notice of at least one (1) week is required for any personal leave of less than one (1) week; notice of one (1) month is required for any personal leave exceeding one (1) week.
4. With approval of the Board, the Superintendent has the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave. The employee will not receive fringe benefits during any personal leave of greater than fifteen (15) days. During the leave, the employee may pay the District's
 - a. share of any insurance benefit program in order to maintain those benefits, provided that is acceptable to the insurance carrier. Staff using personal leave will not earn any sick leave or annual leave credits or any other benefits during the approved leave of absence.

Civic Duty Leave

Leaves for service on either a jury or in the Legislature will be granted in accordance with state and federal law.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to the District all juror and witness fees and allowances (except for expenses and mileage). The District may request the court to excuse an employee from jury duty, when an employee is needed for proper operation of the school.

Legal Reference:	42 U.S.C §2000e	Equal Employment Opportunities
	§ 2-18-601(15), MCA	Definitions
	§ 2-18-618, MCA	Sick leave
	§ 2-18-619, MCA	Jury Duty – Service as Witness
	§ 39-2-104, MCA	Mandatory Leave of Absence for employees Holding public office
	§ 49-2-310, MCA	Maternity leave – unlawful acts of employers
	§ 49-2-311, MCA	Reinstatement to job following pregnancy- related leave of absence

Policy History:

Adopted on: 12/08/1986
Revised on: 1/25/2021

Bozeman Public Schools

FINANCIAL MANAGEMENT

Policy 7120

Budget Preparation and Adoption

The Board of Trustees shall discuss the ensuing year's Elementary and High School District budgets at any meeting between January 1 through July 31 each year.

The Board of Trustees shall meet at their regular place of meeting **on the date specified in Policy 1400 - Board Meetings** ~~on the second Monday of August each year~~, for the purpose of adopting final budgets for the Elementary and High School Districts. A notice of said meeting shall be published in a newspaper of general circulation between July 24 and August 4. The resulting budgets shall constitute the final budgets of the Elementary and High School Districts for the current fiscal year. After the final budgets are adopted, they shall be forwarded to the County Superintendent of Schools.

Cross Reference: Policy 1400 Board Meetings

Legal Reference: All proceedings pertaining to the adoption of budgets shall be conducted in accordance with Montana Code Annotated (M.C.A.), Sections 20-9-101 through 20-9-142.

Policy History:

Adopted on: 12/08/1986

Revised on: 3/25/1996, 6/10/1997, 8/11/1997

NONINSTRUCTIONAL OPERATIONS

Policy 8300

Risk Management

The Board believes that the District must identify and measure risks of loss which may result from damage to or destruction of District property or claims against the District by persons claiming to have been harmed by action or inaction of the District, its officers or staff. The District will implement a risk management program to reduce or eliminate risks where possible and to determine which risks the District can afford to assume. Such a program will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring, or joint employment of a risk manager. The Board will assign primary responsibility for administration and supervision of the risk management program to a single person and will review the status of the risk management program each year.

The District will purchase surety bonds for the Superintendent, Clerk, and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations.

Security

Security means not only maintenance of buildings, but also protection from fire hazards, intruders, damage, vandalism, and faulty equipment. The District shall implement safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors.

An adequate key control system shall be established which shall limit access to buildings to authorized staff and individuals shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of security officers may be approved in situations where special risks are involved. All incidents of vandalism, unauthorized access and burglary shall be immediately reported to the Superintendent or designee and to law enforcement agencies as appropriate.

Legal Reference:	§ 20-6-608, MCA	Authority and duty of trustees to insure district property
	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§§ 2-9-101, et seq., MCA	Liability Exposure
	§ 2-9-211, MCA	Political subdivision insurance
	§ 2-9-501, MCA	Application – bonds excepted

Policy History:

Adopted on: 12/08/1986

Revised on:



Meeting Date: April 11, 2022

Category: Discussion

Agenda Item #: 5.1.2

Originated By: Mike Waterman, Executive Director of Business and Operations

Others Involved:

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

Discuss New Policy 7520 and Proposed Revisions to Policies 7120, 7143, 7425, and 7427

Discussion:

1. On November 8, 2021, the Board of Trustees approved a resolution to move the District's banking relationship outside of the County Treasurer.
2. An Agreement with the County is also required by state law. That agreement is proposed under action item 3.4.3 in this agenda.
3. To implement this change, revisions to policies 7120, 7143, 7425, and 7427 are required. In addition, a new policy (7520 - Independent Investment Accounts) is also needed. That new policy is based on the MTSBA model policy for that issue, with adjustments made to fit the District's specific situation.
4. These revisions will appear on the April 25, 2022 Consent Agenda for final consideration and approval.

Bozeman Public Schools

FINANCIAL MANAGEMENT

Policy 7120

Budget Preparation and Adoption

The Board of Trustees shall discuss the ensuing year's Elementary and High School District budgets at any meeting between January 1 through July 31 each year.

The Board of Trustees shall meet at their regular place of meeting **on the date specified in Policy 1400 - Board Meetings** ~~on the second Monday of August each year~~, for the purpose of adopting final budgets for the Elementary and High School Districts. A notice of said meeting shall be published in a newspaper of general circulation between July 24 and August 4. The resulting budgets shall constitute the final budgets of the Elementary and High School Districts for the current fiscal year. After the final budgets are adopted, they shall be forwarded to the County Superintendent of Schools.

Cross Reference: **Policy 1400 Board Meetings**

Legal Reference: All proceedings pertaining to the adoption of budgets shall be conducted in accordance with Montana Code Annotated (M.C.A.), Sections 20-9-101 through 20-9-142.

Policy History:

Adopted on: 12/08/1986

Revised on: 3/25/1996, 6/10/1997, 8/11/1997

Bozeman Public Schools

FINANCIAL MANAGEMENT

Policy 7143

Lapse of Budget

As of June 30, the last day of the fiscal year, all appropriations for a budgeted fund shall lapse with the exception of:

1. Uncompleted improvements in progress of construction; and
2. Any obligation for the purchase of personal property ordered but not paid for during the current fiscal year ~~which is properly obligated with the county treasurer.~~

Claims presented under a lapsed appropriation shall be an obligation of the budget for the next fiscal year.

Legal Reference: 20-9-209 MCA

Policy History:

Adopted on: 12/08/1986

Revised on: 11/11/1991

Bozeman School District

FINANCIAL MANAGEMENT

Policy 7425

Extra- and Co-Curricular Funds

The Board of Trustees is responsible for the establishment of an extracurricular fund for the purposes of the receipts and expenditures of money collected for pupil extracurricular functions through approved student body organizations and activities. All extracurricular money shall be (1) deposited and expended by check or purchasing card from a bank account maintained by the school district for the extracurricular fund, ~~or (2)~~ **deposited and expended by check or purchasing card from an Independent Investment Account structure, or (3)** deposited and expended through the county treasurer as a depository for student funds. No other district monies shall be commingled with student extracurricular funds.

The admission of new clubs or activities to the extracurricular fund requires approval from the Board of Trustees. Requests for account changes, transfers or account closures and related documentation must be submitted to the Business Office. All transactions made in the student extracurricular funds are subject to approval of the Board of Trustees.

The Board of Trustees authorizes the Superintendent or designee to designate the extracurricular fund custodians. The accounting procedures for all student extracurricular funds shall be established according to the State of Montana, Office of Public Instruction, procedures as set forth in the Student Activity Fund Accounting Handbook distributed by the Montana Association of School Business Officials.

Legal Reference:	§ 2-7-503, MCA	Financial reports and audits of local government entities
	§ 20-9-504, MCA	Extracurricular fund for pupil functions

Cross Reference: 7520 Independent Investment Accounts

Policy History:

Adopted on:	12/08/1986
Revised on:	2/14/1994, 9/21/2020

Bozeman Public Schools

FINANCIAL MANAGEMENT

Policy 7427

Clearing Accounts

The Board of Trustees authorizes the establishment of clearing accounts with the County Treasurer **or as a part of an Independent Investment Account structure**. The purpose of the clearing accounts shall be to facilitate accounting of the disbursements from all the school district funds. Clearing accounts, which will be temporary and have a normal balance of zero, will have no purpose other than to facilitate accounting.

Cross Reference: 7520 Independent Investment Accounts

Policy History:

Adopted on: 12/08/1986

Revised on:

FINANCIAL MANAGEMENT

Policy 7520

Independent Investment Accounts

The Board authorizes the establishment of independent investment accounts separate and apart from those funds maintained by the county treasurer. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted fund, except those specifically prohibited by law.

The District may either:

1. Establish and use the account as a non-spending account, returning sufficient funds to the county treasurer in time to pay all claims against the applicable fund; or
2. Establish an associated subsidiary checking account to facilitate transfers to and expenditures from the investment account, provided:
 - a. All transactions are accounted for and reported as required by applicable accounting principles, and
 - b. The District enters into a written agreement with the county treasurer, in accordance with §20-9-235, MCA.

<u>Legal Reference:</u>	<u>§ 20-9-235, MCA</u>	<u>Authorization for school district investment account</u>
	<u>ARM 10.10.612</u>	<u>Spending Investment Accounts</u>

Policy History:

Adopted on:

Revised on:



Meeting Date:	April 11, 2022
Category:	Reports
Agenda Item #:	7.1
Originated By:	Casey Bertram, Superintendent
Others Involved:	Executive Cabinet

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

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



Meeting Date: April 11, 2022

Category: Reports

Agenda Item #: 7.2

Originated By: Trustees

Others Involved: _____

MOTION	SECOND	AYES	NAYS	ABSTAIN

Topic:

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



Bozeman School District 7

404 West Main

Bozeman, Montana 59715

Core Purpose

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

Core Values

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

Big Audacious Goal – Envisioned Future

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

Goals of the Bozeman Public School District

Goal Area 1: Academic Performance:

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

Goal Area 2: Operations and Capacity Building:

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

Goal Area 3: Community Engagement and External Relations:

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

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

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



Welcome to the Bozeman Public Schools Board of Trustees meeting!

If this is your first meeting

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

What is the purpose of these meetings?

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

How can I address the trustees?

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

Remember our Disclaimer:

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



BOARD OF TRUSTEES

TERM

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

EXECUTIVE CABINET

POSITION

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

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

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BOARD OF TRUSTEE STANDING COMMITTEE ASSIGNMENTS

Equity Advisory Committee

Trustees

Lei-Anna Bertelsen
Kevin Black

Long-Range Strategic Planning (LRSP)

Trustees

Douglas Fischer
Sandy Wilson

Long-Range Facilities Planning (LRFP)

Trustees

Kevin Black
Gary Lusin
Tanya Reinhardt

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

Trustees

Gary Lusin
Douglas Fischer - Alternate

District Safety

Trustees

Tanya Reinhardt
Sandy Wilson

Student Inclusion and Resiliency Initiative (SIRI)

Trustees

Douglas Fischer
Lisa Weaver

Wellness Advisory Council (WAC)

Trustees

Gary Lusin

BOARD OF TRUSTEE AD-HOC OR AS NEEDED COMMITTEES

Certified (BEA) Negotiations

Trustees

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

Classified (CBEA) Negotiations

Trustees

Kevin Black

Bozeman High School Construction Liaison

Trustees

Kevin Black

BOARD OF TRUSTEE REPRESENTATION ON COMMITTEES/COUNCILS ASSOCIATED WITH BSD7

Bozeman Schools Foundation (BSF)

Trustees

Greg Neil

MTSBA Municipal Director and Delegates

Trustees

Gary Lusin, Director

Lei-Anna Bertelsen

Greg Neil, Delegate

Tanya Reinhardt, Delegate

Sandy Wilson, Delegate

SCHOOL LIAISONS

Bozeman High School/Bridger Charter Academy

Gallatin High School

Chief Joseph Middle School

Sacajawea Middle School

Emily Dickinson Elementary School

Hawthorne Elementary School

Hyalite Elementary School

Irving Elementary School

Longfellow Elementary School

Meadowlark Elementary School

Morning Star Elementary School

Whittier Elementary School

Bozeman Online Charter School (BOCS)

Kevin Black

Sandy Wilson

Lei-Anna Bertelsen

Kevin Black

Gary Lusin

Tanya Reinhardt

Douglas Fischer

Douglas Fischer

Lisa Weaver

Sandy Wilson

Greg Neil

Greg Neil

Gary Lusin

Bozeman School District #7

BOARD REOCCURRING CALENDAR



JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

- Call for Annual School Elections
- School District Calendar Approval

MARCH

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

APRIL

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

MAY

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

JUNE

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

MONTH VARIES

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

BOARD OF TRUSTEES

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



Bozeman Public Schools Upcoming Board Meetings

April 11	Monday	Regular Board Meeting	5:45 PM
*April 25	Monday	Special Board Meeting	5:45 PM
May 16	Monday	Regular Board Meeting	5:45 PM
*May 23	Monday	Special Board Meeting	5:45 PM
June 13	Monday	Regular Board Meeting	5:45 PM
*June 27	Monday	Special Board Meeting	5:45 PM
July 11, 2022	Monday	Regular Board Meeting	5:45 PM
*July 25, 2022	Monday	Special Board Meeting	5:45 PM
August 15, 2022	Monday	Regular Board Meeting	5:45 PM
*August 22, 2022	Monday	Special Board Meeting	5:45 PM
September 12, 2022	Monday	Regular Board Meeting	5:45 PM
*September 26, 2022	Monday	Special Board Meeting	5:45 PM
October 10, 2022	Monday	Regular Board Meeting	5:45 PM
*October 24, 2022	Monday	Special Board Meeting	5:45 PM
November 14, 2022	Monday	Regular Board Meeting	5:45 PM
*November 28, 2022	Monday	Special Board Meeting	5:45 PM
December 12, 2022	Monday	Regular Board Meeting	5:45 PM
January 9, 2023	Monday	Regular Board Meeting	5:45 PM
*January 23, 2023	Monday	Special Board Meeting	5:45 PM
February 13, 2023	Monday	Regular Board Meeting	5:45 PM
*February 27, 2023	Monday	Special Board Meeting	5:45 PM
March 6, 2023	Monday	Regular Board Meeting	5:45 PM
*March 27, 2023	Monday	Special Board Meeting	5:45 PM
April 10, 2023	Monday	Regular Board Meeting	5:45 PM
*April 24, 2023	Monday	Special Board Meeting	5:45 PM

May 15, 2023	Monday	Regular Board Meeting	5:45 PM
*May 22, 2023	Monday	Special Board Meeting	5:45 PM
June 12, 2023	Monday	Regular Board Meeting	5:45 PM
*June 26, 2023	Monday	Special Board Meeting	5:45 PM

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



**Bozeman Public Schools
Upcoming Board Luncheons
12:00 PM - 1:30 PM**

April 19	Tuesday	Irving
May 3	Tuesday	Gallatin High
May 10	Tuesday	Chief Joseph
May 17	Tuesday	Hyalite



Bozeman Public Schools Calendar 2021-2022

PIR Dates & Conferences - No School

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

Holidays & School Closures- No School

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

Important Dates

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

Grading Periods

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

JULY • 2021

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AUGUST • 2021

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SEPTEMBER • 2021

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OCTOBER • 2021

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NOVEMBER • 2021

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DECEMBER • 2021

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JANUARY • 2022

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FEBRUARY • 2022

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MARCH • 2022

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APRIL • 2022

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MAY • 2022

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JUNE • 2022

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Revised: 08/12/2021

Please note that our individual schools might have additional important dates related to other school functions.
Please check with your local school for these dates and events.



Bozeman Public Schools Calendar 2022-2023

PIR Dates & Conferences - No School

August 24-26	K-12 PIR Day
September 26	K-12 PIR Day
October 20-21	K-12 PIR Day
October 27-28	K-5 P/T Conferences
January 16	K-12 PIR Day
January 23-24	9-12 PIR Day
April 13-14	K-5 P/T Conferences
April 13	K-8 PIR Day
April 14	K-12 PIR Day
May 26	K-12 PIR Day
June 9	K-12 PIR Day

Holidays & School Closures- No School

September 5	Labor Day
November 23-25	Thanksgiving
December 19-30	Winter Break
January 16	Martin Luther King Jr.
February 20	President's Day
March 13-17	Spring Break
May 29	Memorial Day

Important Dates

August 29	School Begins 1-12
September 1	Kindergarten begins
January 18-20	HS Final Exams
June 3	HS Graduation!
June 8	Last Day of School, students released at 12:45 p.m.

Grading Periods

K-5:	January 20 June 8
6-8:	Trimester 1: November 18 Trimester 2: March 3 Trimester 3: June 8
9-12:	Period 1 - October 7 Period 2 - November 18 1st Semester - January 20 Period 1 - March 3 Period 2 - April 21 2nd Semester - June 8

Revised: 03/04/2022

JULY • 2022						
S	M	T	W	T	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 • 2022						
S	M	T	W	T	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 • 2022						
S	M	T	W	T	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	

OCTOBER • 2022						
S	M	T	W	T	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 • 2022						
S	M	T	W	T	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 • 2022						
S	M	T	W	T	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 • 2023						
S	M	T	W	T	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 • 2023						
S	M	T	W	T	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 • 2023						
S	M	T	W	T	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 • 2023						
S	M	T	W	T	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 • 2023						
S	M	T	W	T	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 • 2023						
S	M	T	W	T	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						

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

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

[Double Click to Return to Agenda](#)