

# Townsend K12 School District #1



School Board Meeting

December 12, 2023

6:00 pm

Library Community Room

Together We Inspire, We Lead, We Excel!

**2023-2024**

**Board Chairman — Jason Noyes**

**Board Vice-Chairman — Chase Ragen**

**Student Services Committee**

Activities, Attendance and Discipline, Wellness, Technology and Transportation

**Vanessa Flynn, Chase Ragen (Alternate – Daniel Truesdell)**

**Curriculum Committee**

K-12 Curriculum, Vocational Education, Community Education and Staff Development

**Jason Noyes, Jason Kool (Alternate – Vanessa Flynn)**

**Operations Committee**

Insurance and Facilities

**Jason Noyes, Daniel Truesdell (Alternate – Jason Kool)**

**Community Involvement Committee**

**Vanessa Flynn, Daniel Truesdell (Alternate – Jason Noyes)**

**Negotiations**

**Jason Noyes, Chase Ragen (Alternate – Vanessa Flynn)**

**Library Board**

**Vanessa Flynn, Jason Kool**

# ***Townsend K-12 School District #1***

## ***Townsend Board of Trustees***

### **Board Meeting Agenda**

**Tuesday, December 12, 2023**

**6:00 PM –Community Room**

**201 North Spruce Street, Townsend, MT 59644**

**Call to order and roll call.**

**Public Participation on Non-Agenda Items:** *Members of the community are given an opportunity to make brief comments to the Board on matters not included on the agenda. Comments should be on issues not on the agenda, the comments should not infringe on an individual's constitutional right of privacy and should stay within a three to five-minute timeframe. Public comments on non-agenda items will not be voted on by the board during this meeting. Please state your name and issue you wish to address.*

### **Recognition of Individuals, Delegations, and Correspondence**

#### **1. Items of Discussion, Information, and Action:**

- 1.1 Transportation Update
- 1.2 High School Baseball Program
- 1.3 School Resource Officer in Partnership with Broadwater County Sheriff's Office
- 1.4 Townsend School District and Community Radio
- 1.5 Library Board Update- Interlocal Agreement, ALA American Library Association Membership

#### **2. Consent Agenda:**

- 2.1 Approval of Minutes
- 2.2 Approval of Warrants

#### **3. Action Items**

- 3.1 Approve the 21<sup>st</sup> Century Program MOU to STOKE - Pottery Program
- 3.2 Approve Safety and Communication Application
- 3.3 Approve the Student Attendance Agreements- Three Forks School District
- 3.4 Approve Response to Schaubert Surveying, Inc. – Subdivision Proposal
- 3.5 Personnel

#### Resignations

- Paraprofessional- Megan Osborne
- Paraprofessional- Cindy Wheeling (Retired)
- Close Up- Joe Gill

#### Employment

- Substitute- Whitney Robertson
- Boys Basketball Volunteer- Trey Hoveland
- Winter Cheer Volunteer- Mackaylyn Smedley
- Bus Driver- Todd Kitto
- Paraprofessional- Ashlynn Stephens
- Paraprofessional- Colleen Dales
- 5<sup>th</sup> Day Program- Jenna Frazier
- Adult Education and Facilities Coordinator- Audrey Martin

*Board packet information regarding agenda items may be viewed at the district office prior to the school board meeting (8-3:30 Thursday, Friday, Monday or Tuesday.) Information may also be obtained on-line on the district website.*

- ASL/Paraprofessional Long-term Sub- Gracie Olds

### 3.6 Policy Review

#### Second Reading:

- Policy 1007FE- Multi District Agreements
- Policy 1009FE- Teacher Recruitment and Retention
- Policy 8301- District Safety

#### First Reading:

- Policy 1400 – Board Meetings
- Policy 1511 – Code of Ethics
- Policy 1610 – Goals and Objectives
- Policy 2151F – Assumption of Risk Form
- Policy 2320 – Field Trips and Excursions
- Policy 3305 – Seclusion and Restraint
- Policy 3310P- Risk Assessments
- Policy 3410 – Student Health and Examinations
- Policy 3410F – Medical Consent Form
- Policy 3413F2 – Immunization Religious Exemption Form
- Policy 3431 – Emergency Treatment
- Policy 5223 – Personal Conduct
- Policy 5330 – Maternity and Paternity Leave

#### Under Development:

- Policy 1010FE- Early Enrollment for Exceptional Circumstances

### 4. Reports

- 4.1 Principal's Reports
- 4.2 Superintendent's Report

### 5. Adjourn



**Townsend K-12 School District #1**  
**Board Meeting Agenda**  
**Tuesday, December 12, 2023**  
**6:00 PM –Community Room**  
**201 North Spruce Street, Townsend, MT 59644**

**Informational**

**Call to Order & Review of Agenda**

**Public Participation**

**Recognition of Individuals, Delegations, and Correspondence**

**Items of Discussion:**

**Transportation Update-** Ed Shindoll and Jeramy Rice

**High School Baseball Program**

- City Council of Townsend meeting scheduled for December 19, 2023 is the next available date to comment on follow up items such as; scheduling the use of fields.
- Determination and commitment of practice location.
- Does the Board want to move as Missoula did based on fundraising and grassroots efforts to launch the program?
  - Missoula: for the sport to start in 2025, fundraising milestones must be met by parents and parties interested in getting the ball rolling. The entire first-year hinges on money from fundraisers. Baseball will be made budget-neutral in 2026.
- Budget Updates: Can the district sustain the annual expense ranging from \$15,000- \$18,695?
- Will there be ongoing fundraising contribution to support the program?
- Will student body interest remain strong? How does this impact golf and track?

**School Resource Officer Program**

- Create Draft MOU
- Position Update from Sheriff Rauser
- Select SRO Office Location within the School.
- Training Funds Secured within the Schools FY25 Targeted Grant for the SRO.

**98.3 Radio Station**

- Meeting with Debbie Randolph, Ken Franks, and Luke Carr on the radio station operations scheduled.
- Survey is Out Online.
- Newspaper Print Version Available Soon.
- On the Air Advertisements Under Construction.

### **Library Board Update**

- Interlocal Agreement
- ALA American Library Association Membership

### **Consent Action Items**

#### **Minutes**

*Recommended Motion:* Move to approve Minutes of the November 6, 2022 Special Board Radio Meeting, November 14, 2023 Regular Board Meeting, and the November 30, 2022 Special Board Grant Meeting as presented.

#### **Warrants**

*Recommended Motion:* Move to approve Warrants as presented.

### **Action Items**

**Approve the 21<sup>st</sup> Century Program MOU to STOKE - Pottery Program** - Approve the attached MOU as we are partnering with them for pottery classes taught by Teddy Lewis at the Guild. The MOU will be provided at the meeting.

*Recommended Motion:* Move to approve MOU with STOKE for pottery classes as presented.

**Approve the Safety and Communication Application** - Approve the attached Emergent 3 Service Agreement Contract #20231010-192022088.

*Recommended Motion:* Move to approve the Emergent 3 Service Agreement Contract as presented.

**Approve the Student Attendance Agreements- Three Forks School District** - Approve the attendance agreements from Three Forks School District. The students have not attended our school but live in our attendance area.

*Recommended Motion:* Move to approve the attendance agreements with Three Forks School District.

**Approve Response to Schauber Surveying, Inc. Subdivision Proposal** - Approve the written response to Schauber Surveying Inc. noting any educational needs as the district determines.

*Recommended Motion:* Move to approve the Superintendent's response to the Schauber Surveying Inc. letter dated November 20, 2023.

### **Personnel 2023-2024 School Year**

#### **Resignations**

- Paraprofessional- Megan Osborne
- Paraprofessional- Cindy Wheeling (Retired)
- Close Up Coordinator- Joe Gill

*Recommended Motion:* Move to approve the resignations as presented.

#### **Employment 2023-2024 School Year**

- Substitutes- Whitney Robertson
- Boys Basketball Volunteer- Trey Hoveland
- Winter Cheer Volunteer- Mackayyn Smedley

- Bus Driver- Todd Kitto
- Paraprofessional- Ashlynn Stephens
- Paraprofessional- Colleen Dales
- 5th Day Program- Jenna Frazier
- Adult Education and Facilities Coordinator- Audrey Martin
- ASL/Paraprofessional Long-term Substitute- Gracie Olds

**Recommended Motion:** Move to approve the hires as presented for the 2023-2024 school year pending successful background checks.

### **Policy Review**

#### **Second Reading:**

- Policy 1007FE- Multi District Agreements
- Policy 1009FE- Teacher Recruitment and Retention
- Policy 8301- District Safety

**Recommended Motion:** Move to approve the second reading of the above policies as presented.

#### **First Reading:**

- Policy 1400 – Board Meetings
- Policy 1511 – Code of Ethics
- Policy 1610 – Goals and Objectives
- Policy 2151F – Assumption of Risk Form
- Policy 2320 – Field Trips and Excursions
- Policy 3305 – Seclusion and Restraint
- Policy 3310P- Risk Assessments
- Policy 3410 – Student Health and Examinations
- Policy 3410F – Medical Consent Form
- Policy 3413F2 – Immunization Religious Exemption Form
- Policy 3431 – Emergency Treatment
- Policy 5223 – Personal Conduct
- Policy 5330 – Maternity and Paternity Leave

**Recommended Motion:** Move to approve the first reading of the above policies as presented.

#### **Under Development:**

Policy 1010FE- Early Literacy Work Group School Committee (will meet throughout January). The school team will work to review and research the options presented by the State of Montana. The review will include the approved screeners. In February, the Board will be presented with recommendations. The goal is to have a plan approved early Spring in order for families to become familiar with the program and all it has to offer.



**Principal's Reports**

- Christina Hartmann, Cecilia Hazelton Elementary
- Brad Racht, Townsend Middle School
- Sheri Heavrin, Broadwater High School

**Superintendent's Report**

- Vacancies and Staffing
- Adult Education
- Budget Updates and Overview

**January Agenda Items:**

- Radio Station – Presentation of Survey Results
- Make a motion on baseball for 2025
- Insurance Committee
- Library Interlocal Agreement
- Adult Education Winter Program Approval
- Negotiations Committee
- Superintendent Evaluation
- Continued Policy Review
- School Resource Officer - MOU



# **High School Baseball Program**

[https://406mtsports.com/high-school/baseball/missoula-high-school-baseball-school-board-approves/article\\_372d5cde-826b-11ee-a895-cb981efe9fa4.html](https://406mtsports.com/high-school/baseball/missoula-high-school-baseball-school-board-approves/article_372d5cde-826b-11ee-a895-cb981efe9fa4.html)

# Missoula County Public Schools board votes to approve high school baseball for 2025

**Bill Speltz**

Nov 14, 2023

**M**ISSOULA — The Missoula County Public Schools board voted on Tuesday night to approve high school baseball for Hellgate, Big Sky and Sentinel starting in the spring of 2025.

However, for the sport to start in 2025, fundraising milestones must be met by parents and parties interested in getting the ball rolling. The entire first year hinges on money from fundraisers.

Baseball will be made budget neutral in 2026.

"We are always excited whenever we can add opportunities to connect students with their school and community," Hellgate athletic director Nick Laatsch told **406mtsports.com**. "We are looking forward to seeing the Hellgate Knights take the field."

There are many challenges ahead besides fundraising. Teams will need to figure out where they are going to practice and play and coaches will need to be hired.

---

## People are also reading...

- 1 **Q&A: Montana State OC Taylor Housewright talks Cat-Griz, Sean Chambers, North Dakota State**
- 2 **The king's kin: Billings Central's Coral Old Bull carving own '52' legacy, much like her late dad**
- 3 **Live coverage: No. 5 Montana State Bobcats host No. 8 North Dakota State in FCS playoffs**

## **98.3 Community Radio**

# KDGZ radio survey (sample)

We are looking into the long term viability of our school radio and would like public input on if/how you use the radio.

shedalen@townsend.k12.mt.us [Switch account](#)



Not shared

\* Indicates required question

What do you listen to on the radio, please choose all that apply \*

- ☐ I listen to the music
- ☐ I listen to sporting events
- ☐ I listen to school related content (holocaust stories, ect...)
- ☐ I do not regularly listen to the radio.

How do you listen to the radio?

- ☐ I listen to the radio on 98.3
- ☐ I listen online

What are your thoughts on the radio moving online only and just broadcasting games

- ☐ I would not like that
- ☐ I am ok with that
- ☐ Other:



I would like to listen to more of:

Your answer

I would pay for advertising on 98.3, my business is:

Your answer

I would be willing to financially support continuing the radio. My community organization is:

Your answer

I would be willing to financially support the radio with an annual contribution of:

Your answer

Do you have any other thoughts you would like to share with the school concerning the radio?

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of Townsend School District 1. [Report Abuse](#)

Google Forms



# **Library Board**

# Broadwater School and Community Library

## INTERLOCAL AGREEMENT

TOWNSEND, MT 59644

AUGUST-1993

REVISED 1999, 2005, 2009, 2015, 2023

### PAGE 1

INTERLOCAL AGREEMENT BETWEEN TOWNSEND SCHOOL, K-12 DISTRICT #1, AND THE COUNTY OF BROADWATER TO COOPERATE IN THE PROVISION OF LIBRARY SERVICES TO THE RESIDENTS OF BROADWATER COUNTY.

WHEREAS, the County of Broadwater and the School District are both authorized by law to provide libraries; and

WHEREAS, Sections 7-11-101 through 108, MCA authorize local governments to enter into interlocal agreements to jointly provide services that each are authorized to provide; and

WHEREAS, the purpose of this Agreement is to provide a basis for cooperation between the School District and County which will result in equitable library service to all residents of the County; and

WHEREAS, the County and the School District are desirous of entering into a contract whereby library services can be provided from a central facility located within Townsend and operated through the joint efforts and authority of both parties;

NOW THEREFORE, in consideration of the execution of this Agreement and the mutual covenants hereinafter expressed, the parties join in establishing and maintaining a joint school-public library mutually agreed to as follows:

I. As hereinafter provided, the County Commissioners of Broadwater County and the Broadwater School and Community Library Board of Trustees of Townsend Schools agree to support the functions of the joint school-public library within Broadwater County and agree to provide the services of the school-public library to all residents of Broadwater County. The joint school public library shall be known as the Broadwater School & Community Library.

### II. The Broadwater School and Community Library (BSCL) Board of Trustees

A. The Broadwater School and Community Library Board of Trustees shall be composed of five (5) voting members appointed as follows according to MCA § 22-1-308(4).

1. Two (2) members shall be appointed by the Townsend School Board.
2. Three (3) Members shall be appointed by the Broadwater Board of County Commissioners.



3. The superintendent of Townsend Schools shall serve as a non-voting member of the BSCL Board of Trustees.

4. One member of the Broadwater Board of County Commissioners shall serve as a liaison to the BSCL Board of Trustees

#### **B. Terms**

1. MCA § 22-1-308 states Trustees shall hold their office for 5 years from the date of appointment and until their successors are appointed. Initially, appointments must be made for 1-, 2-, 3-, 4-, and 5-year terms. Annually thereafter, there must be appointed before July 1 of each year, in the same manner as the original appointments for a 5-year term, a trustee to take the place of the retiring trustee. Trustees may not serve more than two full terms in succession.

2. All vacancies, whether by resignation, expiration of term, or otherwise, shall be filled by appointment by the school district or commissioners, depending on which agency appointed the trustee whose position becomes vacant.

3. If there is a vacancy in the three members appointed by the Broadwater Board of County Commissioners, the BSCL Board of Trustees will notify the County Commissioners of the vacancy. They will allow the County Commissioners 6 (six) months, or until July 1 to fill those vacancies before filling the vacancy on their own.

#### **C. Powers, Duties, and Responsibilities of the BSCL Board of Trustees**

1. The BSCL Board of Trustees shall adopt bylaws and rules consistent with State law for its own transaction of business and for the governance of the Library, including the days, time, and number of regular meetings of the Board. The Board shall select a chairperson, vice-chairperson, and secretary to serve one-year terms which may be consecutive and unlimited in number.

2. The BSCL Board of Trustees shall be responsible for developing policy regarding the general operations and care of the Library. Such policies shall incorporate standard protections such as the "Library Bill of Rights" and the "Freedom to Read Statement" among others to insure maximum opportunity to provide the full range of quality library services to all the students and citizens of Broadwater County. The Library Board of Trustees shall further be responsible for reviewing and updating the disaster and other plans every four- five years.

3. The BSCL Board of Trustees shall have the power to contract, receive or deliver library services and to pursue and accept gifts, grants, donations, devices and bequests not subject to reversion at the end of the fiscal year.

4. The BSCL Board of Trustees will contract with the School District to manage the personnel, financial, purchasing, insurance-related, and day-to-day operations of the Library. After the initial development of these management policies, the School district will review them with the Library Board. Revisions to management policies affecting the library will be jointly reviewed and approved by the Library Board and the School District.

5. The BSCL Board shall be directly responsible for the selection of the public librarians. The School District shall continue to be responsible for the selection of the school

librarians and library aides. The<sup>L</sup> Library Board and the<sup>b</sup> School<sup>S</sup> District shall jointly select a Chief Librarian from one of the full-time school librarians. The Chief Librarian will be expected to attend all Library Board meetings and to provide such reports that the Library Board may so request. Public and School Librarians are encouraged to attend all Library Board meetings, and their attendance may be mandatory for certain issues at the direction of the Board or Chief Librarian. Mandatory attendance for public librarians will be considered paid time for the hours of the meeting.

6. The Chief Librarian will create an annual work plan that addresses the needs of school and public patrons. The library board and school administration will provide input to the plan, and will jointly approve the plan. The library board will provide ongoing feedback on performance, and will provide an annual performance evaluation in conjunction with the school administration. The Chief Librarian will provide library related work plans, work directions, performance evaluations, and feedback for all public librarians and public aides that are consistent with the overall work plan for the library.

7. The Library Board will work with the School District to meld current school library policy and public library policy with particular attention to key policies affecting materials selection and weeding criteria, challenges to collection and censorship.

8. All policies relating to the joint school-public library, whether developed by the Library Board or the School District, will be compiled in written form; approved by the School Board and Library Board; and reviewed every three years by all the governing bodies.

9. Policies relating to the Broadwater School and Community Library Board will be presented to the school board in the monthly meeting of the Townsend School Board.

10. The library board shall be the primary governing body for the resolution of complaints or grievances arising from the operation of the school-public library. However, should it become necessary, the complaint or grievance can be taken to the School Board or the County Commissioners.

### III. Budget and Finance

A. Each year, the Chief Librarian and the superintendent with input and assistance from the district clerk shall prepare an annual budget detailing county and school district funding levels. The proposed budget shall to be submitted for approval at the regularly scheduled April/May Library Board Meeting for approval. The Library Board will review the budget; and make any necessary modifications. It will be presented at a School Board meeting and sent to the County Commissioners.

#### B. The School District shall:

1. Provide all utilities, janitorial, and maintenance care year-round.
2. Provide funds for general operation of the library as well as a materials and technology budget for meeting the needs of the school population.
3. Provide all accounting and payroll services.
4. Provide necessary property, liability, and workmen's compensation coverage.

#### C. The County Commission shall:

1. Provide the approved level of funding for the general operation of the library as well as for a materials and technology budget to meet the non-school needs of the population.
2. Levy the maximum number of mills allowed by law, unless otherwise limited by other statutes, for support of the public library. Funds raised by those mills will be transferred to the School District's general fund to be expended by the School District for the operation of the school-public library.
3. The county will maintain the library depreciation reserve fund established in accordance with MCA § 22-1-716 for the acquisition and replacement of property, equipment and improvements necessary to maintain and improve library services.
4. The BSCL Board of Trustees may request PILT funding annually from the Broadwater Board of County Commissioners. The Broadwater Board of Commissioners will consider the request and may grant funding at their discretion.
5. Broadwater County will make equal monthly payments to the school district for the amount budgeted by the Broadwater School and Community Library Board of Trustees.

#### IV. Library Access and Hours

- A. Public library patrons of all ages shall be granted unlimited access to the facility for a number of hours per week equal to, or greater than, the present hours (31) being provided at the county library. The public will be allowed access to the library at the following times:

- Monday: 4 p.m. to 7 p.m.
- Tuesday: 4 p.m. to 7 p.m.
- Wednesday: 4 p.m. to 7 p.m.
- Thursday: 4 p.m. to 7 p.m.
- Friday: 9 a.m. to 4 p.m.
- Saturday: 9 a.m. to 4 p.m.
- Sunday: 12 p.m. to 5 p.m.

Every effort will be made to provide additional hours of public access as soon as it is feasible. Hours may be added in the summer time at the discretion of the library board and the Chief Librarian.

- B. To the greatest extent possible, all services and materials will be equally available to all library users.

#### V. Effective Date, Duration, and Termination

- A. The adoption of this agreement by both bodies, the School District and the County Commissioners, is contingent upon its review and approval by the attorney for the County of Broadwater.

- B. Within ten (10) days of adoption by both bodies (School District and the County Commissioners) and prior to implementing it, the agreement shall be filed with the Broadwater County Clerk and Recorder and secretary of the state.

C. The agreement shall be in full force and effect within 30 days of the approval by both bodies and shall remain in effect until termination by either party pursuant to the termination provisions set forth below.

D. Either party may terminate this agreement within 6 months written notice from one party to the other. The termination shall become effective at the beginning of the next fiscal year. Such termination does not absolve the School District and the County

C. Commissioners from satisfying any federal equity requirements assigned to this joint library project. According to MCA § 7-11-105 both parties agree to the following as the basis for termination should such become necessary:

1. Upon termination, the library building and anything attached or built into the library will become the sole property of the Townsend School District. Interest in real and personal property, including permanent improvements, shall be divided by mutually agreeable means, and a settlement shall be reached which is agreeable to both parties. Such a settlement shall take into account issues such as federal equity in the building.
2. Regarding the furnishings and stockings of the library, including but not limited to the books, furnishings, and technology, the contribution of each board is equal to the percentage each contributed to the purchase, including all sources of funding.
3. An ongoing accounting through budgets and requisitions will determine.

↑ Spacing

4. This agreement shall be renewed every five years by all parties involved.

Broadwater School and Community Library Board of  
~~The Board of Trustees of Townsend Schools:~~ Trustees

\_\_\_\_\_  
Jason Noyes, Chairperson  
Bev. Monigal, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chase Ragen, Vice-Chairperson  
Craig Vietz, Vice-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel Truesdell, Member  
Samara Hyde, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Kool, Member

\_\_\_\_\_  
Date

---

Vanessa Flynn, Member

---

Date

**The Broadwater County Commission:**

---

Debi Randolph, Chairperson

---

Date

---

Darrel Folkvord, Vice-Chairperson

---

Date

---

Lindsey Richtmyer, Member

---

Date

# Minutes

**2.1**

**SPECIAL BOARD MEETING  
BOARD OF TRUSTEES  
TOWNSEND SCHOOLS K-12 DISTRICT #1  
LIBRARY COMMUNITY ROOM  
MONDAY, NOVEMBER 6, 2023 6:00 PM**

The special board meeting of the trustees of Townsend Schools was held on this date with the following board members present: Jason Noyes, Jason Kool, Vanessa Flynn, and Daniel Truesdell.

Additional participants included: Susie Hedalen, Brad Racht, Christina Hartmann, Kayce Williams, Vicki Rauser, Brittney Willis, Lindsey Richtmyer, Debi Randolph, Kevin Flynn, Duane Halverson, Shirley Halverson, Paul Kroger, Gary Bauman, Janell Robischon, Ginny Poole, Nancy Marks, Luke Carr, Amanda Domino, John Hahn, Teresa Raisland, Sarah Holland, and JB Howick.

Chairman Jason Noyes called the meeting to order at 6:05 p.m. and allowed for public comment.

**Public Comment**

No public comment.

**Discussion**

**Radio Costs and Maintenance**

Superintendent, Susie Hedalen and Chairman, Jason Noyes each presented a brief overview to the current issues facing the 98.3 KDGZ radio station project.

Opened discussion to the audience for feedback.

The following attendees commented:

Duane Halverson, Community Member

JB Howick, Townsend Hardware Owner

Amanda Domino, STOKÉ

Luke Carr, Townsend School IT Department

Lindsey Richtmyer, Broadwater County Commissioner

Gary Bauman, Townsend Schools Teacher, Coach, and Radio Host

Brad Racht, Townsend Schools Middle School Principal and Radio Host

Debbie Randolph, Broadwater County Commissioner and Townsend Chamber of Commerce

Daniel Truesdell, Townsend Schools Trustee

Kevin Flynn, Townsend School Teacher (Retired) and Radio Host

Nancy Marks, MT43 News

Sarah Holland, Community Member

**Radio Use**

It was established that several surveys need to be conducted to establish a baseline of participants, interested student body and staff members, along with local business commitment. Surveys will need to be created using inexpensive means to reach the greatest number of community members. Virginia Poole offered to field and report the responses.

The following attendees committed to presenting on behalf of the local businesses and community organizations:

Christina Hartmann, Townsend School Elementary Principal – Lyons Club



Virginia Poole, Townsend School Teacher (Retired) – Townsend Rotary

Amanda Domino, Community Member – STOKE

John Hahn, Community Member – BCDC

Debbie Randolph, Broadwater County Commissioner - Townsend Chamber of Commerce and Montana Radio Company

Brittney Willis, Broadwater Department of Emergency Service

TBD – Townsend Graymont Limestone Quarry

Superintendent, Susie Hedalen will present an in-depth budget proposal with findings from surrounding like-kind programs and survey results.

No discussion was made regarding appointment setting for the next 98.3 KDGZ Radio meeting.

Special Session Meeting adjourned at 7:35 p.m.

---

Jason Noyes – Chairman

---

Kayce Williams – District Clerk

**Townsend K-12 School District #1**  
**Board Meeting Agenda**  
**Tuesday, November 14, 2023**  
**6:00 PM –Community Room**  
**201 North Spruce Street, Townsend, MT 59644**

The regularly scheduled Board meeting of the trustees of Townsend Schools was held on this date with the following board members present: Jason Noyes, Jason Kool, Vanessa Flynn, Chase Ragen (remote), and Daniel Truesdell.

Additional participants included: Susie Hedalen, Brad Racht, Sheri Heavrin, Kayce Williams, LeAnn Bauman, Mason Bauman, Gary Bauman, Dallas Fligge, Bill Duede, Michelle Boylan, Brandon Boylan, Keaton Boylan, Luke Carr, Jeramy Rice, Leroy Cooper, David Leeper, Allison Bakken, Joe Hunt, Becky Hunt, Travis Ragen, Nick Rauser, Steph Michaelson, Carlee Spritzer, Andrea Tullos, John Bleile, Jeremy Bartlett, Shane McCartney, Becky Flynn, Frank Spritzer, Emily Christensen, Michelle Hildrath, and Ed Shindoll.

Chairman Jason Noyes called the meeting to order at 6:00 p.m. and allowed for public comment.

**Public Comment**

No public comment.

**Discussion**

**High School Baseball Program**

Superintendent, Susie Hedalen and Chairman, Jason Noyes each presented a brief overview to the current issues facing the formation of a Townsend School District baseball team.

Opened discussion to the audience for feedback.

The following attendees commented:

Townsend School Teacher/Babe Ruth Coach - Gary Bauman

Overview of communications with the City of Townsend regarding the use of City Parks for both practice and games.

Community Member/Parent - LeAnn Bauman

Asked for the Board to consider establishing a schedule in order of the interested kids to be allowed to play.

Community Member/Parent/Babe Ruth Coach - John Bleile

Mr. Bleile expressed his appreciation for the amount of time and consideration the Board has given to this endeavor. Asked the Board to consider alternative avenues of approval in order to create order and guidance while in the research and development phase. He believes the growth Townsend Youth Baseball has received over the last three years could be shared by both Townsend Schools as well as the City of Townsend.

Community Member/Babe Ruth Coach – Bill Duede

Mr. Duede commented on the issues and possible solutions surrounding the practice and game fields.

Townsend School Board agreed to defer any motion to the Regular Board Meeting, December 12, 2023, in order to consider a FY2025 budget approximation and written agreement with the City of Townsend for field use.

**School Resource Officer in Partnership with Broadwater County Sheriff's Office**

Superintendent, Susie Hedalen and Broadwater County Sheriff, Nick Rauser each presented a brief overview and update the progress in establishing a School Resource Officer agreement with Townsend K12 School District.

## **Townsend School District and Community Radio**

Superintendent, Susie Hedalen presented a brief overview and update in the development of the community use survey.

## **Consent Action Items**

### **Minutes**

Move to approve minutes of the October 10, 2023 Regular Board Meeting and the October 17, 2023 Special Board Meeting.

### **Warrants**

Move to approve Warrants as presented.

October/November Claims (#30394-30457 Total of \$184,707.03)

Late Claims Submission (Claims #30458-30471 \$43,562.38 Grand Total of \$228,227.41)

Vanessa Flynn moved to approve the minutes and warrants as presented. Daniel Truesdell seconded the motion. All voted in favor. Motion passed.

### **Additional School Playground Safety Proposal**

Approve additional elementary play yard safety concerns; Kanta Block flower beds, concrete bounce wall, window filming, repair of parent gathering areas, and decorative design in fence for visual blocking as outlined within the school playground, fence, and window safety concern proposal.

Townsend School staff and Townsend community members spoke in favor of the added security measures.

Superintendent, Susie Hedalen reported on the Safety Committee work progress update.

Chase Ragen moved to approve the additional safety measures as outlined within the school playground, fence and window safety concern proposal as presented by Trustee Chase Ragen contingent on the successful application and award of Federal Grant funds. Jason Kool seconded the motion. Vanessa Flynn, Jason Kool, and Chase Ragen voted in favor. Jason Noyes and Daniel Truesdell voted against. Motion passed.

### **Additional Bus Stop Process and Transportation Contract Negotiations**

Superintendent, Susie Hedalen presented an overview of the policies surrounding the approval of a bus stop request. Board has been asked to consider three (3) new 2023-2024 bus stop requests.

This motion has been deferred to the applicable transportation consideration period, Spring/Summer, prior to the start of school in August.

### **Townsend School District Contract Extension Proposal with Pepsi/Harrington Bottling**

Harrington Bottling/Pepsi seven (7) year contract extension presentation by Leroy Cooper.

Jason Kool moved to approve the seven-year contract extension with Pepsi/Harrington Bottling, Helena, Montana as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed

### **Approve Superintendent Evaluation Tool 2023-2024**

Approve the 2023-2024 Superintendent evaluation tool with amendments.

Jason Kool moved to approve the 2023-2024 Superintendent evaluation tool as presented. Daniel Truesdell seconded the motion. All voted in favor. Motion passed.

### **Approve Amendment to the Trustees Financial Summary**

Approve the corrections to 2022-2023 Trustees Financial Summary as presented.

Jason Kool moved to approve the 2022-2023 Townsend School District Trustee Financial Summary amendments as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

### **Personnel 2023-2024 School Year**

#### **Resignations**

Marly Wellenstein – After School Program Tutor

Vanessa Flynn moved to approve the resignation of After School Program Tutor, Marly Wellenstein as presented. Daniel Truesdell seconded the motion. All voted in favor. Motion passed.

#### **Employment 2023-2024 School Year**

Substitute- Lida Byrne

Junior High Golf Coach- Tanner Hoff

Assistant Boys Basketball Coach- Daniel Harrigfeld, Devon Zeadow

Winter Cheer Coach- Holly Smedley

Jason Kool moved to approve the hire of Substitute, Lida Byrne, Junior High Golf Coach, Tanner Hoff, Assistant Boys Basketball Coaches, Daniel Harrigfeld and Devon Zeadow, and Winter Cheer Coach, Holly Smedley pending successful background checks. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

#### **Policy Review**

Second Reading:

Policy 2167 – Correspondence Courses

Policy 2168 – Distance Learning

Policy 2170/2170P – Digital Academy

Policy 3110 – Entrance, Placement and Transfer

Policy 3141 – Non-Resident Enrollment (retain option #11 - expelled students NOT allowed enrollment)

Policy 3510 – School Sponsored Activities

Policy 3550 – Student Clubs and Groups

Policy 3150 – Part-Time Admission

Policy 4410 – Relations with Law Enforcement

Daniel Truesdell moved to approve the second reading of Policies: 2167, 2168, 2170/2170P, 3110, 3141, 3510, 3550, 3150, and 4410 as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

First Reading:

Policy 1007FE- Multi District Agreements

Policy 1009FE- Teacher Recruitment and Retention

Policy 8301- District Safety (retain optional section)

Vanessa Flynn moved to approve the first reading of Policies: 1007FE, 1009FE, and 8301 as presented. Daniel Truesdell seconded the motion. All voted in favor. Motion passed.

Under Development:

Policy 1010FE- Early Literacy Work Group Committee Meeting: TBD

Policy currently under development, motion to approve deferred to future Regular Board meeting.

## **Principal's Report**

K-5 Elementary – Christina Hartmann's Report Included the Following (presentation by Sheri Heavrin):

A for Attitude Book – LIONS CLUB

PLC's

Red Ribbon Week

Shake Out

MCEL

Veteran's Assembly

Adopt a Species

Quarter 1 Assembly

Attendance/Discipline

6-8 Principal – Brad Racht's Report Included the Following:

Candy Sales

Halloween Party

Quarter 1 Review

Grade Checks

Counseling

NAEP Testing

Newsletter

Attendance/Discipline

Broadwater High School Principal – Sheri Heavrin's Report Included the Following:

Congratulations! Fall Sports Teams/Coaches

Winter Activities

Pre-ACT & Maps Testing

PLC Day – CPR, Gallatin College, Curriculum Pacing Calendars November 17<sup>th</sup>, 2023

Government Class – Voter Registration

Upcoming Activities: Upcoming Activities: 11/14 District FCCLA @ Belgrade, 11/15 Pre- ACT, 11/16-18 Ag Expo @ MSU,

11/16 1st Day of Winter Sports Practice, 11/23-24 No School-Thanksgiving, 11/30 Q2 Midterm, 12/4 FFA Winter

Districts, 12/5 MS/HS Winter Concert 7PM, 12/7 Elem Winter Concerts 6:00 & 7:30PM, 12/11 MSBBB- 1st Practice,

12/12 Shakespeare in the Schools

Attendance/Discipline

## **Superintendent Report**

Townsend School Superintendent – Susie Hedalen's Report Included the Following:

Transformational Learning Grant

Comprehensive School Safety Planning

Portrait of a Graduate

Adult Education Update

Regular Session Meeting adjourned at 9:46 p.m.

---

Jason Noyes – Chairman

---

Kayce Williams – District Clerk

**SPECIAL BOARD MEETING  
BOARD OF TRUSTEES  
TOWNSEND SCHOOLS K-12 DISTRICT #1  
LIBRARY COMMUNITY ROOM  
THURSDAY, NOVEMBER 30, 2023 5:30 PM**

The Special Board meeting of the trustees of Townsend Schools was held on this date with the following board members present: Jason Noyes, Jason Kool, Chase Ragen (remote), and Daniel Truesdell.

Additional participants included: Susie Hedalen, Brad Racht, Christina Hartmann, Kayce Williams, and Michael Schnittgen.

Chairman Jason Noyes called the meeting to order at 5:30 p.m. and allowed for public comment.

**Public Comment**

No public comment.

**Action Items**

Approve the 2024-2025 Transformational Learning Grant Application.

Daniel Truesdell moved to approve the Transformational Learning Grant Application FY2025 as presented. Jason Kool seconded the motion. All voted in favor. Motion passed.

Approve the 2024-2025 Advanced Opportunity Grant Application.

Daniel Truesdell moved to approve the Advanced Opportunity Grant Application FY2025 as presented. Jason Kool seconded the motion. All voted in favor. Motion passed.

Approve additional duty pay associated with the development of the transformational and advanced opportunity plans. Participants include: Joe Horne - Business, Jemma Loughery - Agriculture, Carley Ries - FCS, Brittany Bancroft - SPED, Mike Schnittgen – Career Counseling, and Clint Watson – Tech. Skills.

Daniel Truesdell moved to approve the additional duty pay for Certified Teacher staff associated with the development of transformational and advanced opportunity planning. Jason Kool seconded the motion. All voted in favor. Motion passed.

Special Session Meeting adjourned at 6:00 p.m.

---

Jason Noyes – Chairman

---

Kayce Williams – District Clerk

# **Warrants**

**2.2**



12/06/23  
12:18:47

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/23

Page: 1 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
			Acct/Source/						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
30472		3882 APRIL GENTRY	1,582.92						
MS									
1		112301 11/29/23 ASL Interpreting Services	1,582.92		201	100-1000	320		
30473		1777 AIM HIGHER	100.00						
HS									
1		NOV2023 11/01/23 Student Attendance	100.00	7426	201	710-3400	582		
O'DELL									
30474		3945 BOZEMAN GREEN BUILD INC.	59,117.85						
Townsend School		ReRoof Solar Panels - District Wide Use							
1		APP #1 10/26/23 Payment Application #1	59,117.85*		260	100-2600	740	296	
30475		1587 BUSINESS TAX SECTION	597.15						
Bozeman Green Build		Payment Application #1							
\$59715.00									
1		App. #1 10/26/23 Bozeman Green Build	597.15*		260	100-2600	740	296	
30476		151 BURDICKS INTEGRATION GROUP	36.00						
District									
1		WO-0015099 11/17/23 Replacement Keys	36.00		201	100-2600	610		
30477		3926 BROADVOICE	894.07						
District									
1		613902 11/20/23 Phone & Voicemail Services	894.07		201	100-2300	531		
30478		3946 BUTTE SCHOOL DISTRICT #1	402.90						
Tuition Attendance Agreement		2022-2023							
1		2022-2023 12/01/23 Attendance Agreement	402.90*		213	100-1000	563		
30479		3858 BULLDOG BUS LINES, LLC	46,020.77						
District									
1		DEC23 12/01/23 Regular Route	43,089.10		210	100-2700	513		
2		DEC23 12/01/23 5th Day Services	1,666.67		215	434-2700	513	277	
3		DEC23 12/01/23 SPED Nov. 20 - Dec 31	1,265.00		210	100-2700	513		

12/06/23  
12:18:47

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/23

Page: 2 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30480		119 BOB'S THRIFTWAY	1,278.41					
1		01-2135029 11/06/23 Kinder ABC	8.38		215	100-1000	610	298
2		01-2135000 11/06/23 Kinder ABC	28.53		215	100-1000	610	298
3		03-1962318 11/01/23 Nurition & Wellness	47.71*		201	394-1000	610	
4		02-2511474 11/08/23 Nurition & Wellness	70.69*		201	394-1000	610	
5		03-1966449 11/07/23 Snack Pack	107.78		215	800-3300	610	252
6		03-1965510 11/06/23 Snack Pack	203.91		215	800-3300	610	252
7		02-2516320 11/14/23 5th Day Program	34.08		215	434-1000	610	277
8		01-2144044 11/20/23 Nutrition & Wellness	62.31*		201	394-1000	610	
9		02-2516814 11/15/23 Nutrition & Wellness	156.80*		201	394-1000	610	
10		03-1969646 11/13/23 Snack Pack	175.52		215	800-3300	610	252
11		02-2520637 11/20/23 Snack Pack	122.71		215	800-3300	610	252
12		02-2526579 11/28/23 Pizza with the Principal	36.34		201	100-2400	610	
13		02-2526423 11/06/23 Hot Lunch Food	29.76*		212	910-3100	630	
14		03-1978927 11/29/23 Hot Lunch Food	2.99*		212	910-3100	630	
15		03-1978968 11/29/23 Nutrition & Wellness	154.76*		201	394-1000	610	
16		02-2510620 11/07/23 Hot Lunch Food	22.46*		212	910-3100	630	
17		03-1970844 11/15/23 Hot Lunch Food	3.19*		212	910-3100	630	
18		01-2142026 11/17/23 Hot Lunch Food	10.49*		212	910-3100	630	
30482		311 DENNING, DOWNEY & ASSOCIATES CPA's	840.00					
District								
1		16864 11/26/23 Consulting Services	840.00		201	100-2500	330	
30483		421 GENERAL DISTRIBUTING CO.	327.81					
HS								
1		0001309510 11/09/23 Oxygen Size K Steel Cyl	25.37		201	395-1000	610	
2		0001309510 11/09/23 Oxygen Size K Steel Cyl	25.37		201	391-1000	610	
3		0001309510 11/09/23 Oxygen Size K Steel Cyl	25.37		201	100-1000	610	
4		0001315094 11/30/23 IND HP CUFT	83.90		201	395-1000	610	
5		0001315094 11/30/23 IND HP CUFT	83.90		201	391-1000	610	
6		0001315094 11/30/23 IND HP CUFT	83.90		201	100-1000	610	
30484		1303 GARY BAUMAN	651.60					
District								
1		MILEAGE 10/20/23 Radio Broadcast	651.60*		215	800-3300	582	299

12/06/23  
12:18:47

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/23

Page: 3 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30485		439 GRAINGER	33.38					
District								
1		9889299203 10/31/23 Check Valve Repair Plastic	33.38		201	100-2600	610	
30486		465 HARLOW'S BUS SALES, INC.	1,520.70					
HS & MS								
1		02W5339 08/31/23 Bus #2 Transmission Repair	760.35		201	710-2700	440	
2		02W5339 08/31/23 Bus #2 Transmission Repair	760.35		201	720-2700	440	
30487		3318 HAZELDEN PUBLISHING	6,850.00					
Elementary & Middle School Use								
1		2948112 09/27/23 Olweus Training - Coach	6,850.00	7416	215	787-1000	320	787
HEDALEN								
30488		580 JOSTENS, INC.	15.30					
HS Use								
1		32393163 11/13/23 Diploma	15.30		201	100-2100	610	
30489		3574 MONTANA INTERNET CORPORATION	975.00					
District								
1		B11433-140 11/15/23 Internet Service	880.00		201	100-2580	535	
2		B11433-140 11/15/23 Radio Internet Service	95.00		201	100-2300	530	
30490		749 MONTANA BROOM & BRUSH -	256.54					
District Wide Use								
1		3241590000 11/08/23 Broom & Gloves	83.81		201	100-2600	610	
2		3226340000 11/01/23 Snowplow 50#	35.00		201	100-2600	610	
3		3227340000 11/01/23 Wood Handle	12.30		201	100-2600	610	
4		3275780000 11/29/23 PitMR30372MC	125.43		201	100-2600	610	
30491		3778 MONTANA DIGITAL ACADEMY	123.00					
HS Use								
1		CR11.23-03 11/17/23 FlexCap	123.00*		201	100-1000	681	
30492		2424 MONTANA CRIMINAL RECORDS	190.00					
District Wide Use								
Vol - Fisette, Smedley, Hughes, Olson								
EMP - Strait, Zeadow, Harringfeld								
1		DEC23 12/01/23 Criminal Record Background Che	190.00		201	100-2300	340	

12/06/23  
12:18:47

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/23

Page: 4 of 10  
Report ID: AP100

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
30493		3825 PITNEY BOWES GLOBAL FINANCIAL	403.74						
	District Wide Use								
1		3318347140 11/29/23 Postal Code Scale Lease	403.74		201	100-2300	532		
30494		855 PACIFIC STEEL & RECYLING	206.14						
	HS Use								
1		8544959 11/08/23 Square Tube Steel	206.14		201	395-1000	610		
30495		3252 PINE COVE CONSULTING	22,968.60						
	District Wide Use								
4		19684C 11/30/23 Ruckus Switches	18,375.00		228	100-1000	682		
5		19781C 12/01/23 Restore Onsite	504.00		201	100-2580	535		
6		19792C 12/01/23 Network Support Agreement	1,150.00		201	100-2580	535		
7		19695C 11/30/23 Sensor	1,009.91	7430	215	770-2600	610	258	
	GILL								
8		19695C 11/30/23 Sensor	488.59	7430	215	378-1000	610	270	
	GILL								
9		19695C 11/30/23 Sensor License	1,398.60	7430	215	770-2600	610	258	
	GILL								
10		19695C 11/30/23	42.50	7430	215	770-2600	610	258	
	GILL								
30496		2924 ROGERS ATHLETIC COMPANY	150.00						
	HS Use								
1		308699 11/21/23 Tek sled shock cover	120.00	7424	201	720-3500	610		
	HORNE								
2		308699 11/21/23 S & H	30.00	7424	201	720-3500	610		
	HORNE								
30497		1000 SAM	700.00						
	Elementary & HS Use								
1		11136 12/01/23 Sheri Heavrin MT Principals Co	350.00		215	787-1000	320	787	
2		11136 12/01/23 Christina Hartmann MT Principa	350.00		215	787-1000	320	787	
30498		3793 SUSIE HEDALEN	100.50						
	HS								
1		MILEAGE 11/09/23 VB Mileage Reimbursement	84.50		201	720-3500	582		
2		TICKET 11/09/23 VB Entry Fee	16.00		201	720-3500	582		

12/06/23  
12:18:47

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/23

Page: 5 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
			Acct/Source/					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
30499	3802 STRIVE	2,000.00						
District Wide								
Liz Tuss - Onsite Support								
1	1328 11/21/23 Onsite Literacy Support	2,000.00		215	787-1000	320	787	
30500	2720 TELE SYSTEM SERVICES	500.00						
Radio								
1	11716 11/01/23 Monthly Radio Support	500.00		201	100-2300	530		
30501	3418 TOWN & RANCH TRUE VALUE	91.13						
HS Use								
1	2311-13959 11/13/23 Screws	22.16		201	395-1000	610		
2	2311-13901 11/07/23 Lumbar & Rebar Ties	62.98*		215	391-1000	610	268	
3	2311-13905 11/07/23 Rebar Tie	5.99*		215	391-1000	610	268	
30502	3661 TOWNSEND HARDWARE	164.38						
District 153.40								
HS 10.98								
1	186361 11/14/23 Extension Cords	89.47		201	100-2600	610		
2	186796 11/20/23 PVC Thread Cap	3.95		201	100-2600	610		
3	185531 11/02/23 Scraper Walk	59.98		201	100-2600	610		
4	187406 11/30/23 Double Side tape	8.99		201	720-3500	610		
5	187287 11/28/23 Hooks	1.99		201	395-1000	610		
30503	2634 TOWNSEND TREE BOARD	600.00						
District								
1	W018 10/14/23 Tree Watering Project	600.00		201	100-2600	340		
30504	3294 WEX BANK	1,866.61						
1	9074839 10/30/23 Drivers ED	56.75*		218	100-1000	624		
2	978245354 11/15/23 Drivers ED	46.50*		218	100-1000	624		
3	978237413 11/07/23 Drivers ED	44.50*		218	100-1000	624		
4	9120679 11/18/23 FFA	59.20		201	710-2700	624		
5	978248083 11/18/23 FFA	87.67		201	710-2700	624		
6	9120645 11/11/23 MSGBB	77.29		201	720-2700	624		
7	9120660 11/14/23 FCCLA	50.05		201	710-2700	624		
8	77418 11/16/23 FFA	46.90		201	710-2700	624		
9	9191292 11/16/23 FFA	34.39		201	710-2700	624		
10	978244871 11/15/23 Ford Main. Truck	95.00		201	100-2600	610		
11	9120647 11/11/23 VB State	177.15		201	720-2700	624		
12	9120615 11/07/23 3rd Grade Field Trip	271.75		201	710-2700	624		
13	978238068 11/08/23 FFA	18.36		201	710-2700	624		

12/06/23  
12:18:47

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/23

Page: 6 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
14	9013701 11/04/23 VB District	73.20		201	720-2700	624		
15	9120603 11/04/23 Div. Cheer	221.95		201	720-2700	624		
16	474401173 11/02/23 VB DIV	89.37		201	720-2700	624		
17	9120594 11/02/23 VB District	121.39		201	720-2700	624		
18	978230162 10/31/23 SPED	90.04*		201	280-2700	624		
19	2669081753 11/27/23 Activity Bus	67.00		201	710-2700	624		
20	2660367908 11/18/23 Activity Bus	47.51		201	710-2700	624		
21	9075487 11/21/23 SPED Bus	90.64*		201	280-2700	624		
30505	3781 BILLINGS CLINIC TRAINING CENTER	4,701.65						
High School/Middle School First Aid and CPR Training								
Training,Mileage and Hotel								
1	23029 11/22/23 HS 1st Aid & CPR Training	4,701.65		215	787-1000	320	787	
30506	3908 BRITTANY GRAHAM	1,680.00						
MS								
1	005 12/04/23 October ASL Services	1,680.00		201	100-1000	320		
30507	225 CITY OF TOWNSEND	1,383.82						
District								
1	101420-00 11/30/23 ELEM Water	146.87		201	100-2600	421		
2	101420-00 11/30/23 ELEM Sewer	476.24		201	100-2600	421		
3	101420-00 11/30/23 ELEM Garbage	68.80		201	100-2600	421		
4	101410-00 11/30/23 HS Water	146.87		201	100-2600	421		
5	101410-00 11/30/23 HS Sewer	476.24		201	100-2600	421		
6	101410-00 11/30/23 HS Garbage	68.80		201	100-2600	421		
30508	2383 EASTMAN SOUND & MUSIC, INC.	25.00						
1	89021 12/01/23 Monthly Service	25.00		201	100-2300	530		
30509	2674 HARRINGTON BOTTLING	710.00						
District								
1	14049453 11/07/23 Hot Lunch Water	184.00*		212	910-3100	630		
2	14049705 11/10/23 Hot Lunch Water	64.00*		212	910-3100	630		
3	14049861 11/14/23 Hot Lunch Water	184.00*		212	910-3100	630		
4	14050199 11/20/23 Hot Lunch Water	184.00*		212	910-3100	630		
5	14050581 11/29/23 Hot Lunch Water	94.00*		212	910-3100	630		

12/06/23  
12:18:47

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/23

Page: 7 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30510		3883 MONTANA BROOM & BRUSH - Hot Lunch	1,100.85					
District								
1		324006 11/09/23 Kitchen Food Supplies	427.35		212	910-3100	610	
2		326713 11/27/23 Kitchen Food Supplies	673.17		212	910-3100	610	
3		327042 11/27/23 Credit Memo	-117.79		212	910-3100	610	
4		327523 11/30/23 Kitchen Food Supplies	118.12		212	910-3100	610	
30511		761 NORTHWESTERN ENERGY	14,817.33					
District								
1		0720338-3 11/06/23 201 N Spruce Street	616.07		201	100-2600	412	
2		0710189-2 11/06/23 201 N Spruce Street	11,354.88		201	100-2600	411	
3		0710189-2 11/06/23 201 N Spruce Street	2,838.72		201	100-2600	412	
4		0692977-2 11/08/23 313 N Cedar Street	7.66		201	100-2600	412	
30512		100860 ROCKY MOUNTAIN SUPPLY	23.96					
HS								
1		30748-3 11/29/23 Tape Measure Display Box	23.96		201	395-1000	610	
30513		394 USF - BILLINGS	15,372.40					
District								
1		5708822 11/02/23 Hot Lunch Food	1,623.69*		212	910-3100	630	
2		5708822 11/02/23 5th Day Services	137.23		215	434-1000	610	277
3		5775671 11/07/23 Hot Lunch	2,434.60*		212	910-3100	630	
4		5775671 11/07/23 Snack Pack	62.06		215	800-3300	610	252
5		5890721 11/13/23 Hot Lunch	1,293.14*		212	910-3100	630	
6		5890721 11/13/23 5th Day Service	62.63		215	434-1000	610	277
7		5890721 11/13/23 Snack Pack	282.62		215	800-3300	610	252
8		3067610 11/10/23 Hot Lunch	141.07*		212	910-3100	630	
9		3083748 11/14/23 Hot Lunch	74.13*		212	910-3100	630	
10		3083750 11/14/23 Hot Lunch	1,302.27*		212	910-3100	630	
11		3083750 11/14/23 5th Day Services	122.82		215	434-1000	610	277
12		3083750 11/14/23 Snack Pack	238.04		215	800-3300	610	252
13		3201013 11/17/23 Hot Lunch	1,171.93*		212	910-3100	630	
14		3339848 11/22/23 Hot Lunch	3,729.14*		212	910-3100	630	
15		5922434 11/27/23 Credit Memo	-47.80*		212	910-3100	630	
16		3405102 11/28/23 Hot Lunch	2,152.70*		212	910-3100	630	
17		3405102 11/28/23 5th Day Services	164.98		215	434-1000	610	277
18		3405102 11/28/23 Snack Pack	391.25		215	800-3300	610	252
19		3494256 11/28/23 Hot Lunch	35.90*		212	910-3100	630	



12/06/23  
12:18:47

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 12/23

Page: 8 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30514		2550 VERIZON WIRELESS	261.57					
1		9950209526 11/26/23 Maintenance Cell Phone	61.20		201	100-2300	531	
2		9950209526 11/26/23 AD Cell Phone	48.12		201	100-2300	531	
3		9950209526 11/26/23 Super Cell Phone	48.12		201	100-2300	531	
4		9950209526 11/26/23 After School Cell Phone	54.11		201	100-2300	531	
5		9950209527 11/26/23 Radio Cell Phone	50.02		201	100-2300	531	
30515		3101 BMO HARRIS COMMERCIAL CARD	3,851.67					
1		CARD 11/07/23 Amazon - AG	763.94		201	100-2200	640	
2		CARD 11/07/23 Amazon - AG	763.94		282	100-2200	640	
3		CARD 11/07/23 Audible - AG	14.95		217	610-1000	610	
4		CARD 11/03/23 Teachers Pay Teachers WG	40.00*		215	100-1000	610	224
5		CARD 11/14/23 Family Dollar - CH	13.25		215	434-1000	610	277
6		CARD 11/14/23 Hobby Lobby - CH	39.92		215	434-1000	610	277
7		CARD 11/14/23 Walmart - CH	71.60		215	434-1000	610	277
8		CARD 11/29/23 Full Belli Deli - CH	79.03		201	100-1000	610	
9		CARD 11/29/23 Teachers Pay Teachers	3.00		215	434-1000	610	277
10		CARD 11/29/23 Walmart - CH	97.68		215	434-1000	610	277
11		CARD 11/15/23 Lightburn Software - CW	285.00		215	451-1000	610	276
12		CARD 11/27/23 Go Fan - JO	65.00		201	720-3500	810	
13		CARD 11/08/23 Amazon - SH	525.00		215	100-1000	610	499
14		CARD 11/08/23 Canyon Ferry Merc. - SH	40.00		215	100-1000	610	499
15		CARD 11/27/23 NFHS Learning Center - HS	85.00		215	787-1000	320	787
16		CARD 11/15/23 Amazon - CH	103.97*		201	280-1000	610	
17		CARD 11/30/23 Crisis Prevention Ins. AS	507.91		215	787-1000	320	787
18		CARD 11/22/23 Mountie Moose - SJH	122.28		201	100-2400	610	
19		CARD 11/03/23 Amazon - MH	119.45*		215	100-1000	610	224
20		CARD 11/03/23 Amazon - MH	110.75*		215	100-1000	610	224
# of Claims		43	Total:	195,492.75	# of Vendors		43	

12/06/23  
12:18:48

TOWNSEND SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 12/23

Page: 9 of 10  
Report ID: AP110

Fund/Account	Amount
201 GENERAL FUND	
101	32,269.01
210 TRANSPORTATION	
101	44,354.10
212 HOT LUNCH	
101	15,790.51
213 TUITION	
101	402.90
215 MISC FED FUNDS	
101	23,659.59
217 ADULT EDUCATION	
101	14.95
218 DRIVERS ED	
101	147.75
228 TECHNOLOGY FUND	
101	18,375.00
260 BUILDING FUND	
101	59,715.00
282 INTERLOCAL AGREEMENT	
101	763.94
Total:	195,492.75

12/06/23  
12:18:48

TOWNSEND SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 12 / 23

Page: 10 of 10  
Report ID: AP100A

Regular Board Meeting December 12, 2023.

---

JASON NOYES

---

VANESSA FLYNN

---

CHASE RAGEN

---

JASON KOOL

---

DANIEL TRUESDELL

# **District Reports**

11/30/23  
16:54:54

BROADWATER COUNTY  
Cash Report  
For the Accounting Period: 10/23

Page: 1  
Report ID: L160  
System: SLedger

1 / TOWNSEND K12

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
201 H.S. GENERAL						
10100 CASH	169,524.59	290,510.55	0.00	0.00	462,239.66	-2,204.52
210 H.S. TRANSPORTATION						
10100 CASH	100,994.19	1,220.16	5,337.16	0.00	45,048.70	62,502.81
211 H.S. BUS DEPRECIATION						
10100 CASH	309,623.46	2,487.09	0.00	0.00	0.00	312,110.55
212 H.S. FOOD SERVICES						
10100 CASH	146,236.02	39,048.95	0.00	0.00	31,158.29	154,126.68
213 H.S. TUITION						
10100 CASH	6,443.39	155.00	0.00	0.00	0.00	6,598.39
214 H.S. RETIREMENT						
10100 CASH	126,343.01	971.70	0.00	0.00	63,040.04	64,274.67
215 H.S. MISCELLANEOUS						
10100 CASH	261,368.88	42,226.41	0.00	0.00	94,513.55	209,081.74
217 H.S. ADULT EDUCATION						
10100 CASH	37,754.32	296.46	0.00	0.00	942.01	37,108.77
218 H.S. TRAFFIC EDUCATION						
10100 CASH	20,355.55	156.55	0.00	0.00	583.87	19,928.23
220 H.S. LEASE-RENTAL AGREEMENT						
10100 CASH	11,966.98	1,617.04	0.00	0.00	0.00	13,584.02
221 H.S. COMPENSATED ABSENCES						
10100 CASH	42,716.91	328.53	0.00	0.00	0.00	43,045.44
224 H.S. METAL MINES TAX RESERVE						
10100 CASH	179,474.15	1,380.33	0.00	0.00	5,100.00	175,754.48
228 H.S. TECHNOLOGY						
10100 CASH	41,231.05	392.51	0.00	0.00	50,067.75	-8,444.19
229 H.S. FLEXIBILITY						
10100 CASH	270,878.29	2,083.31	0.00	0.00	0.00	272,961.60
250 H.S. DEBT SERVICE						
10100 CASH	71,076.16	2,493.30	0.00	0.00	0.00	73,569.46
260 H.S. BUILDING						
10100 CASH	669,849.12	5,151.78	0.00	0.00	389,690.80	285,310.10
261 H.S. BUILDING RESERVE						
10100 CASH	108,460.97	834.17	0.00	0.00	0.00	109,295.14
281 H.S. PRIVATE PURPOSE TRUST						
10100 CASH	459,877.84	3,536.90	0.00	0.00	0.00	463,414.74
282 H.S. INTERLOCAL AGREEMENT						
10100 CASH	288,962.19	2,222.40	0.00	0.00	5,533.70	285,650.89
286 H.S. PAYROLL CLEARING						
10100 CASH	7,871.37	0.00	538,889.10	522,818.88	0.00	23,941.59
287 H.S. CLAIMS CLEARING						
10100 CASH	-3,862.13	0.00	609,029.27	383,014.41	0.00	222,152.73
<b>Total High School</b>	<b>3,327,146.31</b>	<b>397,113.14</b>	<b>1,153,255.53</b>	<b>905,833.29</b>	<b>1,147,918.37</b>	<b>2,823,763.32</b>
<b>Totals</b>	<b>3,327,146.31</b>	<b>397,113.14</b>	<b>1,153,255.53</b>	<b>905,833.29</b>	<b>1,147,918.37</b>	<b>2,823,763.32</b>
<b>Grand Totals</b>	<b>3,327,146.31</b>	<b>397,113.14</b>	<b>1,153,255.53</b>	<b>905,833.29</b>	<b>1,147,918.37</b>	<b>2,823,763.32</b>

12/04/23  
16:23:05

TOWNSEND SCHOOLS  
Cash Report  
For the Accounting Period: 10/23

Page: 1 of 2  
Report ID: L160S

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
201 GENERAL FUND						
101 CASH	169,524.59	290,335.55	0.00	0.00	462,239.66	-2,379.52 *
210 TRANSPORTATION						
101 CASH	100,994.19	6,557.32	0.00	0.00	45,048.70	62,502.81
211 BUS DEPRECIATION						
101 CASH	309,623.46	2,487.09	0.00	0.00	0.00	312,110.55
212 HOT LUNCH						
101 CASH	146,236.02	39,048.95	0.00	0.00	31,158.29	154,126.68
213 TUITION						
101 CASH	6,443.39	155.00	0.00	0.00	0.00	6,598.39
214 RETIREMENT						
101 CASH	126,343.01	971.70	0.00	0.00	63,040.04	64,274.67
215 MISC FED FUNDS						
101 CASH	261,368.88	42,676.41	1,860.00	0.00	96,373.55	209,531.74 *
217 ADULT EDUCATION						
101 CASH	37,754.32	296.46	0.00	0.00	942.01	37,108.77
218 DRIVERS ED						
101 CASH	20,355.55	156.55	0.00	0.00	583.87	19,928.23
220 RENTAL AGREEMENT FUND						
101 CASH	11,966.98	1,282.04	0.00	0.00	0.00	13,249.02 *
221 COMPENSATED ABSENCES FUND						
101 CASH	42,716.91	328.53	0.00	0.00	0.00	43,045.44
224 METAL MINES						
101 CASH	179,474.15	1,380.33	0.00	0.00	5,100.00	175,754.48
228 TECHNOLOGY FUND						
101 CASH	41,231.05	392.51	0.00	0.00	50,067.75	-8,444.19
229 FLEX FUND						
101 CASH	270,878.29	2,083.31	0.00	0.00	0.00	272,961.60
250 DEBT SERVICE						
101 CASH	71,076.16	2,493.30	0.00	0.00	0.00	73,569.46
260 BUILDING FUND						
101 CASH	669,849.12	5,211.79	0.00	0.00	389,690.80	285,370.11 *
261 BUILDING RESERVE						
101 CASH	108,460.97	834.17	0.00	0.00	0.00	109,295.14
281 ENDOWMENT FUND \$424,000						
101 CASH	259,877.84	3,536.90	0.00	0.00	0.00	263,414.74
282 INTERLOCAL AGREEMENT						
101 CASH	288,962.19	2,222.40	0.00	0.00	5,533.70	285,650.89
286 PAYROLL FUND						
101 CASH	5,769.51	0.00	538,889.10	522,818.88	0.00	21,839.73
287 CLAIMS FUND						
101 CASH	6,911.06	0.00	609,029.27	383,014.41	0.00	232,925.92
Total High School	3,135,817.64	402,450.31	1,149,778.37	905,833.29	1,149,778.37	2,632,434.66
Totals	3,135,817.64	402,450.31	1,149,778.37	905,833.29	1,149,778.37	2,632,434.66

\*\*\* Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

\* Not in balance with County. Waiting on corrections from County.

11/20/23  
14:20:09

TOWNSEND SCHOOLS  
Check Register For Payrolls from 11/01/23 to 11/30/23

Page: 1 of 6  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
-61310	1158 JASMINE ANKERSTJERNE	3007.94	11/22/23	11/23	
-61309	1043 DEBRA ARNOLD	142.45	11/22/23	11/23	
-61308	416 LAURA ASCHEMAN	3717.13	11/22/23	11/23	
-61307	965 JENNIFER A. AXELSON	88.41	11/22/23	11/23	
-61306	503 ALLISON L. BAKKEN	2926.62	11/22/23	11/23	
-61305	524 DENISE H. BAKKUM	4394.34	11/22/23	11/23	
-61304	418 KORY BAKKUM	1428.30	11/22/23	11/23	
-61303	956 BRITNEY BANCROFT	4217.75	11/22/23	11/23	
-61302	862 JEREMY BARTLETT	2631.04	11/22/23	11/23	
-61301	23 GARY BAUMAN	3422.15	11/22/23	11/23	
-61300	939 TODD BEATTY	791.15	11/22/23	11/23	
-61299	971 MAGALIE BELANGER	2319.41	11/22/23	11/23	
-61298	959 MEGAN BLEILE	6040.66	11/22/23	11/23	
-61297	42 ROBERT G. BRASTRUP	814.48	11/22/23	11/23	
-61296	1023 LIDA BYRNE	284.90	11/22/23	11/23	
-61295	755 JAMEE M. CAMERON	3081.36	11/22/23	11/23	
-61294	943 LISA L CAMPBELL	648.07	11/22/23	11/23	
-61293	471 LUKE G. CARR	3465.27	11/22/23	11/23	
-61292	868 TERESA C. CONNER	934.55	11/22/23	11/23	
-61291	742 EMMA A. COVARRUBIAS	2950.51	11/22/23	11/23	
-61290	1138 DONNA CUTSHAW	2023.54	11/22/23	11/23	
-61289	1112 ALETHA SIMONE DOMINGUEZ	884.95	11/22/23	11/23	
-61288	1040 DANNIELLE DOUGLAS	2001.73	11/22/23	11/23	
-61287	412 KAREE R EICHINGER	3820.16	11/22/23	11/23	
-61286	1163 RUBY EIRICH	1971.40	11/22/23	11/23	
-61285	1105 ALIECE ESTRADA	5310.36	11/22/23	11/23	

11/20/23  
14:20:09

TOWNSEND SCHOOLS  
Check Register For Payrolls from 11/01/23 to 11/30/23

Page: 2 of 6  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed	Receipt Acct
-61284	1165 JAYCEE EVINGER	1345.63	11/22/23	11/23	
-61283	1114 TIANA FELLER	1038.79	11/22/23	11/23	
-61282	1032 ALISON FERREIRA	2875.61	11/22/23	11/23	
-61281	84 THERESA FISCHER	3263.68	11/22/23	11/23	
-61280	730 ANGELA M. FLORES	83.13	11/22/23	11/23	
-61279	86 JEANETTE L. FLYNN	3414.91	11/22/23	11/23	
-61278	542 KELSEY L. FLYNN	3442.38	11/22/23	11/23	
-61277	92 LAURA L. FRAZIER	1478.89	11/22/23	11/23	
-61276	953 JOSEPH T GILL	2411.64	11/22/23	11/23	
-61275	194 KRISTINE J. GILLESPIE	3358.69	11/22/23	11/23	
-61274	952 SHAYNA M. GILLESPIE	2203.04	11/22/23	11/23	
-61273	97 KIMBERLY D. GILLIGAN	3749.63	11/22/23	11/23	
-61272	327 ANGELA GIONO	4052.05	11/22/23	11/23	
-61271	1099 KATHERINE GOODMAN	2104.93	11/22/23	11/23	
-61270	103 WENDY R. GRAVELEY	4017.31	11/22/23	11/23	
-61269	1106 EMILY HAERTER	1842.91	11/22/23	11/23	
-61268	1125 CAITLYN HAHN	1157.31	11/22/23	11/23	
-61267	1003 MOLLY HANSON	2873.05	11/22/23	11/23	
-61266	955 CHRISTINA RAE HARTMANN	3989.17	11/22/23	11/23	
-61265	119 VICKI HARVEY	1050.78	11/22/23	11/23	
-61264	731 DANIEL HAZLETT	4160.33	11/22/23	11/23	
-61263	896 SHERI A. HEAVRIN	4383.81	11/22/23	11/23	
-61262	1063 SUSAN HEDALEN	5581.81	11/22/23	11/23	
-61261	1035 TANNER HOFF	2464.36	11/22/23	11/23	
-61260	1151 ELI HOHN	2157.94	11/22/23	11/23	
-61259	561 JENNIFER M. HOPPE	3240.57	11/22/23	11/23	



11/20/23  
14:20:09

TOWNSEND SCHOOLS  
Check Register For Payrolls from 11/01/23 to 11/30/23

Page: 3 of 6  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed	Receipt Acct
-61258	787 JOSEPH R. HORNE	6082.11	11/22/23	11/23	
-61257	1118 REBECCA HUNT	798.31	11/22/23	11/23	
-61256	406 ANNE INGRAM	2954.67	11/22/23	11/23	
-61255	1123 JERI JOHNSON	96.97	11/22/23	11/23	
-61254	1104 DIANA KIRKPATRICK	3315.39	11/22/23	11/23	
-61253	1094 ASHLEY KRUEGER	2251.40	11/22/23	11/23	
-61252	1161 LATASHA LAKE	60.61	11/22/23	11/23	
-61251	1022 ALLISON KAY LAMPMAN	4624.61	11/22/23	11/23	
-61250	969 CHELSEY R LANDERS	1378.93	11/22/23	11/23	
-61249	156 LISA LARSON	3496.36	11/22/23	11/23	
-61248	979 DAVID L. LAWSON	2430.29	11/22/23	11/23	
-61247	931 JAMI J. LAWSON	3588.17	11/22/23	11/23	
-61246	1057 JOSHUA LEONARD	1379.19	11/22/23	11/23	
-61245	932 JEMMA M. LOUGHERY	1881.22	11/22/23	11/23	
-61244	911 MARA E MACDONALD	2170.40	11/22/23	11/23	
-61243	1111 TANCY MCDANIEL	1398.73	11/22/23	11/23	
-61242	1102 OLGA MCNULTY	3144.76	11/22/23	11/23	
-61241	1170 MELISSA MEISSNER	132.61	11/22/23	11/23	
-61240	627 LINDSEY R. MOLDENHAUER	2212.05	11/22/23	11/23	
-61239	183 WANDA MOLDENHAUER	2208.31	11/22/23	11/23	
-61238	1079 RICHARD NABER	1145.47	11/22/23	11/23	
-61237	1162 GAVIN NELSON	200.86	11/22/23	11/23	
-61236	1115 STEVEN NELSON	1247.03	11/22/23	11/23	
-61235	1053 MORGAN NUNN	2187.76	11/22/23	11/23	
-61234	330 JOHN ODELL	5041.40	11/22/23	11/23	
-61233	197 GARY OLSEN	32.32	11/22/23	11/23	

11/20/23  
14:20:09

TOWNSEND SCHOOLS  
Check Register For Payrolls from 11/01/23 to 11/30/23

Page: 4 of 6  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
-61232	1139 MEGAN OSBORNE	1249.98	11/22/23	11/23	
-61231	206 VIRGINIA POOLE	47.48	11/22/23	11/23	
-61230	1153 STEPHANIE PRYOR	2078.43	11/22/23	11/23	
-61229	1164 ASHLEY QUINTANAR	837.84	11/22/23	11/23	
-61228	207 BRAD RACHT	4878.69	11/22/23	11/23	
-61227	333 MARY RACHT	3637.20	11/22/23	11/23	
-61226	1095 TRAVIS RAGEN	777.34	11/22/23	11/23	
-61225	209 TERESA RAISLAND	379.87	11/22/23	11/23	
-61224	222 JAMES J. RIDDLE	3178.11	11/22/23	11/23	
-61223	1108 CARLEY RIES	2301.85	11/22/23	11/23	
-61222	957 MICHAEL SCHNITTGEN	2431.50	11/22/23	11/23	
-61221	628 ALLEN C. SEVAREID	3683.94	11/22/23	11/23	
-61220	756 ANNA C. SHEARER	3192.04	11/22/23	11/23	
-61219	578 JAMES R. SHINDOLL	2665.76	11/22/23	11/23	
-61218	1167 MELISSA SIMS	265.23	11/22/23	11/23	
-61217	1169 HOLLY SMEDLEY	3261.09	11/22/23	11/23	
-61216	1127 SANDRA SPIDELL	1236.07	11/22/23	11/23	
-61215	1154 JASON THOMAS	2956.01	11/22/23	11/23	
-61214	316 VICKI THOMASON	2521.13	11/22/23	11/23	
-61213	987 APRIL M TOLL	1249.42	11/22/23	11/23	
-61212	337 SHARI TONEY	1680.75	11/22/23	11/23	
-61211	951 DANA E. TUFFELMIRE	3792.66	11/22/23	11/23	
-61210	1082 ANDREA TULLOS	2517.55	11/22/23	11/23	
-61209	1152 LOUIS TULLOS	1055.92	11/22/23	11/23	
-61208	1156 MICHAEL VANDIEST	1289.60	11/22/23	11/23	
-61207	928 LEVI T. VANZEE	3765.07	11/22/23	11/23	

11/20/23  
14:20:10

TOWNSEND SCHOOLS  
Check Register For Payrolls from 11/01/23 to 11/30/23

Page: 5 of 6  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
-61206	1017 KATRINA WARBURTON	861.89	11/22/23	11/23	
-61205	1131 BRADI WATKINS	2678.57	11/22/23	11/23	
-61204	278 CLINTON WATSON	2826.16	11/22/23	11/23	
-61203	318 PAMELA WATSON	443.88	11/22/23	11/23	
-61202	1159 MARLEY WELLENSTEIN	166.23	11/22/23	11/23	
-61201	617 CYNTHIA J. WHEELING	2229.33	11/22/23	11/23	
-61200	1117 KAYCE WILLIAMS	3400.65	11/22/23	11/23	
-61199	990 SHANNON A WOODWARD	618.87	11/22/23	11/23	
-61198	P.E.R.S. PERS	9847.96	11/17/23	11/23	
-61197	FIT EFTPS	86720.84	11/17/23	11/23	
-61196	SIT MT DEPT OF REVENUE	15957.00	11/17/23	11/23	
-61195	1112 ALETHA SIMONE DOMINGUEZ	0.00	11/22/23	11/23	
-61194	TRS TRS	61749.84	11/17/23	11/23	
19187	875 JENNILEE S. BIRD	2946.23	11/22/23		
19188	1042 GAIL BLAIR	1820.27	11/22/23		
19189	1075 JOEL BROWN	221.02	11/22/23		
19190	802 EMILY V. CHRISTENSEN	132.61	11/22/23		
19191	1160 SAMEUL FLESCH	277.05	11/22/23		
19192	510 THOMAS E. GRAHAM	1808.46	11/22/23		
19193	107 HARRY HALL	40.56	11/22/23		
19194	148 KAY INGALLS	124.98	11/22/23		
19195	159 AUBRA J. LEWIS	119.21	11/22/23		
19196	1134 JENNA MAINWARING	83.11	11/22/23		
19197	1066 JOHN MENARD	1799.03	11/22/23		
19198	1136 NYKIA MONDRAGON	325.99	11/22/23		
19199	851 STEVEN P. OJALA	2005.45	11/22/23		

11/20/23  
14:20:10

TOWNSEND SCHOOLS  
Check Register For Payrolls from 11/01/23 to 11/30/23

Page: 6 of 6  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
19200	1086 TYLER PATRICK	2196.96	11/22/23	_____	
19201	1087 SHEILA RIVERA	1794.91	11/22/23	_____	
19202	992 JUSTIN P SELL	2792.44	11/22/23	_____	
19203	249 EDWARD A. SHINDOLL	2026.54	11/22/23	_____	
19204	1166 KENDRA THOMPSON	270.12	11/22/23	_____	
19205	799 TIM A. WILLIAMS	1894.04	11/22/23	_____	
19206	1122 TERESA ARTZ	222.02	11/22/23	_____	
19207	AFLAC AFLAC	874.20	11/22/23	_____	
19208	ALLEGIANCE FLEX ALLEGIANCE BENEFIT PLAN	85.50	11/22/23	_____	
19209	AMERIPRISE AMERIPRISE FINANCIAL SER	100.00	11/22/23	_____	
19210	CAFE/FLEX ALLEGIANCE BENEFIT PLAN	2847.51	11/22/23	_____	
19211	COREBRIDGE FINA COREBRIDGE FINANCIAL	2705.00	11/22/23	_____	
19212	FTC FTC	100.00	11/22/23	_____	
19213	HORACE MANN HORACE MANN	675.00	11/22/23	_____	
19214	LIFE INSURANCE DEARBORN LIFE INSURANCE	82.81	11/22/23	_____	
19215	MEA-MFT CLASS. TOWNSEND CLASSIFIED MEA	36.80	11/22/23	_____	
19216	MUST MUST	67914.00	11/22/23	_____	
19217	MUST DENTAL/VIS MUST INSURANCE	2974.00	11/22/23	_____	
19218	TEA/MEA TEA/MEA	1582.10	11/22/23	_____	
19219	UNITED WAY UNITED WAY OF THE LEWIS	10.00	11/22/23	_____	

\* denotes missing check number(s)

# of Checks: 150

Total: 537840.58

Electronic Checks: 434,952.66

Non-electronic Checks: 102,887.92

# **21<sup>st</sup> Century Program**

## **MOU - STOKE**

# **Safety and Communication Application**

**3.2**



# TOWNSEND SCHOOL DISTRICT

## #20231010-192022088

### Issued

October 10, 2023

### Expires

December 31, 2023

---

### Emergent 3

2055 North 1250 East  
North Logan, UT 84341  
United States

Dalton Mickelsen  
dalton@emergent3.com

---

Prepared for

### Townsend School District

201 N Spruce  
Townsend, MT 59644-2215  
United States

## EMERGENT 3 SERVICE AGREEMENT

Townsend School District here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with Emergent 3 Inc ("E3") with its principal place of business 2055 N 1250 E, Logan, UT 84341.

### 1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

E3 grants Customer a non-exclusive, non-transferable limited access to use E3 service(s), application(s) on E3's authorized APP for the fee(s) and terms listed in products and services. This agreement will govern all application(s) and service(s) listed in products and services.

### 2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with E3. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

### 3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement E3's service(s) and application(s). E3 will assign a senior account manager to implement service(s) and application(s). Typical implementation will depend on size of organization(s) but generally it takes around 7-10 business days. E3 account managers will call once per week, provide remote training, and send semi-weekly summary emails to the customer implementation team.

### 4. CUSTOMER DATA:

Customer data will be stored on AWS. E3 will use commercially reasonable efforts to backup, store and manage Customer data. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION). Customer can request reports and data export from E3 support team at any time.

### 5. CUSTOMER SUPPORT:

Customer support and online training resources are FREE and available Monday-Friday, from 8:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. E3 provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day.



**6. BILLING:**

E3 will invoice Customer on an annual basis. E3 will send invoice by mail and by email to the address(s) listed in the signature page. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer. Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly.

**7. TERMINATION:**

Either party may terminate this agreement, after the initial 3-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.

Upon termination (7. TERMINATION), E3 will discontinue all application(s) and or service(s) under this Agreement; E3 will provide customer with an electronic copy of all of Customer's data.

**8. ACCEPTABLE USE:**

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. E3 may restrict access to users upon misuse of application(s) and service(s).

## Products & Services

Products & Services	Billing	Price	Total
E3 Application and Services Desktop and Mobile App(s) - Unlimited Users and Devices Approved Sites Secured by E3 Lifetime Customer Support	Annually	\$1,750.00 / year	\$1,750.00/ year for 3 years
Onboarding and Set Up Trainings, Implementation and Setup fees for secured site(s)		\$1,000.00	\$500.00 after 50% discount

**Total****\$2,250.00**

## Comments

## Project Acceptance

## Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

**Susie Hedalen**

shedalen@townsend.k12.mt.us

Verify to sign

Download

**Three products were reviewed:**

## **ClassTag, Bloomz, and Rooms (Thrillshare)**

### **ClassTag –**

ClassTag offers a unified communications platform that allows parents, students, teachers and staff to communicate via their website and phone app. ClassTag's platform is user friendly and should be familiar to parents, as it is very similar to Facebook.

### **Features:**

Direct messaging by email and text  
(Voice calls via platform coming in 1st quarter 2024)

Can be configured to communicate with LEOs

School or class-wide announcements

Photo and video sharing

Volunteer signups, donations and supply lists

Parent-teacher conference scheduling

Class calendar and events Newsletters

Automatic translation of language to families preferred language.

**Cost – \$4 / Student per year ~ \$2844 / yr based on current enrollment**  
**No setup fees.**

## **Bloomz -**

Bloomz also offers a unified communications platform that has similar functionality as ClassTag but with more features.

### **Features:**

**Allows for communications between any school staff members, parents, coaches, bus drivers, law enforcement or any other personnel approved by the district. Also offers an integrated platform that teachers can use to share assignments with parents and provide incentives for students performing well in the classroom.**

**Communications can be individualized or between groups.** This allows for coaches to easily communicate with their players and parents.

**Teachers can post classwork** to Bloomz via Google Classroom or directly. Parents can see classwork in one location.

**Robocalling** can be done via Bloomz to allow school administrators to send messaging to parents school-wide for relaying information.

**Event coordination** can be handled by Bloomz as well. This allows administrators to better manage classroom volunteers and fundraisers.

**RSS News Widget** allows school administrators to post directly to school website directly from one location.

**Automatic translation** of communications for families in their preferred language.

**Cost - \$7920 / yr + \$1500 setup fee.**

**Features can be purchased individually. The base price is \$5 / student. For the entire suite it is \$11 / student plus setup fee.**

## **Rooms via Thrillshare**

Rooms also offers a feature rich district wide communications platform. The biggest benefit for using Rooms is that it can be integrated with our existing school app. It does not have the extensive feature set found in either of the other two platforms.

### **Features -**

**Unified two - way communication and messaging** tool integrated directly with your school app.

**Allows teachers to create Classes, Streams and Messages** similar to Google Classroom feed for each class.

**Teachers can also track student behavior** in the app and allow parents to monitor their students behaviors at school.

**The material feature allows teachers to upload and organize their entire semester's worth of documents in one sitting**, in a location that parents and students can access during the semester.

**Parents can communicate with teachers in a monitored safe place.**

**Pricing - \$6300 setup + \$8575 per year.**  
**(Total for the first year, \$14,875)**

## **Summary of Recommendations -**

**In presenting these options to the technology committee, we discovered that the district is lacking a unified communications platform. Families who have multiple students in different schools are required to utilize multiple free / paid apps to communicate effectively with their child's, teachers and coaches. Some of the free apps do not meet current requirements for student data privacy and will be phased out accordingly.**

**All of these paid solutions, presented here, have met data privacy requirements in other states, and are willing to comply with current Montana Law.**

**The technology committee recommended that we have each of these vendors present their platform to members of the committee or groups of teachers from each school to further evaluate.**

# **Student Attendance Agreements**

**3.3**

**2023-2024**

**Student Attendance Agreements for the Board to Approve**

(Students that live in Broadwater County, Townsend K12 School District #1 but wish to attend Three Forks Public Schools.)

<u>Name</u>	<u>Grade</u>	<u>District of Residence</u>
Dabling, Levi	5	Townsend
Dabling, Zoe	8	Townsend
Dabling, Anna	10	Townsend
LaBonte, Sylviajean	8	Townsend
LaBonte, Memphis	10	Townsend
Merkel, Finley	3	Townsend
Wilcox, Amanda	10	Townsend



# **Schauber Surveying, Inc.**

**3.4**



## SCHAUBER SURVEYING, INC.

64 Jack Farm Rd

Townsend, MT 59644

Phone/Fax: 406-266-4602

schaubersurvey@gmail.com

Townsend Schools  
201 North Spruce  
Townsend, MT 59644

Re: Notice of Subdivision Proposal  
Smith Minor Subdivision

November 20, 2023

To Whom it May Concern:

I am writing this letter in representation of N-S Land Company, Judy Noel, member, owner and developer of the Smith Minor Subdivision. They have proposed a minor subdivision located approximately 2.3 miles East of Townsend. They are creating 4 single family residential tracts from an existing 80-acre subdivision lot in the Carlson Minor Subdivision. Please see attached preliminary plat and vicinity map.

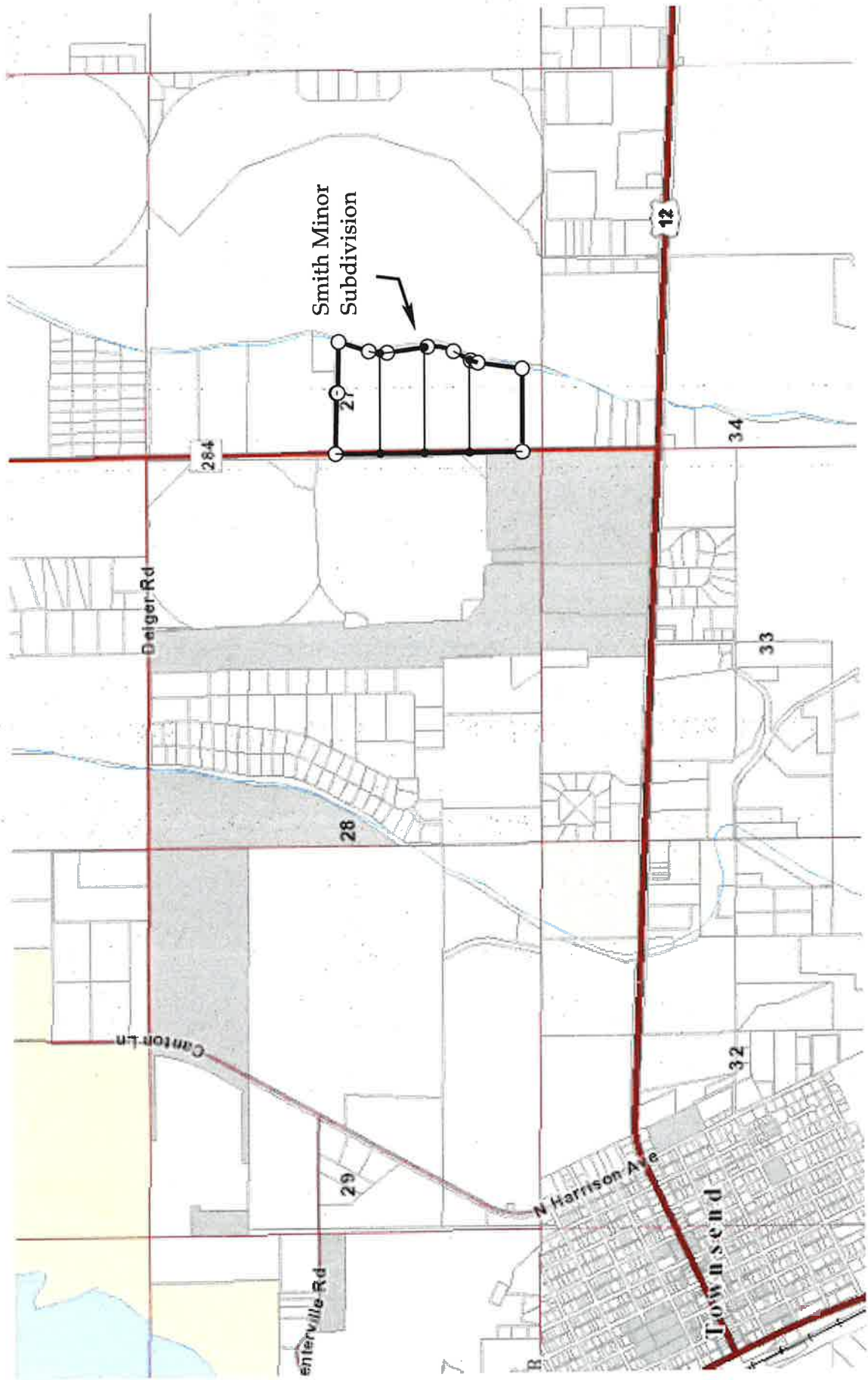
We need to identify educational services available and any concerns from personnel providing those services. Would you please describe any impact this may have on the schools or school bus system. To ensure your comments are included in our subdivision submittal, please respond as soon as possible.

Please feel free to call with any questions or concerns. Thank you very much.

Sincerely,

Bernadette Swenson  
Schauber Surveying, Inc.

Smith Minor Subdivision  
Vicinity Map

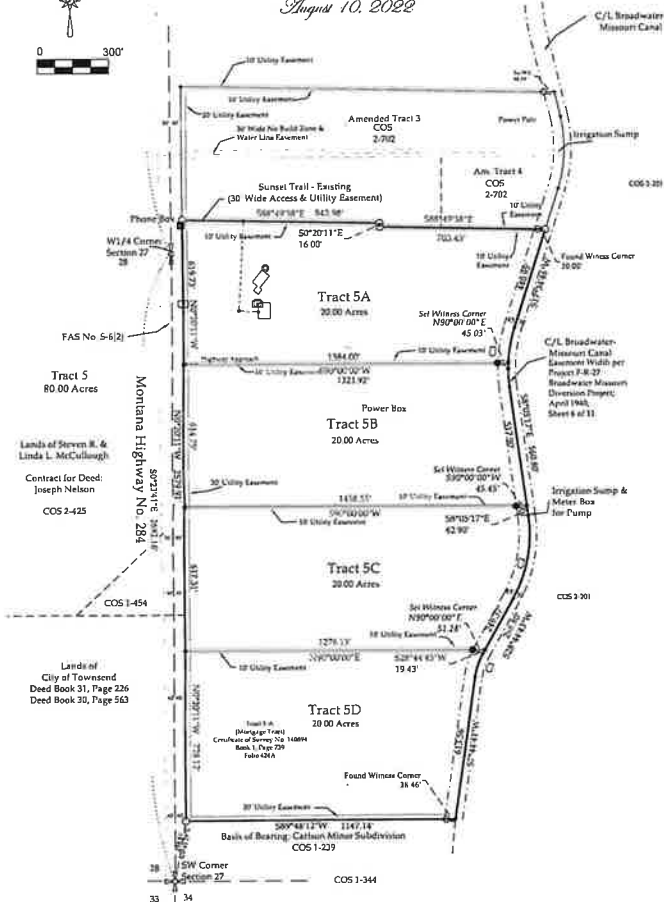


PRELIMINARY

*Amended Tract 5 of the Carlson Minor Subdivision*

Situated in part of the W 1/2 of Section 27, Township 7 North, Range 2 East, P.M.M.,  
Broadwater County, Montana

Requested By: Judy Noel  
August 10, 2022



CURVE	BEARING	HORIZ DIST	RADIUS	ARC	DELTA	TANGENT
C1	S18°14'42"W	104.42'	286.50'	105.01'	21°00'02"	53.16'
C2	S30°19'43"W	362.63'	573.00'	348.36'	36°50'00"	190.80'
C3	S44°44'41"W	254.33'	573.00'	254.68'	25°44'00"	130.54'

Deed Reference: Deed Book 218; Page 91  
Basis of Bearing Carlson Minor Subdivision COS 1-239

**Certificate of Dedication:**

(I), (We), the undersigned property owner(s), do hereby certify that I, (We), have caused to be surveyed, subdivided, and platted into lots, parcels, blocks, roads, and alleys, and other divisions and dedications, as shown by this plat hereunto included, the following described Tract of land, to wit:

## Smith Minor Subdivision [Overall Boundary]

[illegible]

### Utility Fairness Declaration

The undersigned hereby grants unto each and every person, firm, or corporation, whether public or private, providing or offering to provide telephone, telegraph, electric power, gas, cable television, water or sewer service to the public, the right to the joint use of an easement for the construction, maintenance, repair and removal of their lines and other facilities, in, over, under and across each area designated on this plat as "Utility Easement" to have and to hold forever.

## Certificate of Waiver

We, the undersigned owners of the Minor Subdivision, do hereby waive the right to protest the creation of Rural Improvement Districts. In so doing, we do not waive any right to comment on, protest, and/or appeal any assessment formula which may be proposed, if we believe it to be inequitable. This waiver shall be binding upon the heirs, assigns, and purchasers on all lots within this subdivision.

The above described tract of land is to be known and designated as the

\_\_\_\_\_ of \_\_\_\_\_ County, Montana, and the lands included in all roads, avenues, alleys, and parks or public squares shown on said plat are hereby granted and donated to the use of the public forever. The roadways dedicated to the public are accepted for public use, but the County accepts no responsibility for maintaining the same. The owner(s) agree(s) that the County has no obligation to maintain the roads hereby dedicated to public use.

Dated this \_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_

Notary:  
On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me a Notary Public for the State of Montana, personally  
appeared \_\_\_\_\_ known to me to be the persons whose names subscribed to  
the within instrument, and acknowledged to me that they executed the same.

Residing at \_\_\_\_\_  
Notary public for the State of Montana  
My Commission Expires \_\_\_\_\_

Certificate of Surveyor

I hereby certify the attached plat is a true representation  
of  
a survey performed under my supervision and completed  
on August 10, 2022 and described the same  
as shown on the accompanying plat in accordance with  
the  
provisions of the Montana Subdivision and Platting Act.  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**Surveyor:**  
Dan Swanson L.S. 15279  
P.O. Box 177  
Tulwensend, MI 59644

### Certificate of Clerk and Recorder:

I, \_\_\_\_\_, Clerk and Recorder of Broadwater County, Montana, do hereby certify that the foregoing instrument was filed in my office at \_\_\_\_\_ o'clock, (am or pm), the \_\_\_\_\_ day of \_\_\_\_\_, AD, 20\_\_\_\_, and recorded in Book \_\_\_\_\_ of Plats on Page \_\_\_\_\_, Records of the Clerk and Recorder, Broadwater County, Montana.

Clerk and Recorder

**Certificate of Treasurer:**

I, \_\_\_\_\_, Treasurer of  
Broadwater County, Montana, do hereby certify that  
the accompanying plat has been duly examined and  
that all real property taxes and special assessments  
assessed and levied on the land to be subdivided  
have been paid.  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

## Treasurer of Bradwater County

**WEED CONTROL CERTIFICATION**  
The Conditions and Restrictions as required by Broadwater County will apply to this subdivision.

COVENANTS: This subdivision is subject to Restrictive Covenants.  
See Covenants Filed in Book \_\_\_\_\_ Page \_\_\_\_\_

See Covenants Filed In Book \_\_\_\_\_ Page \_\_\_\_\_

NOTE: HOMEOWNERS ASSOCIATION  
Homeowners Association Article of Organization and By-Laws must be filed if applicable

RIGHT-TO-FARM RESOLUTION  
This subdivision is subject to the "Right-to Farm Resolution" as adopted by Broadwater County

### LEGEND

- Section Corner
- Quarter Corner
- Set 1/2" Rebar w/OPC  
LS #1527V
- Set Wilness Corner  
1/2" Rebar w/OPC  
LS No 15379V
- Found 1/2" Rebar
- Wilness Corner  
(1/2" Rebar)
- Found 3" BLM Blaise Cap
- Irrigation Sump
- Power Pole
- Test Pit
- Well
- Septic
- Power Vault
- Square
- Square Manhole

Certificate of Final Plat Approval:  
The County Commission of Broadwater County,  
Montana, does hereby certify that we have  
examined the attached subdivision plat and  
find it conforms to the Subdivision and  
Platting Act and therefore is approved

Commissioner \_\_\_\_\_ County Attorney \_\_\_\_\_

Commissioner \_\_\_\_\_ Clerk and Recorder \_\_\_\_\_

### Commissioners

# Personnel

**3.5**

Received 11/27  
CAS

November 27th, 2023

To whom it may concern,

Please accept this letter as my formal notice and resignation from Townsend Elementary as a Paraprofessional. I have enjoyed working here, and appreciate all the things I have learned through this experience. My last day will be December 15th.

Thank you for the opportunities I have had working in the school district.

Sincerely,



Megan Osborne

November 14, 2023

TO: The Townsend School District

FROM: Cindy Wheeling

RE: Retirement

Because of my recent illness, I am going to have to retire from my position as a paraprofessional. I just want to thank the Administration for all your support during my employment. You have been so good to me, and I cannot thank you enough. I also cannot thank the Staff at the Elementary Level, Junior High Level and High School Level for allowing me to come into your classrooms to work with the students. You have been so kind to me and allowed me to make the adjustments needed for each student. I also want to thank the Special Ed teachers for their support in helping me to learn to work with the wonderful students in Townsend. I have been very blessed with a wonderful, wonderful job for many years. Thank you again for everything.

With much sadness on my part

Cindy Wheeling

LWOP 12-31-23

Resign 01-01-24, final payout 1/25/24  
No retirement contribution

Kayce Williams  
11/16/23

Cindy Wheeling

Joseph Gill  
PO Box 202  
Townsend, MT 59644  
(406) 241-2087  
jgill@townsend.k12.mt.us

**Nov 16, 2023**

To whom it may concern,

I am writing to let you know that I will be resigning from my position as Closeup Program Advisor effective immediately. I have realized that I am unable to dedicate the amount of time needed to successfully run this program at this time.

THank you for understanding.

Sincerely,

A handwritten signature in blue ink that reads "Joseph Gill". The signature is stylized, with the first name "Joseph" written in a cursive script and the last name "Gill" written in a more blocky, cursive style. A long horizontal line extends from the end of the signature.

Joseph Gill  
JTG/ME



Townsend School District  
201 North Spruce Street  
Townsend, MT 59644

Dear Townsend School Board Members,

It has recently come to my attention that applying to become a substitute teacher would be an awesome opportunity while I am away from school. I am currently enrolled in Montana State University, Bozeman, and would like to express my interest in becoming a substitute teacher over the duration of my winter break here in Townsend. And any further dates when I am available.

Becoming a substitute teacher would allow me to earn some money away from school, as well as build my resume. But most of all it would allow me to help my community when it is needed, as teachers and substitute teachers are hard to find these days.

I have plenty of experience in handling children, mostly K through 5, as I worked for the after-school program during my senior year at Broadwater High School. I also became a TA for the third-grade teachers my junior year of high school and carried that out until I graduated last spring.

Becoming a substitute teacher would allow me to find a part-time job that I enjoy, and it would be a very beneficial break from my college life.

I look forward to hearing from you. Thank you so much.

Sincerely,

Whitney Roberston

[whitneyrobertsn23@gmail.com](mailto:whitneyrobertsn23@gmail.com)

## Kayce Williams

---

**From:** Christina Hartmann <chartmann@townsend.k12.mt.us>  
**Sent:** Friday, December 1, 2023 8:00 PM  
**To:** Kayce Williams  
**Subject:** Fwd: After School/5th Day Program

----- Forwarded message -----

**From:** Jenna Frazier <jenna.frazier86@gmail.com>  
**Date:** Fri, Dec 1, 2023 at 10:56 AM  
**Subject:** Re: After School/5th Day Program  
**To:** <chartmann@townsend.k12.mt.us>

I would like to work the 5th day program/after school program one or two days a month.

Thank you!

Sent from my iPhone

On Dec 1, 2023, at 10:27 AM, Christina Hartmann <chartmann@townsend.k12.mt.us> wrote:

Ok, sounds good. Can you just write your letter of interest stating you would like to work the program without dates? That way it leaves it open and you can just share availability with me.

On Fri, Dec 1, 2023 at 10:24 AM Jenna Frazier <jenna.frazier86@gmail.com> wrote:  
Probably just the 8th for this month. I plan to try for at least one or two days a month going forward.

Sent from my iPhone

On Dec 1, 2023, at 9:33 AM, Christina Hartmann  
<chartmann@townsend.k12.mt.us> wrote:

Are you going to be available additional days or just the 8th?

On Fri, Dec 1, 2023 at 9:32 AM Jenna Frazier <jenna.frazier86@gmail.com>  
wrote:

Good morning,

I am interested in participating in the after school/5th day program. I am available Friday, December 8th, for the full day.

# **Policy Review**

**3.6**

Red= first reading December (13), leaving (10) for January

### MTSBA Model Policies with Required Updates

**MTSBA Model Policy 1400 – Board Meetings.** This policy was updated to accurately state the requirements by which a board of trustees may convene an emergency meeting.

(? Do we need?) **MTSBA Model Policy 1420 – Board Meeting Procedure.** This policy was updated to reflect the changes in the law from [HB 890](#). The policy now outlines the process for Class 1 and 2 districts to complete and maintain recordings of school board meetings as will be required starting July 1, 2024.

**MTSBA Model Policy 1511 – Code of Ethics.** This policy was updated to remove the reference to the National School Boards Association.

(work on) **MTSBA Model Policy 1610 – Goals and Objectives.** This policy was updated to reflect the changes in the accreditation standards at [10.55.601 ARM](#) and [10.55.701 ARM](#). The policy now outlines how the board of trustees shall conduct and complete the integrated strategic action plan as required by rule.

**MTSBA Model Policy 2151F – Assumption of Risk Form.** This form was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The form can now be used for extracurricular activities, athletics, clubs, and events.

**MTSBA Model Policy 2320 – Field Trips and Excursions.** This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now cross references Policy 8132 to detail how parents consent to school trips.

(work on) **MTSBA Model Policy 3141 – Non-Resident Enrollment.** This policy was replaced in its entirety to reflect the changes in the law from [HB 203](#). The previous policy shall not be retained. The new policy details the process for nonresident students to enroll in a district when required by law and when extenuating circumstances do not exist. The policy now outlines how districts may establish application deadlines, priority processes, and standards for capacity as permitted by law. The policy should be carefully reviewed with applicable options selected and information inserted prior to adoption. The related MTSBA Model Policy 7008 will remain in place for the remainder of this school year but will be addressed in policy updates distributed in 2024.

**MTSBA Model Policy 3305 – Seclusion and Restraint.** This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now includes methods for parental consent for health intervention or screening.

**MTSBA Model Policy 3310P- Risk Assessments.** This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now includes methods for parental consent for health intervention or screening.

**MTSBA Model Policy 3410 – Student Health and Examinations.** This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now includes methods for parental consent for health intervention or screening.

**MTSBA Model policy 3410F – Medical Consent Form.** This form was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The form now includes methods for parental consent for health intervention or screening.

**MTSBA Model Policy 3413F2 – Immunization Religious Exemption Form.** This form was updated to reflect the changes in law from [HB 715](#). This form was previously distributed to districts on October 12, 2023.

**MTSBA Model Policy 3431 – Emergency Treatment.** This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#) through authorization to act in an emergency situation consistent with Policies 3305 and 3310P.

**MTSBA Model Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms.** This procedure and form were updated to reflect the changes in the law from [HB 676](#) and [SB 518](#) by ensuring video and audio recordings are clearly listed as directory information, when applicable.

**MTSBA Model Policy 5121 – Applicability of Personnel Policies and Professional Development.** This policy was updated to reflect the changes in rule at [10.55.723 ARM](#) requiring collaboration with staff on mentoring and induction for inclusion in the integrated strategic action plan.

**MTSBA Model Policy 5223 – Personal Conduct.** This policy was updated to clearly state the expectations for staff to comply with ethical standards governing public employees in Montana law.

**MTSBA Model Policy 5330 – Maternity and Paternity Leave.** This policy was updated to clarify the use of accumulated leave for an employee on maternity or paternity leave.

**MTSBA Model Policy 7320 – Purchasing.** This policy was updated to comply with Montana law governing non-discrimination in public bidding procedures.

**MTSBA Model Policy 8110 – Bus Routes and Schedules.** This policy was updated to comply with standards governing trustee approval of bus routes and installation of crossing arms on buses.

**MTSBA Model Policy 8125 – School Bus Emergencies.** This policy was updated to comply with standards to complete school bus emergency drills for students.

**MTSBA Model Policy 8132 – Activity Trips.** This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now outlines how parents will

be provide the opportunity to consent to trips and rooming assignments and details the process for districts to use activity specific transportation methods and lodging.

**MTSBA Model Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds.** This policy was updated to comply with new guidance and interpretations of regulations governing school nutrition and food services procurement.

### **MTSBA Model Policies with Recommended Updates**

**MTSBA Model Policy 1240 – Duties of Individual Trustees.** This policy was updated to clarify the legal requirement for trustee visits to schools and cross reference with Policy 1520.

**MTSBA Model Policy 1520 – Board Staff Communications.** This policy was updated to clarify the options staff have to raise concerns in the district, communicate with trustees, and establish a method for collaborative trustee visits to schools.

**MTSBA Model Policy 3310P2-Academic Honesty and Responsible Use of Resources.** This procedure was developed to assist districts in managing student use of technology, including artificial intelligence, in a responsible and academically relevant manner.

**MTSBA Model Policy 5231 – Personnel Records.** This policy was updated to require staff to maintain an accurate and up to date mailing address with the school district.

### **MTSBA Model Policies with Legal Reference Updates Not Requiring Board Action**

**MTSBA Model Policy 1650 – Public Charter Schools**

**MTSBA Model Policy 2158 – Family Engagement Policy**

**MTSBA Model Policy 2500 – English Language Learner Program**

**MTSBA Model Policy 3210 – Equal Educational Opportunity**

**MTSBA Model Policy 6140 – Duties and Qualifications of Administrators**

2  
3 **THE BOARD OF TRUSTEES**

1400  
page 1 of 2

4  
5 Board Meetings

6  
7 Meetings of the Board must occur at a duly called and legally conducted meeting. "Meeting" is  
8 defined as the convening of a quorum of the constituent membership of the Board, whether in  
9 person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the  
10 Board has supervision, control, jurisdiction, or advisory power.

11  
12 Notice of Meetings

13  
14 Unless otherwise required by law and policy, the District shall publish an agenda for each type of  
15 meeting included in this policy with a minimum of 48 hour's notice to the public as follows:

16 A. If a newspaper of general circulation in the county where the District is located  
17 publishes electronic notices and links to meeting agendas free of charge to the District on  
18 the newspaper's website, the District shall provide the notice and agenda to the  
19 newspaper to post on the newspaper's website.

20 B. If the District does not have an option to post notices and links to meeting agendas  
21 free of charge, the District shall provide adequate notice of a meeting by doing at least  
22 one of the following:

- 23 1. posting a link to the meeting agenda on the agency's primary website; or  
24 2. posting the agenda on the social media site of the agency.

25 C. In addition to the above-noted electronic postings, the District shall post a physical  
26 copy of the meeting agenda at the entrance to each school in the District and at the  
27 following location in the community: \_\_\_\_\_.

28  
29 Regular Meetings

30  
31 Unless otherwise specified, all meetings will take place in the \_\_\_\_\_.  
32 Regular meetings shall take place at \_\_\_\_\_ p.m. on the \_\_\_\_\_ of  
33 each month, or at other times and places determined by a majority vote. Except for an  
34 unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote  
35 of the trustees, in a publicly accessible building located within the District. If regular meetings  
36 are scheduled at places other than as stated above or are adjourned to times other than the regular  
37 meeting time, notice of the meeting shall be made in the same manner as provided for special  
38 meetings. The trustees may meet outside the boundaries of the District for collaboration or  
39 cooperation on educational issues with other school boards, educational agencies, or  
40 cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the  
41 public in advance. Decision making may only occur at a properly noticed meeting held within  
42 the District's boundaries. When a meeting date falls on a school holiday, the meeting may take  
43 place the next business day.

44  
45 Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the \_\_\_\_\_.

On the date and at the time and place stated in the published notice (on or before August 20), trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt a final budget not later than August 25.

### Committee Meetings

Each Board committee established under Policy 1130; each District committee with a trustee as a member; and each District committee made up of district employees, administrators, or officials deliberating on matters for report to the Board for final decision shall meet as needed in accordance with the directive issued to the committee or trustees and noticed to the public consistent with the requirements of this policy.

### Special Board Meetings

Special Board meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee and noticed to the public consistent with the requirements of this policy. The forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

### Emergency Meetings

The 48-hour notice requirement for a special Board meeting is waived in an unforeseen emergency or to consider a violation of the student code of conduct, as defined in accordance with District policy, within a week of graduation. For the purposes of this policy, "unforeseen emergency" means a storm, fire, explosion, community disaster, insurrection, act of God, or other unforeseen destruction or impairment of school district property that affects the health and safety of the trustees, students, or district employees or the educational functions of the district.

~~In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.~~

### Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. The possibility of a closed session shall be noted on the respective agenda item appearing on the public noticed published in accordance with this policy. The individual whose right of privacy will be considered during the possible closed session shall be notified in writing of the meeting. Before closing a meeting, the presiding officer must determine that the demands



1 of individual privacy exceed the merits of public disclosure and so state publicly before going  
2 into closed session. The Board also may go into closed session to discuss a strategy to be  
3 followed with respect to litigation, when an open meeting would have a detrimental effect on the  
4 litigating position of the District. This exception does not apply if the litigation involves only  
5 public bodies or associations as parties. Before closing a meeting for litigation purposes, the  
6 District may consult legal counsel on the appropriateness of this action. No formal action shall  
7 take place during any closed session. Closed session meeting minutes shall be completed in  
8 accordance with Policy 1420.

9  
10  
11 Legal References:     § 2-3-103, MCA     Public participation – governor to ensure guidelines  
12                             adopted  
13                             § 2-3-104, MCA     Requirements for compliance with notice provisions  
14                             § 2-3-105, MCA     Supplemental notice by radio or television  
15                             § 2-3-201, MCA     Legislative intent – liberal construction  
16                             § 2-3-202, MCA     Meeting defined  
17                             § 2-3-203, MCA     Meetings of public agencies and certain associations  
18   of public agencies to be open to public – exceptions  
19                             § 20-3-322, MCA     Meeting and quorum  
20                             § 20-9-115, MCA     Notice of final budget meeting  
21                             § 20-9-131, MCA     Final budget meeting  
22                             10.55.701, ARM     Board of Trustees  
23                             Chapter 396 (2023)     Revise public notice requirements  
24                             *Associated Press v. Crofts*, 2004 MT 120  
25

26 Policy History:

27 Adopted on:

28 Reviewed on:

29 Revised on:

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

2  
3 **THE BOARD OF TRUSTEES**

1511

4  
5 Code of Ethics for School Board Members

6  
7 AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC  
8 EDUCATION, AND TO THAT END I WILL:

9  
10 Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the  
11 issues to be considered at those meetings;

12  
13 Recognize that I should endeavor to make policy decisions only after full discussion at public Board  
14 meetings;

15  
16 Make all decisions based on available facts and my independent judgment and refuse to surrender that  
17 judgment to individuals or special interest groups;

18  
19 Encourage the free expression of opinion by all Board members and seek systematic communications  
20 between the Board and students, staff, and all elements of the community;

21  
22 Work with other Board members to establish effective Board policies and to delegate authority for  
23 administration to the Superintendent;

24  
25 Recognize and respect the responsibilities that are properly delegated to the Superintendent;

26  
27 Communicate to the Superintendent expression of public reaction to Board policies, school programs, or  
28 staff;

29  
30 Inform myself about current educational issues, by individual study and through participation in programs  
31 providing needed information, such as those sponsored by the ~~National School Boards Association and~~  
32 Montana School Boards Associations;

33  
34 Support the employment of those persons best qualified to serve as school staff and insist on regular and  
35 impartial evaluation of staff;

36  
37 Avoid being placed in a position of conflict of interest and refrain from using my Board position for  
38 personal or partisan gain;

39  
40 Avoid compromising the Board or administration by inappropriate individual action or comments and  
41 respect the confidentiality of information that is privileged under applicable law;

42  
43 Remember always that my first and greatest concern must be the educational welfare of students  
44 attending public schools.

45  
46 Policy History:

47 Adopted on:

48 Reviewed on:

49 Revised on:

\_\_\_\_\_ Public Schools  
**SCHOOL ACTIVITIES INFORMED CONSENT AND  
 INSURANCE VERIFICATION FORM**

I \_\_\_\_\_ approve of my child \_\_\_\_\_ participating in  
 \_\_\_\_\_ as an extracurricular activity or curricular club at \_\_\_\_\_ School.

Extracurricular activities may include transportation, educational functions, or other physical activity. There is an inherent risk of injury in the activity. By signing this agreement, I acknowledge that the School District staff try to prevent accidents. I agree to accept responsibility for my student's participation in the school activities. The activity is strictly voluntary. My signature below gives my child permission to participate in a \_\_\_\_\_ School Activity.

I, the undersigned, hereby acknowledge and understand that, regardless of all feasible safety measures that may be taken by the School District, participation in this event entails certain inherent risks. I certify that my student is physically fit and medically able to participate or have noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that my student will honor all instructions of district staff and failure to honor instructions may result on dismissal from the activity. I have been informed of these risks, understand them, and feel that the benefits of participation outweigh the risks involved. I understand any negligence arising out of the student's participation in the program shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to my student. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the district staff in charge to obtain emergency care for my student, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

The School District DOES NOT provide medical insurance benefits for students who choose to participate in activities programs. Parents or guardians may request information from the school district regarding medical insurance for students. If parents or guardians have their own insurance coverage during the student's participation, that coverage information is provided below. Or parents may notify the School District that they do not have medical insurance.

\_\_\_\_\_ I have personal medical insurance to cover the student's participation:

INSURANCE (Company Name) \_\_\_\_\_

Policy # \_\_\_\_\_

\_\_\_\_\_ I do not have personal medical insurance to cover the student's participation and understand that the School District does not provide medical insurance to cover the students. I understand I will be responsible for any medical costs associated with the student's participation.

Signature Required Regardless of Insurance Coverage:

Student Athlete \_\_\_\_\_  
 (Please Print)

Parent/Guardian \_\_\_\_\_  
 (Signature)

Date: \_\_\_\_\_

2  
3 **INSTRUCTION**

2320

4  
5 Field Trips, Excursions, and Outdoor Education

6  
7 The Board recognizes that field trips, when used as a device for teaching and learning integral to  
8 the curriculum, are an educationally sound and important ingredient in the instructional program  
9 of the schools. Such trips can supplement and enrich classroom procedures by providing  
10 learning experiences in an environment beyond the classroom. The Board also recognizes that  
11 field trips may result in lost learning opportunities in missed classes. Therefore, the Board  
12 endorses the use of field trips, when educational objectives achieved by the trip outweigh any  
13 lost in-class learning opportunities.

14  
15 Field trips that will take students out of state must be approved in advance by the Board; building  
16 principals may approve all other field trips.

17  
18 Building principals will develop procedures with respect to field trips, excursions, and outdoor  
19 education.

20  
21 Staff members may not solicit students during instructional time for any privately arranged field  
22 trip or excursion without Board permission.

23  
24 Transportation and lodging for trips or events under this policy shall be in accordance with  
25 Policy 8132. The presence of a person with a currently valid first aid card is required during  
26 school-sponsored activities, including field trips, athletic, and other off-campus events. Parental  
27 permission shall be documented for all school sponsored trips.

28  
29 

<u>Cross Reference</u>	<u>Policy 2158</u>	<u>Parental and Family Engagement</u>
	<u>Policy 8132</u>	<u>Activity Trips</u>

30  
31  
32 Legal Reference: ARM 37.111.825 Health Supervision and Maintenance  
33 Title 40, Chapter 6, Part 7 Rights of Parents

34  
35 Policy History:

36 Adopted on:

37 Reviewed on:

38 Revised on:

2  
3 **STUDENTS**

3305

4  
5 Use of Restraint, Seclusion, and Aversive Techniques for Students

6  
7 Conduct of Employees Directed Toward Students

8  
9 The use by appropriately trained District personnel towards or directed at any student of any form  
10 of restraint or seclusion as defined in this policy, is prohibited except in circumstances where  
11 proportional restraint or seclusion of a student is necessary when a student's conduct creates a  
12 reasonable belief in the perspective of a District employee, that the conduct of the student has  
13 placed the student, the employee, or any other individual in imminent danger of serious bodily  
14 harm.

15  
16 The employee or any employee who is a witness to this event shall immediately seek out the  
17 assistance of the school's administration or, if such administrator is not available, a certified or  
18 classified employee with special training in seclusion and restraint, if available. Upon the arrival  
19 of such individual, the administrator or if no administrator is available, the most senior trained  
20 individual on seclusion or restraint shall take control over the situation. The most senior trained  
21 individual shall direct another available staff member to notify the student's parent or guardian of  
22 the situation consistent with Policy 3413.

23  
24 Seclusion or restraint of a student shall immediately be terminated when it is decided that the  
25 student is no longer an immediate danger to him or herself or to any other third person or if it is  
26 determined that the student is exhibiting extreme distress or at such time that appropriate  
27 administrative personnel have taken custody of the child or upon such time that the parent/legal  
28 guardian of the child has retaken custody of the child.

29  
30 Regardless of employee training status, no District personnel shall use any form of aversive  
31 technique or corporal punishment against any student. All seclusion will be in compliance with a  
32 student's IEP or Section 504 Plan.

33  
34 If a situation occurs where a properly trained District employee must use acts of restraint or  
35 seclusion against a school student, the following shall occur:

- 36  
37 1. The employee shall immediately report to their building principal, in writing, the  
38 following information:  
39 A. The date the event occurred;  
40 B. The circumstances leading to the event;  
41 C. The student involved; and  
42 D. Other witnesses or participants to the event.  
43  
44 2. The building principal shall notify the Superintendent's office of the event, providing the  
45 Superintendent's office with a copy of the report of events.

3. The building principal shall ascertain if any of the school's video equipment captured the event on a recording. If such event was captured on recording, the principal shall take all best efforts to maintain a copy of the recording and provide such to the Superintendent's Office for the Superintendent's official records of the event.
4. The Superintendent or designee shall ascertain the special needs status of the student involved in the seclusion or restraint and shall ascertain and maintain documentation as to whether or not such events were consistent with or contraindicated due to the student's psychiatric, medical, or physical condition(s). Parental consent is required prior to any psychiatric, medical, or physical examination or services.
5. The Superintendent or designee of the Superintendent shall notify the parent or legal guardian of the subject student of the situation and the event of restraint or seclusion via telephone and provide the parent/legal guardian with the name and telephone contact information of the building principal where the parent may obtain additional information regarding the event.
6. The Superintendent or designee of the Superintendent shall provide the parent/legal guardian of the student with written notice of the event of restraint or seclusion of their student.
7. The Superintendent's office shall maintain documentation as to events of restraint and seclusion and shall prepare any and all necessary reports to legal entities upon whom such reports are or may become due pursuant to State and federal regulations.

#### Training of School Personnel

As part of the training and preparation of each certified administrator, certified teacher, and in-building classified employee of the District, the following shall occur:

1. Training to personnel as to proper situations and events leading to student seclusion and intervention, including possible preventative alternatives to seclusion and restraint, safe physical escort, de-escalation of student crisis situations, and positive behavioral intervention techniques and supports;
2. Training of personnel in crisis/conflict management and emergency situations which may occur in the school setting, including examples and demonstrations of proper activities and techniques and trainers observing employee use of proper activities and techniques in the training setting;
3. Techniques to utilize to limit the possibility of injury to the student, the employee and any other third party in the area;

1 4. Information as to the school's student seclusion areas in each respective school building  
2 to which the employee is assigned; and  
3

4 5. Provision of the employee with a copy of this policy.  
5

6 Employees authorized to engage in seclusion and restraint will also be trained in CPR and basic  
7 first aid.  
8

9 It is a goal that all new employees are trained in the area of student restraint and seclusion during  
10 their first week of employment. However, this may not be possible due to realities of the  
11 operation of a school district. If an employee has not yet undergone training and a situation  
12 necessitating student restraint or seclusion occurs, and another properly trained employee of the  
13 District is present at the event, the properly trained employee shall take the lead in addressing the  
14 student crisis.  
15

#### 16 Designated Locations 17

18 Each school building for which students are present must have a building designated location for  
19 student seclusion. It is the responsibility of the building's principal, or designee of the principal,  
20 to assure that the building's designated seclusion location is a safe and clean location and that  
21 such location has appropriate supervision when any student has been placed into seclusion  
22 pursuant to this policy. All seclusion will be in compliance with a student's IEP or Section 504  
23 Plan. Appropriate supervision shall include an adult in the seclusion location which has  
24 continuous visual observation of the secluded student.  
25

#### 26 Definitions 27

28 For the purposes of this policy, the following definitions shall apply:  
29

30 **Restraint:** The immobilization or reduction of a student's freedom of movement for the purpose  
31 of preventing harm to students or others through chemical, manual method, physical, or  
32 mechanical device, material, or equipment.  
33

34 **Seclusion:** Involuntary confinement in a room or other space during which a student is prevented  
35 from leaving or reasonably believes that he or she can leave or be prevented from leaving  
36 through manually, mechanically, or electronically locked doors that, when closed, cannot be  
37 opened from the inside; blocking or other physical interference by staff; or coercive measures,  
38 such as the threat of restraint, sanctions, or the loss of privileges that the student would otherwise  
39 have, used for the purpose of keeping the student from leaving the area of seclusion.  
40

41 **Aversive Technique:** Physical, emotional, or mental distress as a method of redirecting or  
42 controlling behavior including but not limited to corporal punishment.  
43

44 Cross Reference: Policy 2158 Parental and Family Engagement

1	<u>Policy 3431</u>	<u>Emergency Treatment</u>
2	<u>Policy 3310P</u>	<u>Risk Assessments</u>
3	<u>Policy 3410</u>	<u>Student Health</u>
4		
5	Legal Reference: <u>37.111.825 ARM</u>	<u>Health Supervision and Maintenance</u>
6	<u>§ 40-6-701, MCA</u>	<u>Parental Rights</u>
7	<u>§ 20-3-324(20), MCA</u>	<u>Powers and duties</u>
8	<u>20 U.S.C. 1232h(b)</u>	<u>General Provisions Concerning Education</u>
9		

10

11 Policy History:

12 Adopted on:

13 Revised on:

14 Reviewed on:



## STUDENTS

### Student Risk Assessments

The District may establish a risk assessment team for students whose behavior may pose a risk to the safety of school staff or students.

Each team shall:

1. Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a risk to the community, school, or self;
2. Include persons with expertise in counseling, instruction, school administration, and law enforcement.
3. Identify members of the school community who should be informed of behavior;
4. Implement school board policies for the assessment of and intervention with students whose behavior poses a risk to the safety of school staff or students including response plans; and
5. Utilize available forms and procedures.

All District employees, volunteers, and contractors are required to report any expressed risks or behavior that may represent a risk to the community, school, or self. In cases determined to be appropriate, teams shall follow established procedures for referrals to community services, boards, or health care providers for evaluation or treatment when appropriate.

Upon a preliminary determination that a student poses a risk of violence or physical harm to self or others, a risk assessment team shall immediately report its determination to the superintendent or designee. The superintendent or designee shall immediately attempt to notify the student's parent or legal guardian to secure consent prior to completion of an assessment. Nothing in this policy shall prevent a District employee from acting immediately to address an imminent risk.

The superintendent may establish a committee charged with oversight of the risk assessment teams. An existing committee may be designated to assume the oversight responsibility; however, any such team shall include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.

Regardless of risk assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and Montana law. The District may, in accordance with the provisions in Policy 3600P, release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Cross Reference:	Policy 2158	Parental and Family Engagement
	Policy 3305	Seclusion and Restraint
	Policy 3431	Emergency Treatment
	Policy 3410	Student Health

1  
2 Legal Reference:     37.111.825 ARM                    Health Supervision and Maintenance  
3                             § 40-6-701, MCA                Parental Rights  
4                             § 20-3-324(20), MCA        Powers and duties  
5                             20 U.S.C. 1232h(b)        General Provisions Concerning Education  
6  
7

8 Policy History:

9 Adopted on:

10 Revised on:

11 Reviewed on:

**STUDENTS**

3410

Student Health/Physical Screenings/Examinations

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

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

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

The District will not conduct physical examinations of a student or health services without parental consent to do so or by court order, unless the health or safety of the student or others is in question during an emergency situation consistent with District Policy 3431. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted as well as notification of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy, which is:

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

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

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

<u>Cross Reference:</u>	<u>Policy 2158</u>	<u>Parental and Family Engagement</u>
	<u>Policy 3305</u>	<u>Seclusion and Restraint</u>
	<u>Policy 3310P</u>	<u>Risk Assessments</u>
	<u>Policy 3431</u>	<u>Emergency Treatment</u>

<u>Legal Reference:</u>	<u>§ 40-6-701, MCA</u>	<u>Parental Rights</u>
	<u>§ 20-3-324(20), MCA</u>	<u>Powers and duties</u>
	<u>20 U.S.C. 1232h(b)</u>	<u>General Provisions Concerning Education</u>

1  
2 Policy History:  
3 Adopted on:  
4 Reviewed on:  
5 Revised on:

## Policy 3410F – Medical Exam Notice

Dear Parent/Guardian,

The \_\_\_\_\_ School District is providing notice required under the provisions of District Policies 2132, 2158, and 3410 and Title 40, Chapter 6, Part 7, MCA. Copies of these provisions are available upon request. This notice is being provided to inform you of a medical exam which will be provided at the school for students whose parents who provide written consent.

### Notice of Your Rights

This notice is intended to inform parents that the following medical examination will be provided at the school: \_\_\_\_\_ . This examination will be provided on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_ .

As a parent/guardian of a student, you have the right to authorize your child to attend or receive the examination in accordance with Montana law and District policy by completing, signing, and submitting the attached form prior to the date identified in the above notice.

### Medical Exam Consent Form

A family who wants their student to receive a medical exam offered at the school may provide consent to such examination by completing this form.

I, \_\_\_\_\_, Parent or Guardian of, \_\_\_\_\_ a student enrolled at \_\_\_\_\_ School District, request my student receive a medical exam for \_\_\_\_\_ to be held on \_\_\_\_\_. This request will be handled in a manner consistent with the methods identified by the School District as specified in District Policies 2132, 2158, and 3410 and Title 40, Chapter 6, Part 7, MCA. The results of the examination will provided to the parent.

I understand my student will attend the identified examination or event where the above noted service occurs. I also understand my student will receive any services from school district staff regarding the identified examination that may include but are not limited to individual services from teachers, librarians, nurses, county officials, physicians or counselors related to the identified examination. I agree to accept responsibility for my student's participation in the examination. Participation is strictly voluntary.

A student seeking such services whose parents have not completed this form will not receive the examination and will be redirected to the parent in accordance with the decision noted on this form.

I acknowledge I have received notification of my rights in this area under District Policies 2132, 2158, and 3410 and Title 40, Chapter 6, Part 7, MCA, and have been provided an opportunity to review related information and materials on this topic.

I provide consent for my student receive the examination described above at the \_\_\_\_\_ School District.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**Received by:**

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

# Religious Exemption Statement

Form HES 113  
Montana Schools



For questions, contact the Montana Immunization Program at (406) 444-5580

**Student's Full Name**

**Birth Date**

**Age**

**Sex**

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

If student is under 18, name of parent, guardian, or other person responsible for student's care and custody:

\_\_\_\_\_

Street address and city: \_\_\_\_\_

Telephone: \_\_\_\_\_

I, the undersigned, swear or affirm under oath that immunization against the following is contrary to my religious tenets and practices:

☐ *Diphtheria, Pertussis, Tetanus (DTaP, DT, Tdap)*

☐ *Polio*

☐ *Measles, Mumps and Rubella (MMR)*

☐ *Varicella (chickenpox)*

☐ *Haemophilus Influenzae type b (Hib)*

☐ *Other:* \_\_\_\_\_

I also understand that:

Pursuant to section 20-5-405, MCA, in the event of an outbreak of one of the diseases listed above, the above-exempted student may be excluded from school by the local health officer or the Department of Public Health and Human Services until the student is no longer at risk for contracting or transmitting that disease.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 3431

1		<u>Policy 3305</u>	<u>Seclusion and Restraint</u>
2		<u>Policy 3310P</u>	<u>Risk Assessments</u>
3		<u>Policy 3410</u>	<u>Student Health</u>
4			
5	Legal Reference:	37.111.825 ARM	Health Supervision and Maintenance
6		<u>§ 40-6-701, MCA</u>	<u>Parental Rights</u>
7		<u>§ 20-3-324(20), MCA</u>	<u>Powers and duties</u>
8		<u>20 U.S.C. 1232h(b)</u>	<u>General Provisions Concerning Education</u>
9			
10			
11	<u>Policy History:</u>		
12	Adopted on:		
13	Reviewed on:		
14	Revised on:		



4  
5  
6 Personal Conduct

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

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

18  
19 In accordance with state law, an employee shall not dispense or utilize any information gained  
20 from employment with the District, accept gifts or benefits, or participate in business enterprises  
21 or employment that creates a conflict of interest with the faithful and impartial discharge of the  
22 employee's District duties. An employee shall not perform an official act directly and  
23 substantially affecting its economic benefit to a business or other undertaking in which the  
24 employee either has a substantial financial interest or is engaged as counsel, consultant,  
25 representative, or agent. An employee shall not perform an official act directly and substantially  
26 impacting another business or other undertaking which is of economic detriment when the  
27 employee has a substantial personal interest in a competing firm or undertaking.

28  
29 A District employee, before acting in a manner which might impinge on any fiduciary duty, ~~may~~  
30 shall disclose the nature of the private interest which would create a conflict to avoid disruption  
31 to District operations. Care should be taken to avoid using or avoid the appearance of using  
32 official positions and confidential information for personal advantage or gain. An employee shall  
33 not act as an agent or solicitor in the sale or supply of goods or services to a district. An  
34 employee shall not use District time, facilities, equipment, supplies, personnel, or funds for the  
35 officer's or employee's private business, political, or commercial purposes. Curriculum or  
36 materials created within the course of the employee's duties for the District using District  
37 resources are considered to be the property of the District.

38  
39 An employee shall not assist any person for a fee or other compensation in obtaining a contract,  
40 claim, license, or other economic benefit from the District. An employee shall not solicit or  
41 accept employment or engage in negotiations or meetings to consider employment, with a person  
42 whom the officer or employee regulates in the course of official duties without first giving  
43 written notification to the District.

44  
45 Further, employees are expected to hold confidential all information deemed not to be for public  
46 consumption as determined by state law and Board policy. Employees also will respect the

1 confidentiality of people served in the course of an employee's duties and use information gained  
2 in a responsible manner. The Board may discipline, up to and including discharge, any  
3 employee who discloses confidential and/or private information learned during the course of the  
4 employee's duties or learned as a result of the employee's participation in a closed (executive)  
5 session of the Board. Discretion should be used even within the school system's own network of  
6 communication and confidential information should only be communicated on a need to know  
7 basis. Employees shall not record or cause to be recorded a conversation by use of a hidden  
8 electronic or mechanical device which may include any combination of audio or video that  
9 reproduces a human conversation without the knowledge of all parties to the conversation.

10  
11 Administrators and supervisors may set forth specific rules and regulations governing staff  
12 conduct on the job within a particular building.

### 13 14 Firearms and Weapons

15  
16 Employees of the District shall not injure or threaten to injure another person; damage another's  
17 property or that of the District; or possess any firearm or other non-firearm weapon on school  
18 property at any time.

19  
20 For the purposes of this policy, the term "firearm" means (A) any weapon which will or is  
21 designed to or may readily be converted to expel a projectile by the action of an explosive; (B)  
22 the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any  
23 destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm  
24 pursuant to 18 U.S.C. 921 (16). For purposes of this policy, "non-firearm weapon" means any  
25 object, device, or instrument designed as a weapon or through its use is capable of intimidating  
26 threatening or producing bodily harm or which may be used to inflict injury, including but not  
27 limited to air guns; pellet guns; BB guns; fake or facsimile weapons; all knives; blades; clubs;  
28 metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants;  
29 stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as  
30 a weapon.

31  
32 District administrators are authorized to appropriate action, as circumstances warrant, to enforce  
33 this section of the policy including but not limited to requesting the assistance of law  
34 enforcement in accordance with Montana law.

35  
36 For the purposes of this policy, "school property" means within school buildings, in vehicles  
37 used for school purposes, or on owned or leased school land or grounds. "Building" specifically  
38 means a combination of any materials, whether mobile, portable, or fixed, to form a structure and  
39 the related facilities for the use or occupancy by persons or property owned or leased by a local  
40 school district that are used for instruction or for student activities as specified in Section 50-60-  
41 101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the  
42 words "or part or parts of a building" and is considered to include all stadiums, bleachers, and  
43 other similar outdoor facilities, whether temporary or permanently fixed.

44  
45 This section does not apply to a law enforcement officer acting in the officer's official capacity  
46 or an individual previously authorized by the Board of Trustees to possess a firearm or weapon

1 in a school building.

2  
3 The Board of Trustees shall annually review this policy and update this policy as determined  
4 necessary by the trustees based on changing circumstances pertaining to school safety.

5  
6 Cross Reference: Professional Educators of Montana Code of Ethics  
7 5121 Applicability of Personnel Policies  
8 3311 Firearms and Weapons  
9 5232 Abused and Neglected Children  
10 4332 Conduct on School Property

11  
12 Legal Reference: § 20-1-201, MCA School officers not to act as agents  
13 Title 2, Chapter 2, Part 1 Standards of Conduct  
14 § 39-2-102, MCA What belongs to employer  
15 § 45-8-361, MCA Possession or allowing possession of  
16 a weapon in a school building  
17 § 45-5-501, MCA Definitions  
18 § 45-5-502, MCA Sexual Assault  
19 ARM 10.55.701(2)(d) Board of Trustees  
20 § 45-8-213, MCA Privacy in communications  
21

22 Policy History:

23 Adopted on:

24 Reviewed on:

25 Revised on:

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

2  
3 **PERSONNEL**

5330

4  
5 Maternity and Paternity Leave

6  
7 The School District's maternity leave policy covers employees who are not eligible for FMLA  
8 leave at Policy 5328. Maternity leave includes only continuous absence immediately prior to  
9 adoption, delivery, absence for delivery, and absence for post-delivery recovery, or continuous  
10 absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related  
11 complications.

12  
13 The School District shall not refuse to grant an employee a reasonable leave of absence for  
14 pregnancy or require that an employee take a mandatory maternity leave for an unreasonable  
15 length of time. The School District has determined that maternity leave shall not exceed \_\_\_\_  
16 weeks unless mandated otherwise by the employee's physician. Employees may use  
17 accumulated leave for maternity and paternity leave and upon the expiration of accumulated  
18 leave be placed on unpaid leave.

19  
20 The School District shall not deny to the employee who is disabled as a result of pregnancy any  
21 compensation to which the employee is entitled as a result of the accumulation of disability or  
22 leave benefits accrued pursuant to plans maintained by the employer, provided that the employer  
23 may require disability as a result of pregnancy to be verified by medical certification that the  
24 employee is not able to perform employment duties.

25  
26 An employee who has signified her intent to return at the end of her maternity leave of absence  
27 shall be reinstated to her original job or an equivalent position with equivalent pay and  
28 accumulated seniority, retirement, fringe benefits, and other service credits.

29  
30 The School District will review requests for Paternity Leave in accordance with any applicable  
31 policy or collective bargaining agreement provision governing use of leave for family purposes.

32  
33 Legal Reference:      § 49-2-310, MCA      Maternity leave – unlawful acts of employers  
34                              § 49-2-311, MCA      Reinstatement to job following pregnancy-related  
35    leave of absence  
36                              Admin. R. Mont. 24.9.1201—1207      Maternity Leave

37  
38 Policy History:

39 Adopted on:

40 Reviewed on:

41 Revised on:

# **Principal's Reports**



## K-5 Principal Report

December 10, 2023

- Concerts
- Enrollment
- 4 day school week
- Veteran's Assembly
- K-2 PTC attendance
- Instructional Coach
- CPI

### Events:

- December 20, 2023 @ 10:00 (Sheriff's dept )
- December 21, 2023 @ 9:00 - Xmas Sing-a-long
- December 22 - January 1, 2023/Winter Break

### Attendance Data: (medical/excused/unexcused/parent request/unknown)

Absences	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Kinder	18	52	87	107.25						
1st	45.9	42.3	83	90						
2nd	32.6	60.3	101	93.6						
3rd	16.7	43.5	66	70.7						
4th	24.9	101	116	127.2						
5th	14.4	50.5	62	72.9						

### Behavior Data: (blue slips)

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Level 2	0	2	2	2						
Level 3	0	0	5	7						



## *Townsend K-12 School District #1*

**DATE:** December 2023

**TO:** Townsend School District Board of Trustees

**FROM:** Brad Racht

**SUBJECT:** Townsend 6-8 Principal's Report

### **Information Items**

1. Instructional coach visits
2. PLC work
3. Christmas concert
4. Christmas break and pre-Christmas break plans

### **Attendance**

#### Enrollment

GRADE	SEPT 1.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
6 <sup>th</sup>	61	59	60	60					
7 <sup>th</sup>	62	60	60	59					
8 <sup>th</sup>	60	60	59	59					
TOTAL	183	179	179	178					

## ABSENCES

GRADE	AUG.*	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
6 <sup>th</sup>	10.0	69.5	117.0	104.0						
7 <sup>th</sup>	21.5	77.5	99.0	108.5						
8 <sup>th</sup>	12.0	80.5	104.5	86.5						
TOTAL	33.5	227.5	320.5	299.0						

\*First day of school was August 25.

### Discipline

#### Discipline Referrals

#### Middle School

POINTS	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
30 day reduct.	N/A	2	2	5						
5 pt.	0	2	3	4						
10 pt.	1	0	1	0						
20 pt.	2	4	1	5						
35+pt.	0	0	3	0						





# Townsend K-12 School District #1

## Principal's Report

**DATE:** Dec. 12, 2023

**TO:** Townsend School District Board of Trustees

**FROM:** Sheri Heavrin

### Information Items

- Winter activities seasons in full swing (WR, BB, S&D, Cheer)
- CPR/First Aid Training
- Testing Updates (Pre ACT/MAPS)
- Concerts and other planned holiday activities
- Upcoming Activities: 12/12 Shakespeare in the Schools, 12/22-1/1 No School-Winter Break

### Attendance

High School Absences/# of Days										
# of Days/Grd	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
9 <sup>th</sup>	6.5	50.5	62	63.5						
10 <sup>th</sup>	2	19	55.5	49.5						
11 <sup>th</sup>	4.5	50	59	58.5						
12 <sup>th</sup>	10.5	27	31	47						
Total	23.5	146.5	207.5	218.5						

# of Students	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
5-Tardies	0	4	4	8						
10-Tardies	0	0	2	3						
15-Tardies	0	0	1	5						
20-Tardies	0	0	0	0						
Total	0	4	7	16						

### Discipline

High School Discipline Referrals										
# of Referrals	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
LI	0	7	10	4						
LII	0	0	2	3						
LIH	1	1	0	0						
LIV	0	0	0	0						
LV	0	0	0	0						
Total	1	8	12	7						

# **Superintendent's Report**

**4.2**



## Townsend School Job Vacancies

December 4, 2023

**Afterschool & Fifth Day Program Drone Instructor:** Share a skill or your knowledge with students! (Flexible days and hours.)

**Activity Bus Drivers:** See the games from the VIP booth and get to know our amazing athletes!

**Substitute Teachers and Staff:** Subs are always needed for varying positions.

**Coaching/Activities:** Winter/spring sports applications are being accepted now.

- Assistant HS Track Coach
- Close Up Advisor

**Contact:** Superintendent, Susie Hedalen [shedalen@townsend.k12.mt.us](mailto:shedalen@townsend.k12.mt.us)  
406-441-3454



AN ACT ESTABLISHING EARLY LITERACY TARGETED INTERVENTIONS; PROVIDING LEGISLATIVE FINDINGS, PURPOSE, AND INTENT; PROVIDING DEFINITIONS; ESTABLISHING PARAMETERS AND FUNDING FOR THREE VOLUNTARY EARLY LITERACY TARGETED INTERVENTION PROGRAMS; ESTABLISHING DUTIES OF THE BOARD OF PUBLIC EDUCATION AND THE SUPERINTENDENT OF PUBLIC INSTRUCTION IN ADMINISTERING THE PROGRAMS; ESTABLISHING REPORTING REQUIREMENTS FOR PARTICIPATING SCHOOL DISTRICTS AND THE SUPERINTENDENT OF PUBLIC INSTRUCTION; PROVIDING AN APPROPRIATION; AMENDING SECTIONS 20-5-101, 20-7-117, AND 20-9-311, MCA; AND PROVIDING EFFECTIVE DATES.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

**Section 1. Findings -- purpose -- legislative intent.** (1) The legislature finds that the ability to read at or above grade level is essential for educational success. The legislature also finds that too many Montana children are not reading proficient at the end of 3rd grade.

- (2) The purposes of this bill are to:
  - (a) provide parents with voluntary early literacy interventions for their children;
  - (b) increase the number of children who are reading proficient at the end of 3rd grade and in so doing help those children develop their full educational potential pursuant to Article X, section 1(1), of the Montana constitution; and
  - (c) foster a strong economic return for the state on early literacy investment through enhancing Montana's skilled workforce and decreasing future reliance on social programs and the criminal justice system.
- (3) The legislature intends that the board of public education, the office of public instruction, and the boards of trustees of school districts collaborate to implement [sections 1 through 4] and achieve the purposes under subsection (2).

(4) The legislature further intends that the board of public education, the office of public instruction, and the boards of trustees of school districts collaborate on an ongoing basis to gather, analyze, and make available outcome data and continually refine the interventions to increase the efficacy and efficiency of each intervention.

**Section 2. Definitions.** As used in [sections 1 through 4], unless the context clearly indicates otherwise, the following definitions apply:

(1) "Early literacy targeted intervention" or "intervention" means, as further described in [section 3], any of the following:

- (a) a classroom-based program;
- (b) a home-based program; or
- (c) a jumpstart program.

(2) "Eligible child" means a child who is determined through the evaluation methodology selected by the board of public education pursuant to [section 3] to be below a trajectory leading to reading proficiency at the end of 3rd grade.

(3) "Evaluation methodology" means a research-based methodology, instrument, or assessment selected by the board of public education to determine, based on a child's age or grade level, whether the child is above, at, or below a developmental trajectory leading to reading proficiency on completion of 3rd grade.

(4) "Trustees" means the board of trustees of an elementary or K-12 school district.

**Section 3. Early literacy targeted interventions.** (1) The trustees of a school district may provide eligible children with any of the interventions described in this section. [Sections 1 through 4] may not be construed to limit the duty or authority of trustees to provide educational opportunities described elsewhere in this title.

(2) The board of public education shall determine an evaluation methodology to determine, based on a child's age or grade level, whether the child is above, at, or below a developmental trajectory leading to reading proficiency on completion of 3rd grade. The evaluation must be:

- (a) developmentally appropriate;

(b) research-based;

(c) cost-effective; and

(d) if possible, aligned with formative assessments that inform instruction in the classroom-based program and the jumpstart program.

(3) The superintendent of public instruction shall provide school districts with access to and technical support for the evaluation methodology, instrument, or assessment determined by the board of public education.

(4) A child may not be evaluated for the purposes of [sections 1 through 4] unless requested by the child's parent or guardian. The trustees may administer the evaluation methodology in April, May, or June to a child who will be 4 years of age or older on or before the following September 10 and who has not yet entered 3rd grade. A child who is evaluated to be below trajectory for 3rd-grade reading proficiency for the child's age or grade level is an eligible child for the subsequent school year.

(5) (a) For an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who is not entering and who has not completed kindergarten, the trustees may offer a classroom-based program, which may be a half-time or full-time program. A full-time program must allow a parent or guardian to enroll the child half-time.

(b) The classroom-based program must align with developmentally appropriate early education learning standards as determined by the board of public education. The standards must include a requirement for ongoing evaluation of student progress used to tailor instruction to specific student needs.

(6) (a) For an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 2nd grade, the trustees may offer a home-based program.

(b) The home-based program must be selected by the board of public education and must:

(i) be operated by a nonprofit entity;

(ii) be research-based and proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade;

(iii) foster parental engagement; and

(iv) have a cost of no more than \$1,000 a year for each child.

(c) The superintendent of public instruction shall provide school districts with access to and technical support for the home-based early literacy program.

(7) (a) For an eligible child who is 5 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 3rd grade, the trustees may offer a jumpstart program.

(b) The jumpstart program must:

(i) take place during the time between the end of one school calendar year and the start of the next school calendar year, as determined by the trustees, preceding a child's entry into kindergarten, 1st grade, 2nd grade, or 3rd grade;

(ii) be at least 4 weeks in duration and provide at least 120 instructional hours;

(iii) be aligned to a framework determined by the board of public education;

(iv) be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuing school year to be at or above a trajectory leading to reading proficiency at the end of 3rd grade.

**Section 4. Early literacy targeted interventions -- funding -- reporting.** (1) An eligible child participating in a classroom-based program pursuant to [section 3(5)] must be included in enrollment counts for the purpose of ANB calculations in the manner described in 20-9-311.

(2) The superintendent of public instruction shall pay for the costs for an eligible child participating in a home-based program pursuant to [section 3(6)] from funds appropriated for this purpose. The cost for each child may not exceed \$1,000 a year. If the annual appropriation for this program is not sufficient to fully fund all eligible children participating in the home-based program, the superintendent shall limit participation on a first-come, first-served basis.

(3) An eligible child participating in a jumpstart program pursuant to [section 3(7)] must be counted as quarter-time enrollment for the purpose of ANB calculations pursuant to 20-9-311.

(4) Trustees offering an early literacy targeted intervention shall closely monitor the program and report annually to the superintendent of public instruction on the efficacy of the program no later than July 15. The superintendent shall collaborate with trustees in maximizing the efficiency of fulfilling this reporting requirement. The report must include anonymized information on student progress, including the student's

performance on:

- (a) the evaluation methodology that led to eligibility for the program;
- (b) any formative assessments administered;
- (c) if administered, the evaluation methodology at the end of the school year in which intervention

was provided; and

- (d) any statewide reading assessments administered in grades 4 through 6.
- (5) Pursuant to 20-7-104, the superintendent of public instruction shall monitor early literacy

targeted interventions and gather data to evaluate the efficacy of the interventions while protecting the privacy rights of students and families. The superintendent shall report, in accordance with 5-11-210, to the education interim committee and the education interim budget committee no later than September 1 annually. The report must contain a comparison analysis by intervention type, including no intervention, and must include:

- (a) the number of participating and nonparticipating children and districts;
- (b) longitudinal data displaying the proficiency level of participating and nonparticipating children at

each grade level following participation in an intervention;

- (c) at a time when the data is available, long-term outcome data for participants and

nonparticipants, including but not limited to:

- (i) assessment data in 8th grade and high school;
- (ii) high school graduation rates; and
- (iii) postsecondary participation rates; and
- (d) a list of schools offering one or more targeted interventions and a list of the matched

comparable nonparticipating schools that on the most recent 4th grade statewide reading assessment:

- (i) had 75% or more of its students score at proficient or above; or
- (ii) improved the percentage of students scoring at proficient or above by 10 or more percentage

points.

**Section 5.** Section 20-5-101, MCA, is amended to read:

**"20-5-101. Admittance of child to school.** (1) The trustees shall assign and admit a child to a school in the district when the child is:



(a) 5 years of age or older on or before September 10 of the year in which the child is to enroll but is not yet 19 years of age;

(b) a resident of the district; and

(c) otherwise qualified under the provisions of this title to be admitted to the school.

(2) The trustees of a district may assign and admit any nonresident child to a school in the district under the tuition provisions of this title.

(3) (a) 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 of this section. 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 section.

(b) As used in this subsection, "exceptional circumstances" means any of the following:

(i) the child is being admitted into a preschool program established by the trustees pursuant to 20-7-117;

(ii) the child is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the district's regular 1-year kindergarten program;

(iii) the child is being admitted into an early literacy targeted intervention classroom or jumpstart program pursuant to [sections 1 through 4]; or

(iv) the adult is 19 years of age or older and in the trustees' determination would benefit from educational programs offered by a school of the district.

(c) The admittance of an individual under this subsection (3) does not in and of itself impact the ANB calculations governed by 20-9-311.

(4) The trustees shall assign and admit a child who is homeless, as defined in the Stewart B. McKinney Homeless Assistance Act (Public Law 100-77), to a school in the district regardless of residence. The trustees may not require an out-of-district attendance agreement or tuition for a homeless child.

(5) The trustees 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.

(6) Except for the provisions of subsection (4), tuition for a nonresident child must be paid in accordance with the tuition provisions of this title.

(7) The trustees' assignment of a child meeting the qualifications of subsection (1) to a school in the district outside of the adopted school boundaries applicable to the child is subject to the district's grievance policy. Upon completion of procedures set forth in the district's grievance policy, the trustees' decision regarding the assignment is final."

**Section 6.** Section 20-7-117, MCA, is amended to read:

**"20-7-117. Kindergarten and preschool programs.** (1) The trustees of an elementary district shall establish or make available a kindergarten program capable of accommodating, at a minimum, all the children in the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted or who have been ~~enrolled by special permission of~~ admitted through the exceptional circumstances provision under 20-5-101 by the board of trustees. The kindergarten program, which the trustees may designate as either a half-time or full-time program, must be an integral part of the elementary school and must be financed and governed accordingly, provided that to be eligible for inclusion in the calculation of ANB pursuant to 20-9-311, a child must have reached 5 years of age on or before September 10 of the school year covered by the calculation or have been ~~enrolled by special permission of~~ admitted to the district's kindergarten program by the board of trustees through the exceptional circumstances provision under 20-5-101. A kindergarten program must meet the minimum aggregate hour requirements established in 20-1-301. A kindergarten program that is designated as a full-time program must allow a parent, guardian, or other person who is responsible for the enrollment of a child in school, as provided in 20-5-102, to enroll the child half-time.

(2) The trustees of an elementary school district may establish and operate a free preschool program for children between the ages of 3 and 5 years. When preschool programs are established, they must be an integral part of the elementary school and must be governed accordingly. Financing of preschool programs may not be supported by money available from state equalization aid.

(3) As used in this title, the following definitions apply:

(a) "Kindergarten program" means a half-time or full-time 1-year program immediately preceding a child's entry into 1st grade with curriculum and instruction selected by the board of trustees and aligned to the

content standards established by the board of public education.

(b) "Preschool program" means a half-time or full-time program to prepare children for entry into kindergarten and governed by standards adopted by the board of public education."

**Section 7.** Section 20-9-311, MCA, is amended to read:

**"20-9-311. Calculation of average number belonging (ANB) -- 3-year averaging.** (1) Average number belonging (ANB) must be computed for each budget unit as follows:

(a) compute an average enrollment by adding a count of regularly enrolled pupils who were enrolled as of the first Monday in October of the prior school fiscal year to a count of regularly enrolled pupils on the first Monday in February of the prior school fiscal year or the next school day if those dates do not fall on a school day, and divide the sum by two; and

(b) multiply the average enrollment calculated in subsection (1)(a) by the sum of 180 and the approved pupil-instruction-related days for the current school fiscal year and divide by 180.

(2) For the purpose of calculating ANB under subsection (1), up to 7 approved pupil-instruction-related days may be included in the calculation.

(3) When a school district has approval to operate less than the minimum aggregate hours under 20-9-806, the total ANB must be calculated in accordance with the provisions of 20-9-805.

(4) (a) Except as provided in subsection (4)(d), for the purpose of calculating ANB, enrollment in an education program:

(i) from 180 to 359 aggregate hours of pupil instruction per school year is counted as one-quarter-time enrollment;

(ii) from 360 to 539 aggregate hours of pupil instruction per school year is counted as half-time enrollment;

(iii) from 540 to 719 aggregate hours of pupil instruction per school year is counted as three-quarter-time enrollment; and

(iv) 720 or more aggregate hours of pupil instruction per school year is counted as full-time enrollment.

(b) Except as provided in subsection (4)(d), enrollment in a program intended to provide fewer than

180 aggregate hours of pupil instruction per school year may not be included for purposes of ANB.

(c) Enrollment in a self-paced program or course may be converted to an hourly equivalent based on the hours necessary and appropriate to provide the course within a regular classroom schedule.

(d) A school district may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction required under subsection (4)(a) or (4)(b) if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB of a pupil under this subsection (4)(d) must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

(e) A (i) Except as provided in subsection (4)(e)(ii), a pupil in kindergarten through grade 12 who is concurrently enrolled in more than one public school, program, or district may not be counted as more than one full-time pupil for ANB purposes.

(ii) A pupil who participates in a jumpstart program under [sections 1 through 4] may be counted as up to 1 1/4 enrollment for ANB purposes. A district shall add one-quarter enrollment for a pupil who participated in an early literacy jumpstart program to the pupil's regular enrollment count under this subsection (4) in both the October and February enrollment counts following the student's participation in the jumpstart program.

(5) For a district that is transitioning from a half-time to a full-time kindergarten program, the state superintendent shall count kindergarten enrollment in the previous year as full-time enrollment for the purpose of calculating ANB for the elementary programs offering full-time kindergarten in the current year. For the purposes of calculating the 3-year ANB, the superintendent of public instruction shall count the kindergarten enrollment as one-half enrollment and then add the additional kindergarten ANB to the 3-year average ANB for districts offering full-time kindergarten.

(6) When a pupil has been absent, with or without excuse, for more than 10 consecutive school days, the pupil may not be included in the enrollment count used in the calculation of the ANB unless the pupil resumes attendance prior to the day of the enrollment count.

(7) (a) The enrollment of preschool pupils, as provided in 20-7-117, may not be included in the ANB calculations.

(b) Except as provided in subsection (7)(c), a pupil who has reached 19 years of age by September 10 of the school year may not be included in the ANB calculations.

(c) A pupil with disabilities 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 from a school district pursuant to 20-7-411(4)(a) may be included in the ANB calculations if:

- (i) the student has not graduated;
- (ii) 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
- (iii) 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.

(d) A school district providing special education services pursuant to subsection (7)(c) is encouraged to collaborate with agencies and programs that serve adults with developmental disabilities in meeting the goals of a student's transition plan.

(8) The average number belonging of the regularly enrolled pupils for the public schools of a district must be based on the aggregate of all the regularly enrolled pupils attending the schools of the district, except that:

- (a) the ANB is calculated as a separate budget unit when:
  - (i) a school of the district is located more than 20 miles beyond the incorporated limits of a city or town located in the district and at least 20 miles from any other school of the district, the number of regularly enrolled pupils of the school must be calculated as a separate budget unit for ANB purposes and the district must receive a basic entitlement for the school calculated separately from the other schools of the district;
  - (ii) a school of the district is located more than 20 miles from any other school of the district and incorporated territory is not involved in the district, the number of regularly enrolled pupils of the school must be calculated separately for ANB purposes and the district must receive a basic entitlement for the school calculated separately from the other schools of the district;
  - (iii) the superintendent of public instruction approves an application not to aggregate when conditions exist affecting transportation, such as poor roads, mountains, rivers, or other obstacles to travel, or

when any other condition exists that would result in an unusual hardship to the pupils of the school if they were transported to another school, the number of regularly enrolled pupils of the school must be calculated separately for ANB purposes and the district must receive a basic entitlement for the school calculated separately from the other schools of the district; or

(iv) two or more districts consolidate or annex under the provisions of 20-6-422 or 20-6-423, the ANB and the basic entitlements of the component districts must be calculated separately for a period of 3 years following the consolidation or annexation. Each district shall retain a percentage of its basic entitlement for 3 additional years as follows:

- (A) 75% of the basic entitlement for the fourth year;
- (B) 50% of the basic entitlement for the fifth year; and
- (C) 25% of the basic entitlement for the sixth year.

(b) when a junior high school has been approved and accredited as a junior high school, all of the regularly enrolled pupils of the junior high school must be considered as high school district pupils for ANB purposes;

(c) when a middle school has been approved and accredited, all pupils below the 7th grade must be considered elementary school pupils for ANB purposes and the 7th and 8th grade pupils must be considered high school pupils for ANB purposes; or

(d) when a school has been designated as nonaccredited by the board of public education because of failure to meet the board of public education's assurance and performance standards, the regularly enrolled pupils attending the nonaccredited school are not eligible for average number belonging calculation purposes, nor will an average number belonging for the nonaccredited school be used in determining the BASE funding program for the district.

(9) The district shall provide the superintendent of public instruction with semiannual reports of school attendance, absence, and enrollment for regularly enrolled students, using a format determined by the superintendent.

(10) (a) Except as provided in subsections (10)(b) and (10)(c), enrollment in a basic education program provided by the district through any combination of onsite or offsite instruction may be included for ANB purposes only if the pupil is offered access to the complete range of educational services for the basic

education program required by the accreditation standards adopted by the board of public education.

(b) Access to school programs and services for a student placed by the trustees in a private program for special education may be limited to the programs and services specified in an approved individual education plan supervised by the district.

(c) Access to school programs and services for a student who is incarcerated in a facility, other than a youth detention center, may be limited to the programs and services provided by the district at district expense under an agreement with the incarcerating facility.

(d) This subsection (10) may not be construed to require a school district to offer access to activities governed by an organization having jurisdiction over interscholastic activities, contests, and tournaments to a pupil who is not otherwise eligible under the rules of the organization.

(11) A district may include only, for ANB purposes, an enrolled pupil who is otherwise eligible under this title and who is:

(a) 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;

(b) 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;

(c) 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;

(d) 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 pupil's services are provided at the district's expense under an approved individual education plan supervised by the district;

(e) participating in the running start program at district expense under 20-9-706;

(f) receiving educational 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;

(g) 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. The pupil shall:

- (i) meet the residency requirements for that district as provided in 1-1-215;
- (ii) live in the district and must be eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or
- (iii) attend school in the district under a mandatory attendance agreement as provided in 20-5-321.
- (h) a resident of the district attending the Montana youth challenge program or a Montana job corps program under an interlocal agreement with the district under 20-9-707.

(12) A district shall, for ANB purposes, calculate the enrollment of an eligible Montana youth challenge program participant as half-time enrollment.

(13) (a) A district may, for ANB purposes, include in the October and February enrollment counts an individual who is otherwise eligible under this title and who during the prior school year:

- (i) resided in the district;
  - (ii) was not enrolled in the district or was not enrolled full time; and
  - (iii) completed an extracurricular activity with a duration of at least 6 weeks.
- (b) (i) Except as provided in subsection (13)(b)(ii), each completed extracurricular activity under subsection (13)(a) may be counted as one-sixteenth enrollment for the individual, but under this subsection (13) the individual may not be counted as more than one full-time enrollment for ANB purposes.

(ii) Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment.

(c) For the purposes of this section, "extracurricular activity" means:

- (i) a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
- (ii) an approved career and technical student organization, pursuant to 20-7-306; or
- (iii) a school theater production.

(14) (a) For an elementary or high school district that has been in existence for 3 years or more, the district's maximum general fund budget and BASE budget for the ensuing school fiscal year must be calculated



using the current year ANB for all budget units or the 3-year average ANB for all budget units, whichever generates the greatest maximum general fund budget.

(b) For a K-12 district that has been in existence for 3 years or more, the district's maximum general fund budget and BASE budget for the ensuing school fiscal year must be calculated separately for the elementary and high school programs pursuant to subsection (14)(a) and then combined.

(15) The term "3-year ANB" means an average ANB over the most recent 3-year period, calculated by:

(a) adding the ANB for the budget unit for the ensuing school fiscal year to the ANB for each of the previous 2 school fiscal years; and

(b) dividing the sum calculated under subsection (15)(a) by three."

**Section 8. Appropriation.** (1) There is appropriated \$1.5 million from the state general fund to the office of public instruction for the fiscal year beginning July 1, 2024.

(2) The money must be used for the per-student costs of the home-based early literacy program pursuant to [sections 1 through 4].

(3) The legislature intends that the appropriation in this section be considered part of the ongoing base for the next legislative session.

**Section 9. Transition.** (1) The board of public education, the office of public instruction, and the boards of trustees of school districts shall collaborate and prepare for the full implementation of [sections 1 through 4] in the school year beginning July 1, 2024. The legislature intends that the evaluation methodology be available for administration in the spring of 2024 to determine child eligibility.

(2) The legislature intends that school districts operating multiyear kindergarten programs in the school year beginning July 1, 2023, plan for the transition to early literacy targeted intervention programs under [sections 1 through 4] for the school year beginning July 1, 2024.

**Section 10. Codification instruction.** [Sections 1 through 4] are intended to be codified as an integral part of Title 20, chapter 7, and the provisions of Title 20, chapter 7, apply to [sections 1 through 4].

**Section 11. Effective dates.** (1) Except as provided in subsection (2), [this act] is effective July 1, 2023.

(2) [Sections 5 through 7] are effective July 1, 2024.

- END -

I hereby certify that the within bill,  
HB 352, originated in the House.

---

Chief Clerk of the House

---

Speaker of the House

Signed this \_\_\_\_\_ day  
of \_\_\_\_\_, 2023.

---

President of the Senate

Signed this \_\_\_\_\_ day  
of \_\_\_\_\_, 2023.

HOUSE BILL NO. 352

INTRODUCED BY B. BARKER, D. SALOMON, J. WINDY BOY, D. ZOLNIKOV, J. SMALL, N. DURAM, J. DOOLING, J. KASSMIER, B. LER, L. BREWSTER, K. ZOLNIKOV, B. MITCHELL, L. REKSTEN, M. BERTOGLIO, M. THANE, M. YAKAWICH, T. BROCKMAN, L. DEMING, C. SPRUNGER, G. NIKOLAKAKOS, J. BERGSTROM, P. GREEN, M. ROMANO, J. KARLEN, B. CARTER

AN ACT ESTABLISHING EARLY LITERACY TARGETED INTERVENTIONS; PROVIDING LEGISLATIVE FINDINGS, PURPOSE, AND INTENT; PROVIDING DEFINITIONS; ESTABLISHING PARAMETERS AND FUNDING FOR THREE VOLUNTARY EARLY LITERACY TARGETED INTERVENTION PROGRAMS; ESTABLISHING DUTIES OF THE BOARD OF PUBLIC EDUCATION AND THE SUPERINTENDENT OF PUBLIC INSTRUCTION IN ADMINISTERING THE PROGRAMS; ESTABLISHING REPORTING REQUIREMENTS FOR PARTICIPATING SCHOOL DISTRICTS AND THE SUPERINTENDENT OF PUBLIC INSTRUCTION; PROVIDING AN APPROPRIATION; AMENDING SECTIONS 20-5-101, 20-7-117, AND 20-9-311, MCA; AND PROVIDING EFFECTIVE DATES.

## **ITEM 13**

# **INITIAL REVIEW AND WORK SESSION OF EARLY LITERACY ADVISORY COUNCIL'S RECOMMENDATIONS PERTAINING TO EARLY LITERACY TARGETED INTERVENTION RULEMAKING IN ARM TITLE 10, CHAPTER 54, EARLY LITERACY TARGETED INTERVENTION STANDARDS**

**McCall Flynn, BPE**

**Doug Rossberg, Title 1 Instructional Coach, Missoula County  
Public Schools**

**Dr. Laurie Barron, Superintendent, Evergreen School  
District**

**Dr. Christine Lux, Professor of Early Childhood Education,  
Montana State University**

**Colette Getten, Early Learning Family Center Administrator,  
Great Falls Public Schools**

# **Montana Early Literacy Advisory Council**

## **Recommendations to the Montana Board of Public Education**

**November 15-17, 2023**

## Introduction and Summary

Education leaders across several states have taken steps to implement early childhood education services, such as options for public preschool, expansion of Head Start, and early intervention and family support services. Years of research on a variety of programs and models demonstrate clear evidence about the positive, long-term impacts quality early education services can provide for children. Comprehensive early education services that include a focus on literacy are one of the best ways to set children up for success in school and life. Children's brains are rapidly developing in their first five years of life, which is why exposure to quality early learning is critical. Literacy gaps appear in children well before they enter kindergarten, yet 1 in 3 kids will enter school without those skills. Reading proficiency by the end of third grade is a crucial marker in a child's educational development and is a predictor of later life outcomes.

In 2023, Representative Brad Barker, HD 58, sponsored HB 352 to provide targeted interventions to support 3<sup>rd</sup> grade reading proficiency. The bill established duties of the Board of Public Education to identify an evaluation methodology to determine whether the child is above, at, or below a developmental trajectory leading to reading proficiency upon completion of 3<sup>rd</sup> grade. The Board of Public Education must also choose a home-based early literacy program and design a framework for jumpstart programs for early literacy interventions in schools. The bill was signed by the Governor on May 18, 2023 and went into effect July 1, 2023.

The Board of Public Education created the Montana Early Literacy Advisory Council (ELAC) on September 14, 2023 to provide recommendations to the Board on the requirements in HB 352 to provide targeted interventions to support 3<sup>rd</sup> grade reading proficiency. In September 2023, the Council conducted their first meeting. Members of the Council are as follows:

<b>Dr. Anne Penn Cox</b>	Elementary School Principal, Livingston Public Schools
<b>Dr. Norah Barney</b>	Special Education and Curriculum Director, Anaconda Public Schools
<b>Dr. Laurie Barron</b>	Superintendent, Evergreen School District
<b>Nicole Simonsen</b>	Superintendent, Culbertson Public Schools
<b>Colette Getten</b>	Early Learning Family Center Administrator, Great Falls Public Schools
<b>Dr. Danielle Thompson</b>	Consultant, The Transformative Reading Teacher Group
<b>Dr. Christine Lux</b>	Professor of Early Childhood Education, Montana State University
<b>Dr. Tammy Elser</b>	Faculty, Salish Kootenai College
<b>Karen Filipovich</b>	Executive Director, Montana Head Start Association
<b>Doug Rossberg</b>	Title 1 Instructional Coach, Missoula County Public Schools
<b>Stephanie Olson</b>	3 <sup>rd</sup> grade teacher, Great Falls Public Schools
<b>Rhea Christensen</b>	Kindergarten teacher, Lambert Public Schools
<b>Doug Reisig</b>	Executive Director, Montana Quality Education Coalition
<b>Lance Melton</b>	Executive Director, Montana School Boards Association
<b>Marie Judisch</b>	Senior Manager of Teaching and Learning, Office of Public Instruction

McCall Flynn, Executive Director of the Montana Board of Public Education & Caitlin Jensen, Executive Director of Zero to Five Montana, facilitated the Council meetings and discussions. The Council followed the scope of work, as determined by the Board of Public Education:

- ❖ Identify 3rd grade reading proficiency level.
- ❖ Review previous exceptional circumstances statute language for reference.
- ❖ Recommend an evaluation methodology which will be used to determine whether a child is at, above, or below a developmental trajectory leading to reading proficiency at the completion of third grade.
- ❖ Identify a framework for the jumpstart program.
- ❖ Recommend a home-based early literacy program.
- ❖ Review Title 10, Chapter 63 – Early Childhood Education Standards to ensure they align and complement Section 3.

## **Background**

Access to early childhood education is varied across the state, and Montana is currently one of four states without a public preschool option (NIEER, 2022). In addition to offering Head Start preschool programming in 37 counties, Montana has piloted two initiatives to expand preschool opportunities: the federally funded Montana Preschool Development (MPDG) grant (2017 – 2019) which built early education capacity in 22 communities (10 school districts) and the Montana STARS Preschool program (2017) which supported expansion of 18 early childhood programs (10 school districts). An emphasis on early childhood workforce development was included in the MPDG grant to enhance P3 teacher education through financial assistance at Salish Kootenai College, University of Montana, UM Western, and Montana State University.

Although previous investments were supported by families, school districts, and community partners, funding has dwindled and only a fraction of children have access to early education services, including high-risk children who currently qualify for services such as eligibility-based Head Start and special education preschool. Currently, families have limited access to early literacy options across the state. As we have learned from other states, investments today will have lasting impacts on educational outcomes, as well as lasting gains for our state's economy.

The following outline early childhood education programs and educator workforce supports in Montana, intended to further define the existing system:

- ❖ **Head Start** is a federally funded, comprehensive program with early education, health, and family support components. This federal-to-local program requires a 20% community funding match. There are currently 6 Tribal Head Start grantees and 13 community-based grantees across Montana (Office of Head Start, 2021). Categorical eligibility is utilized to support enrollment based on family income, public service enrollment including TAN-F and SNAP, disability, military status, foster care, and families experiencing homelessness (Head Start Program Performance Standards, 2018). In 2022, Head Start programs served 1,337 3-year-olds, 1,466 4-year-olds, and 26 children ages 5 and up across Montana.
- ❖ **Special Education Preschool** is partially federally funded in Montana and is available to support young children with developmental delays or disabilities. Providing special



education preschool or services to young children with special needs is required by federal law (Part B/IDEA). Montana's special education preschools primarily operate out of school districts, and some partner with Head Start programs to coordinate services. In 2021, 1% of 3-year-olds and 2% of 4-year-olds were enrolled in special education in Montana (National Institute for Early Education Research, 2022).

- ❖ **Private Early Care and Education (ECE)** is how most Montana families access school readiness support. Most of Montana is considered a childcare desert – only 43% of the estimated demand for early care and education is met by the current capacity available, and 68,000 Montana families, or 8% of the state's labor force, are currently not fully participating in the labor force due to inadequate access to quality early care and education (Montana Department of Labor and Industry, 2021). Increased access to quality early care and education services would result in a positive impact to Montana's local and state economy.
- ❖ **The Early Childhood Education Workforce** includes providers and educators who develop and deliver quality, age-appropriate curriculum to help children enter school ready to learn. The MPPGD created a professional development pathway for early care and education professionals to obtain a Preschool-through 3rd grade endorsement, commonly referred to as the P3 endorsement. Through a scholarship program funded by the grant, 1,273 early care and education providers had a verified early childhood or related degree and/or a P-3 endorsement in 2022 (Montana Early Childhood Project, 2022). P3 teacher and educator preparation continues to be a priority among Montana's Institutions of Higher Education, despite a reduction in funding available to support scholarships. The Montana Office of Public Instruction reported the following data regarding number of P3 endorsed teachers working in Montana Public Schools:

Year	# of P3 endorsed teachers employed in Montana public school districts
2023	166
2022	Data not available
2021	187
2020	119
2019	76

- ❖ **Statewide Early Education Collaboratives** support cross-sector partnership and increase coordination among sectors. Established efforts currently exist to elevate the early care and education workforce and foster community and state policy partnerships. These include the Early Childhood Higher Education Consortium, the Montana Early Learning Alliance, the UM Institute for Early Childhood Education, and the Tribal Colleges and Universities Head Start Partnership Program.
- ❖ **Exceptional Circumstances** have existed for over 40 years (1979), and school districts have had the authority to enroll children with exceptional circumstances in an early kindergarten program. The law allows a school board to gain ANB funding for children under the age of 5 who are enrolled in kindergarten when there are exceptional circumstances, at the discretion of the board of trustees, that merit waiving the lower age limit for ANB. The practice of enrolling and admitting children below the age of 5 is not

unprecedented. There are districts who have been successfully doing so for years and there are a growing number of children under the age of 5 being served under exceptional circumstances and claimed for ANB by Montana's public schools:

ANB	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
ANB >5	42	54	61	61	64	98	268	309	280	300	556	854	1,125	1,269

The Montana School Boards Association is working to provide guidance (Policy 3100) to school districts as they continue to provide enhanced educational opportunities in the 2023-2024 school year for students under the age of 5 when either individual exceptional circumstances exist and/or when community-based exceptional circumstances are present, and the transition to the new early literacy intervention programs, as provided for in HB 352.

## Scope of Work

### Understanding 3<sup>rd</sup> Grade Reading Proficiency

The legislature found that the ability to read at or above grade level is essential for educational success. The legislature also found that too many Montana children are not reading proficient at the end of 3<sup>rd</sup> grade. The purpose of HB 352 bill is to:

- ❖ provide parents with voluntary early literacy interventions for their children;
- ❖ increase the number of children who are reading proficient at the end of 3<sup>rd</sup> grade and in doing so, help children develop their full educational potential pursuant to Article X, section 1(1), of the Montana constitution; and
- ❖ foster a strong economic return for the state on early literacy investment through enhancing Montana's skilled workforce and decreasing future reliance on social programs and the criminal justice system.

In 2023, the intent of proficiency and proficiency-based education has been incorporated in both statute and administrative rule:

In 20-7-1601, MCA, the following definitions apply:

- ❖ "**Proficiency**" means a measure of competence that is demonstrated through application in a performance assessment.
- ❖ "**Proficiency-based learning**" means an education system in which student progress is based on a student's demonstration of competence rather than on the basis of seat time or the age or grade level of the student.

In ARM 10.55.602, the following definitions apply:

- ❖ "**Personalized learning**" means to: develop individualized pathways for career and postsecondary educational opportunities that honor individual interests, passions, strengths, needs, and culture; support the student through the development of

relationships among teachers, family, peers, the business community, postsecondary education officials, public entities, and other community stakeholders; embed community-based, experiential, online, and work-based learning opportunities; and foster a learning environment that incorporates both face-to-face and virtual connections.

- ❖ **"Proficiency-based learning"** means systems of instruction, assessment, and academic reporting that are based on students demonstrating that they have learned the knowledge and skills as outlined in the state content standards.
- ❖ **"Proficient"** means that a student demonstrated a level of knowledge and skills that are expected to be learned signaling that a student is well prepared to progress on the learning continuum aligned to the content standards, learning progressions, and necessary readiness skills.

It's clear in both statute and administrative rule that the use and benchmarks for "proficiency" are set by local boards of trustees. The Council recognized the importance of maintaining this flexibility and local control.

#### **Evaluation Methodology**

**"Evaluation methodology"** means a research-based methodology, instrument, or assessment selected by the Board of Public Education to determine, based on a child's age or grade level, whether the child is above, at, or below a developmental trajectory leading to reading proficiency on completion of 3rd grade.

The Board of Public Education shall determine an evaluation methodology to determine, based on a child's age or grade level, whether the child is above, at, or below a developmental trajectory leading to reading proficiency on completion of 3rd grade. The evaluation must be:

- ❖ developmentally appropriate;
- ❖ research-based;
- ❖ cost-effective; and
- ❖ if possible, aligned with formative assessments that inform instruction in the classroom-based program and the jumpstart program.

A child may not be evaluated for the early literacy programs unless requested by the child's parent or guardian. The trustees may administer the evaluation methodology in April, May, or June to a child who will be 4 years of age or older on or before the following September 10 and who has not yet entered 3rd grade. A child who is evaluated to be below trajectory for 3rd-grade reading proficiency for the child's age or grade level is an eligible child for the subsequent school year.

In reviewing the legislation, the Council really focused on highlighting a specific set of literacy skills that children and students would be assessed on in order to be eligible for the early literacy targeted intervention programs. (Appendix A) Per legislation, these assessments (or screeners) will happen each April, May, or June prior to the school year. To better understand the alignment between the literacy skills and in which school year they take place, the Council developed the Methodology Matrix. (Appendix C)

## Survey Results

The Council released a survey to request information about current early literacy services to 4-year-olds, as well as data on screening tools school districts are currently using. HB 352 specifies the evaluation methodology, if possible, be aligned with formative assessments that inform instruction in the classroom-based program and the jumpstart program.

The survey was sent to school district leaders across the state and received 42 responses, representing 36 school districts (both small and large districts, including Indian country) and 29 towns. An additional 8 Head Start programs, partnering with school districts, participated in the survey.

Nine commonly used assessments, identified through the survey, were incorporated into the screening tool crosswalk, providing context to the Council about the types of screening tools currently being used in Montana.

In addition to data collected about commonly used screening assessments, the survey also asked questions about current services to 4-year-olds, names of programs, previous participation in the Montana Preschool Development Grant or the STARS Preschool program, as well as information about how early childhood assessments are administered. Some respondents also included information about the cost of the assessment, as well as how data is commonly used to inform ongoing instruction.

## Shared Definitions

The Council reviewed the following definitions to determine which type of screening tools they would include on the recommended list of “approved screening tools”:

**“Traditional Screening”** means a brief assessment procedure designed to identify children who may need more intensive diagnosis or evaluation from local early intervention, early childhood special education, health, mental health, or other related service providers.

- ❖ **Answers the question:** Does this child need further evaluation?
- ❖ **Screening Tool Examples:** The Ages and Stages Questionnaires, The Denver-II, DIAL-3, Early Screening Inventory, Revised Developmental Screening Inventory, Parent’s Evaluation of Developmental Status.

**“Universal Screening”** means the process of gathering academic and social-emotional behavior data. The universal screener is a brief and easy to administer procedure designed to identify children who should receive more intensive intervention or support in particular content areas. Of note, many universal screeners also serve the dual purpose of program planning and/or progress monitoring.

- ❖ **Answers the question(s):** Does this child need additional instruction? Is this child responding to intervention?
- ❖ **Screening Tool Examples:** Individual Growth and Development Indicators, Preschool Early Literacy Indicators, Acadence Reading, STAR Early Literacy, FastBridge

In reviewing these definitions, the Council determined that a universal screening process would more accurately assess children to better understand the level of intervention and instruction

needed to reach proficiency. The Council agreed to focus on the universal screening tools when creating the list of approved screening tools. (Appendix B) The Council created the Screening Tool crosswalk to better align the universal screening tools that our school districts are already using with the literacy skills that will be assessed to determine eligibility as part of the evaluation methodology. (Appendix D)

### **Jumpstart Program**

For an eligible child who is 5 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 3rd grade, the trustees may offer a jumpstart program.

The jumpstart program must:

- ❖ take place during the time between the end of one school calendar year and the start of the next school calendar year, as determined by the trustees, preceding a child's entry into kindergarten, 1st grade, 2nd grade, or 3rd grade;
- ❖ be at least 4 weeks in duration and provide at least 120 instructional hours;
- ❖ be aligned to a framework determined by the Board of Public Education; and
- ❖ be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuing school year to be at or above a trajectory leading to reading proficiency at the end of 3rd grade.

In reviewing the legislation, the Council really focused on creating a jumpstart program framework that aligns with the evaluation methodology and adheres to the requirements in the Montana Early Childhood Education Standards and the Montana Content Standards for English Language Arts and Literacy. (Appendix A)

### **Home-Based Early Literacy Program**

For an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who has not yet completed 2nd grade, the trustees may offer a home-based program.

The home-based program must be selected by the Board of Public Education and must:

- ❖ be operated by a nonprofit entity;
- ❖ be research-based and proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade;
- ❖ foster parental engagement; and
- ❖ have a cost of no more than \$1,000 a year for each child.

Given that the Superintendent of Public Instruction shall pay for the costs for an eligible child participating in a home-based program and that funds appropriated for these purposes are directed to the Office of Public Instruction, the Office of Public Instruction will take the lead on the required Request for Proposal (RFP) process pertaining to the selection of the home-based program.

The Council will have an opportunity to weigh in on the draft RFP, and then 1-2 members will participate on the RFP Review Committee that will review applications and provide a recommendation to the Board of Public Education.

## **Early Childhood Education Standards**

HB 352 created new definitions under 20-7-117, MCA, to clarify allowable operation of Kindergarten and Preschool programs.

- ❖ **"Kindergarten program"** means a half-time or full-time 1-year program immediately preceding a child's entry into 1st grade with curriculum and instruction selected by the board of trustees and aligned to the content standards established by the Board of Public Education.
- ❖ **"Preschool program"** means a half-time or full-time program to prepare children for entry into kindergarten and governed by standards adopted by the Board of Public Education.

Given these new definitions, the Council will review Title 10, Chapter 63 – Early Childhood Education Standards to ensure they continue to be reliable and accurate, based on the new legislation. Recommended rule revisions will be presented to the Board of Public Education at their January meeting and included in this report.

## **Conclusion**

As required in HB 352, The Board of Public Education, the Office of Public Instruction, and the boards of trustees of school districts shall collaborate and prepare for the full implementation of early literacy programs in the school year beginning July 1, 2024. The legislature intends that the evaluation methodology be available for administration in the Spring of 2024 to determine child eligibility.

The Montana Early Literacy Advisory Council would like to thank the Board of Public Education for the opportunity to participate in this work. The information and recommendations provided in this document are well researched and have proven to be highly successful in other states. By approving these recommendations, we are confident that more students in Montana will receive early literacy targeted interventions, which will in turn support their pathway to 3rd grade proficiency.

## **Appendices**

- A. Draft Rule
- B. List of Approved Evaluation Methodology Screening Tools
- C. Methodology Matrix
- D. Screening Tool Crosswalk

## APPENDIX A

BEFORE THE BOARD OF PUBLIC EDUCATION  
OF THE STATE OF MONTANA

In the matter of the adoption of New Rule I and New Rule II pertaining to the early literacy targeted intervention programs )  
)  
)  
)  
)

NOTICE OF PUBLIC HEARING ON PROPOSED ADOPTION

**TO: All Concerned Persons**

1. On January 4, 2024, at 10:00AM the Board of Public Education (Board) will hold a public hearing in Room 152 of the Montana State Capitol in Helena, Montana to consider the proposed adoption of the above-stated rules.

2. The Board will make reasonable accommodations for persons with disabilities who wish to participate in this rulemaking process or need an alternative accessible format of this notice. If you require an accommodation, contact the Board no later than 5:00PM on December 22, 2023, to advise us of the nature of the accommodation that you need. Please contact McCall Flynn, Executive Director, 46 N. Last Chance Gulch, Suite 2B, P.O. Box 200601, Helena, Montana, 59620-0601; telephone (406) 444-0300; or e-mail [mflynn@mt.gov](mailto:mflynn@mt.gov).

3. The rules as proposed to be adopted provides as follows:

## NEW RULE | EVALUATION METHODOLOGY FOR EARLY LITERACY TARGETED INTERVENTIONS

(1) The local board of trustees shall adopt and ensure use of an evaluation methodology to identify, enroll, and admit children to early literacy targeted interventions. The evaluation methodology used must be overseen by and include application of professional judgment of qualified employees. A child may not be evaluated for the purposes of these interventions unless requested by the child's parent or guardian. The district must maintain evidence of the request. The evaluation methodology may be administered in April, May, or June, and must assess at least one of the following literacy skills:

(a) For four-year-olds:

- i. Oral Language;
- ii. Phonological Awareness;
- iii. Alphabet Knowledge;

**(b) Prior to Kindergarten:**

- i. Oral Language
- ii. Phonological Awareness;
- iii. Alphabet Knowledge;

(c) Prior to First grade:

- i. Phoneme Awareness;
- ii. Listening Comprehension;
- iii. Developmental Spelling;



- iv. Vocabulary (expressive or receptive);
  - v. Word Reading (nonsense or real);
  - vi. Reading Composite;
- (d) Prior to Second grade:
- i. Listening Comprehension;
  - ii. Developmental Spelling;
  - iii. Vocabulary (expressive or receptive);
  - iv. Word Reading (nonsense or real);
  - v. Connected Text Reading Fluency;
  - vi. Connected Text Accuracy;
  - vii. Reading Composite;
- (e) Prior to Third grade:
- i. Developmental Spelling;
  - ii. Vocabulary (expressive or receptive);
  - iii. Word Reading (nonsense or real);
  - iv. Connected Text Reading Fluency;
  - v. Connected Text Accuracy;
  - vi. Reading Comprehension;
  - vii. Reading Composite;

(2) The list of approved evaluation methodology screening tools must be reviewed in odd years through a process of review complying with the provisions of Title 2, Chapter 3, MCA, to ensure continuous adherence to developmentally appropriate and research-based screening tool requirements. Any changes of the list must be published and made publicly available by the Board of Public Education no later than 30 days after adoption of any changes. The removal of an evaluation methodology screening tool shall not be effective until July 1 following such removal.

(3) A local board of trustees adopting and using one of the approved evaluation methodology screening tools shall be construed to have complied with this rule.

(a) Use of one of the approved evaluation methodology screening tools shall not, however, be required, provided that the district's adopted evaluation methodology screening tool conforms to the requirements of (1) of this rule.

(4) For the purposes of this rule, "evaluation methodology" means an age-appropriate research-based methodology, instrument, or assessment selected by the board of public education to determine, based on a child's age or grade level, whether the child is above, at, or below a developmental trajectory leading to reading proficiency on completion of 3rd grade.

AUTH: Mont. Const. Art. X, sec. 9, 20-2-114, 20-7-18XX, MCA

IMP: Mont. Const. Art. X, sec. 9, 20-7-18XX, MCA

#### NEW RULE II JUMPSTART PROGRAM FRAMEWORK FOR EARLY LITERACY TARGETED INTERVENTION

(1) The local board of trustees may offer a jumpstart program to support early literacy targeted intervention based on evaluation methodology identified in New Rule I as aligned to the Montana Early Childhood Education Standards and the Montana Content Standards for English Language Arts and Literacy.



(2) The jumpstart program must be overseen by and include application of professional judgment of qualified employees and must be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuing school year to be at or above a trajectory leading to reading proficiency at the end of 3rd grade.

(3) For the purposes of this rule, "jumpstart program" means a program that is at least 4 weeks in duration and provides at least 120 instructional hours and takes place during the time between the end of one school calendar year and the start of the next school calendar year, as determined by the trustees, preceding a child's entry into Kindergarten, First grade, Second grade, or Third grade.

AUTH: Mont. Const. Art. X, sec. 9, 20-2-114, 20-7-18XX, MCA

IMP: Mont. Const. Art. X, sec. 9, 20-7-18XX, MCA

REASON: The Board proposes to adopt New Rule I and New Rule II to comply with HB 352 (2023). The Early Literacy Advisory Council, created by the Board of Public Education, recommended the proposed evaluation methodology and jumpstart program framework to address the purposes of the legislation to provide parents with voluntary early literacy interventions for their children, increase the number of children who are reading proficient at the end of 3<sup>rd</sup> grade, and foster a strong economic return for the state on early literacy investments. New Rule I will be codified as ARM 10.54.901 and New Rule II will be codified as ARM 10.54.902.

4. Concerned persons may submit their data, views, or arguments concerning the proposed action in writing to: McCall Flynn, Executive Director, Board of Public Education, 46 N. Last Chance Gulch, Suite 2B, P.O. Box 200601, Helena, Montana, 59620; telephone (406) 444-0300; or e-mail [mflynn@mt.gov](mailto:mflynn@mt.gov), and must be received no later than 5:00PM, January 7, 2024.

5. McCall Flynn, Executive Director, Board of Public Education has been designated to preside over and conduct this hearing.

6. The Board maintains a list of interested persons who wish to receive notices of rulemaking actions proposed by this agency. Persons who wish to have their name added to the list shall make a written request that includes the name, e-mail, and mailing address of the person to receive notices and specifies for which program the person wishes to receive notices. Notices will be sent by e-mail unless a mailing preference is noted in the request. Such written request may be mailed or delivered to the contact person in 4 above or may be made by completing a request form at any rules hearing held by the agency.

7. An electronic copy of this proposal notice is available through the Secretary of State's web site at <http://sos.mt.gov/ARM/Register>. The Secretary of State strives to make the electronic copy of the notice conform to the official version of the notice, as printed in the Montana Administrative Register, but advises all concerned persons that in the event of a discrepancy between the official printed text of the notice and the electronic version of the notice, only the official printed text

will be considered. In addition, although the Secretary of State works to keep its web site accessible at all times, concerned persons should be aware that the web site may be unavailable during some periods, due to system maintenance or technical problems.

8. The bill sponsor contact requirements of 2-4-302, MCA, apply and have been fulfilled. The primary bill sponsor was contacted by email on November 7, 2023.

9. With regard to the requirements of 2-4-111, MCA, the Board has determined that amendment of the above-referenced rule will not significantly and directly impact small businesses.

/s/ McCall Flynn  
McCall Flynn  
Executive Director  
Board of Public Education

/s/ Tim Tharp  
Tim Tharp  
Chair  
Board of Public Education

Certified to the Secretary of State XX.

# APPENDIX B

## Board of Public Education List of Approved Evaluation Methodology Screening Tools

According to ARM 10.54.901, the list of approved evaluation methodology screening tools must be reviewed by the Board of Public Education in odd years through a process of review complying with the provisions of Title 2, Chapter 3, MCA, to ensure continuous adherence to developmentally appropriate and research-based screening tool requirements.

Any changes of the list shall be published and made publicly available by the Board of Public Education no later than 30 days after adoption of any changes. The removal of an evaluation methodology screening tool shall not be effective until July 1 following such removal.

**Adopted:** TBD 2024

**Revised:** TBD

### **(1) For four-year-olds and prior to Kindergarten:**

- (a) Acadence Reading PreK (PELI – Preschool Early Literacy Indicators)  
*Screens for: Oral Language, Phonological Awareness, Alphabet Knowledge*
- (b) Assessment of Story Comprehension (ASC)  
*Screens for: Oral Language*
- (c) Early Bird  
*Screens for: Oral Language, Phonological Awareness, Alphabet Knowledge*
- (d) Get Ready To Read! (Revised)  
*Screens for: Oral Language, Alphabet Knowledge*
- (e) Language Screen (OxEd) and Reading Screen  
*Screens for: Oral Language*
- (f) myIGDIs  
*Screens for: Oral Language, Phonological Awareness, Alphabet Knowledge*
- (g) Quick Interactive Language Screener (QUILS)  
*Screens for: Oral language*
- (h) Star Early Literacy  
*Screens for: Oral Language, Phonological Awareness, Alphabet Knowledge*
- (i) Test of Preschool Early Literacy (TOPEL)  
*Screens for: Oral Language, Phonological Awareness, Alphabet Knowledge*

### **(2) For prior to first grade, second grade, third grade:**

- (a) Acadence Reading (formerly DIBELS NEXT)  
*Screens for: Phoneme Awareness, Developmental Spelling, Word Reading (nonsense or real), Connected Text Reading Fluency, Connected Text Accuracy, Reading Comprehension, Reading Composite*

(b) aimswebPlus

*Screens for: Phoneme Awareness, Developmental Spelling, Word Reading (nonsense or real), Connected Text Reading Fluency, Connected Text Accuracy, Reading Comprehension, Reading Composite*

(c) DIBELS 8th

*Screens for: Phoneme Awareness, Word Reading (nonsense or real), Connected Text Reading Fluency, Connected Text Accuracy, Reading Comprehension, Reading Composite*

(d) Early Bird

*Screens for: Phoneme Awareness, Listening Comprehension, Vocabulary (expressive or receptive), Word Reading (nonsense or real), Connected Text Reading Fluency, Connected Text Accuracy, Reading Composite*

(e) easyCBM

*Screens for: Phoneme Awareness, Vocabulary (expressive or receptive), Word Reading (nonsense or real), Connected Text Reading Fluency, Connected Text Accuracy, Reading Comprehension, Reading Composite*

(f) FastBridge

*Screens for: Phoneme Awareness, Developmental Spelling, Vocabulary (expressive or receptive), Connected Text Reading Fluency, Connected Text Accuracy, Reading Comprehension, Reading Composite*

(g) Language Screen (OxEd) and Reading Screen

*Screens for: Phoneme Awareness, Listening Comprehension, Vocabulary (expressive or receptive), Word Reading (nonsense or real), Reading Composite*

## APPENDIX C

4-year-old - Third Grade Literacy Skills	Assessments Prior to Grade Level				
	4-year-old	K	1st	2nd	3rd
Oral Language	X	X			
Phonological Awareness	X	X			
Alphabet Knowledge	X	X			
Phoneme Awareness			X		
Listening Comprehension			X	X	
Developmental Spelling			X	X	X
Vocabulary (expressive or receptive)			X	X	X
Word Reading (nonsense or real)			X	X	X
Connected Text Reading Fluency				X	X
Connected Text Accuracy				X	X
Reading Comprehension					X
Reading Composite Score			X	X	X



# APPENDIX D

Updated 11/3/2023

## Screening Tools for 4-Year-Olds and Kindergarten

Age Appropriate Use & Purpose of Tool

Universal Screeners ("X" indicates skill assessed by tool)

UNIVERSITY SCREENING TOOL	INDICATORS AND ASSOCIATED TOOLS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														</
---------------------------	---------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----



# Evaluation Methodology for Early Literacy Targeted Intervention

Updated 11/27/2023

Screening Tools for Prior to First, Second, and Third Grade		Skills Assessed Prior to First, Second, and Third Grade Age 5+ (K-3rd Grade) Only													
Age Appropriate Use & Purpose of Tool		Skill Focus		Phonemic Awareness	Listening Comprehension	Developmental Spelling	Vocabulary (expressive or receptive)	Word Reading (nonsense or real)	Connected Text Reading Fluency	Connected Text Accuracy	Reading Comprehension	Reading Composite			
Universal Screeners (*) Indicates skill assessed by tool															
Acadience Reading (formerly DIBELS NEXT)	Tool appropriate for K to 3rd grade. AcadiencePlus offers nationally-normed, science-based benchmark assessments and progress monitoring integrated into one application across reading and math domains.	Literacy and math		X				X	X	X	X	X			
AIMSweb	Tool appropriate for K to 3rd grade. AIMSweb is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) literacy measures that can be used to regularly detect risk and monitor the effectiveness of early literacy and reading skills in kindergarten through eighth grade.	Literacy, math, behavioral, & social-emotional learning		X				X	X	X	X	X			
DIBELS 8th	Tool appropriate for K to 3rd grade. Comprehensive early literacy screener tool is aligned with the National Reading Panel and the Science of Reading. It is a game-based screener that can be administered as early as age five.	Literacy		X				X	X	X	X	X			
Early Bird	Tool appropriate for K to 3rd grade. Comprehensive early literacy screener tool is aligned with the National Reading Panel and the Science of Reading. It is a game-based screener that can be administered as early as age five.	Literacy		X			X	X	X	X		X			
easyCBM	Tool appropriate for K to 3rd grade. easyCBM is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) literacy measures that can be used to regularly detect risk and monitor the effectiveness of early literacy and reading skills in kindergarten through eighth grade.	Literacy and math		X			X	X	X	X	X	X			
FASTED	Tool appropriate for K to 3rd grade. FASTED combines Computer-Adaptive Tests (CAT) and Curriculum-Based Measures (CBM) for universal screening and progress monitoring while delivering psychometrically valid data.	Literacy, math, social emotional/behavioral		X			X		X	X	X	X			
Language Screen (OrEd) and Reading Screen	Tool appropriate for K to 3rd grade. ReadingScreen (OrEd) & Assessment, assesses children's single word recognition and decoding ability by having a series of words and nonwords which increase in difficulty as the test progresses. It takes less than 10 minutes to administer and is a quick and easy way to place students on the reading level of the child. The test can be as short as 2-3 minutes.	Language, literacy and math		X			X	X				X			