

# Townsend K12 School District #1



School Board Meeting

January 9, 2024

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, January 9, 2024**

**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**

###### **1.1 Roofing Project**

###### **1.2 Committee Meeting Reports**

- School Transportation & Bus Plans: January 4<sup>th</sup> @ 4:30
- Activities Committee- Baseball Meeting: January 8<sup>th</sup> @5:00
- Library Board: January 8<sup>th</sup> @ 6:00
- Budget Meeting: January \_\_\_\_\_
- Safety Committee: January \_\_\_\_\_
- Curriculum Committee Meeting Date: February \_\_\_\_\_
- Negotiations Committee:

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

###### **2.1 Approval of Minutes**

###### **2.2 Approval of Warrants**

##### **3. Information Items - Discussion and Reports**

###### **3.1 Principal's Reports**

###### **3.2 Superintendent's Report**

##### **4. Action Items**

###### **4.1 School Resource Officer MOA with Broadwater County Sheriff's Department**

###### **4.2 FWP Agreement on Playground Grant**

###### **4.3 Strategic Planning Facilitation Agreement**

###### **4.4 Approve the 21<sup>st</sup> Century Program MOU to STOKE - Pottery Program**

###### **4.5 Retirement Incentives**

###### **4.6 Commercial Lease for Wrestling Room**

###### **4.7 Records Disposal**

###### **4.8 Approve ACH Credit BMS Upgrade Agreement and Electronic Processing of Transactions**

###### **4.9 Approve Exemplar Project Staff Stipends**

###### **4.10 PERSONNEL**

###### **Resignations**

-

###### **Employment 2023-2024**

- Substitute- Ashley Hughes
- Close-Up Advisor- Britney Bancroft
- Volunteer for E-Sports- Andrew McDonald

*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.*

4.11 Policy Second Reading

- Policy 1400 – Board Meetings
- Policy 1511 – Code of Ethics
- 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

4.12 Superintendent Evaluation (Executive Session Possible)

4.13 Discussion and Possible Action Regarding Future Employment of the Superintendent

**5. Adjourn**



**Townsend K-12 School District #1**  
**Board Meeting Agenda**  
**Tuesday, January 9, 2024**  
**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:**

**Roofing Project-** Chairman Noyes will provide an update on the insurance reimbursement.

**School Transportation & Bus Plans-** An update from the meeting will be provided. Bus two is back!

1. Coach Bus Potential Purchase
2. 14 Passenger Van Potential Purchase
3. Bus Replacement Options

**Activities Committee, Baseball Program Meeting Update-**

1. Student Impact
2. District Impact
3. Facilities
4. Personnel
5. Additional Areas of Discussion

\*Information will be presented in February so that the board can make an informed vote.

**Library Board Update-**

**Budget Meeting-**January Date

**Safety Committee-**January Date

**Curriculum Committee Meeting-** February Date

**Consent Action Items:**

**Minutes**

***Recommended Motion:*** Move to approve Minutes of the December 12, 2023 Regular Board Meeting.

**Warrants**

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

## **Information Items - Discussion and Reports:**

### **Principal's Reports**

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

### **Superintendent's Report**

- Susie Hedalen

## **Action Items:**

**School Resource Officer MOA with Broadwater County Sheriff's Department** - Approve the attached Agreement between the Townsend School District and Broadwater County Sheriff's Office as it has been reviewed by MTSBA and the high school.

**Recommended Motion:** Move to approve the attached Agreement between the Townsend School District and Broadwater County Sheriff's Office.

**FWP Agreement on Playground Grant** - Approve paying the attached Invoice to FWP to settle the Agreement from the previous playground equipment exchange.

**Recommended Motion:** Move to approve to pay the FWP invoice.

**Strategic Planning Facilitation Agreement** - Approve the proposal for strategic planning facilitation.

**Recommended Motion:** Move to approve the proposal from \_\_\_\_\_ to facilitate the school district's strategic planning.

**Approve the 21st Century Program MOU to STOKE - Pottery Program** - Approve the MOU with STOKE for the pottery program provided to students during 21st Century Program times.

**Recommended Motion:** Move to approve the Agreement between Townsend School District and STOKE.

**Retirement Incentives** - Approve the retirement incentives for 2024. The Board should have a thorough discussion of the purpose and ability to continue the retirement incentives. The Board has provided two \$15,000 incentives since 2020. The Board could also select to offer three at \$10,000. The Board should make it known that this can vary as it incentivizes retirement when the budget has the funds to do so.

**Recommended Motion:** Move to approve the retirement incentives for \_\_\_\_\_ staff at a rate of \$ \_\_\_\_\_.

**Commercial Lease for Wrestling Room** - Approve the updated lease with an increase of \$100 monthly.

**Recommended Motion:** Move to approve the commercial wrestling room lease as presented.

**Records Disposal** - Approve the records disposal for terminated employees.

**Recommended Motion:** Move to approve the disposal of records as presented.

**Approve ACH Credit BMS Upgrade Agreement and Electronic Processing of Transactions** – Approve the district going to an electronic transaction process.

**Recommended Motion:** Move to approve the BMS agreement and district business office to process electronic transactions.

**Approve Exemplar Project Staff Stipends** – The Exemplar Pax Program Program has been awarded to the Townsend Elementary School by the University of Montana it allows for 21 hours of staff work to be conducted at \$26.00/hr.

*Recommended Motion:* Move to approve the PAX staff stipends.

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

#### **Resignations**

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

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

- Substitute- Ashley Hughes
- Close-Up Advisor- Britney Bancroft
- Volunteer for E-Sports- Andrew McDonald

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

#### **Policy Review**

- Policy 1400 – Board Meetings
- Policy 1511 – Code of Ethics
- 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 second 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.

## **Superintendent Evaluation (Executive Session Possible)**

### **Discussion and Possible Action Regarding Future Employment of the Superintendent.**

#### ***Recommended Motion:***

I move that the board offer an extension of the term of the superintendent's current contract of employment by \_\_\_\_\_ year, to expire June 30, 202\_\_\_\_.

I move that the board provide the superintendent written notice of the termination of the superintendent's employment upon expiration of the current contract, expiring June 30, 202\_\_\_\_.

### **Adjourn**

#### **February 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



# **School Transportation**

Assuming you have already gone through the property disposal process including notice and adoption of a resolution then the answer depends on the nature of the vehicle.

Section 20-10-147 of the Montana Code and Rule 10.10.311 of the Montana Administrative Code are the relevant rules. Section 20-10-147 specifically states that bus depreciation reserve funds may be used to convert, remodel, or rebuild a bus, to replace a bus or communication systems and safety devices installed on the bus, or to purchase an additional bus. Rule 10.10.311 further clarifies that the bus depreciation reserve fund may be used to depreciate and replace "over-the-road" coaches used for student activities and athletics, as well as school buses as defined in 20-10-101(4) (a), MCA. However, the rule also states that the fund cannot be used to depreciate or replace motor vehicles designed to carry ten or fewer persons.

What is the capacity of the proposed replacement or sale?

In clarification, the vehicles under Schillinger's bill are never eligible for purchase or replacement using bus depreciation reserve funds. There are certain 5 star rated vehicles that when used for pupil transportation, fall within the definition of a bus and can be purchased and replaced using bus depreciation reserve funds. Before that happens, the trustees have to confirm that the method of transportation using such passenger vehicles is the most efficient method of transportation for the intended use.

**20-10-101(4)** (a) "School bus" means, except as provided in subsection (4)(b), any motor vehicle that complies with the bus standards established by the board of public education as verified by the department of justice's semiannual inspection of school buses and the superintendent of public instruction and:

- (i) is owned by a district or other public agency and operated for the transportation of pupils to or from school or owned by a carrier under contract with a district or public agency to provide transportation of pupils to or from school; or
- (ii) is district-owned, is designed to carry 10 or fewer passengers, has an overall safety rating of five stars from the national highway traffic safety administration at the time of purchase, and is insured in accordance with minimum coverage requirements set forth in [20-10-109](#).

**20-10-148. Cost-effectiveness analysis required before purchase of small school bus.** The trustees of a district may not purchase and operate a school bus as defined in [20-10-101\(4\)\(a\)\(ii\)](#) until the trustees have:

- (1) conducted an analysis of the costs associated with purchase and operation of the school bus compared to the costs associated with purchase or contract and operation of a school bus designed to carry more than 10 passengers; and
- (2) adopted a written finding that the purchase and operation of a school bus as defined in [20-10-101\(4\)\(a\)\(ii\)](#) is the most cost-effective means of transporting eligible transportees on the bus route or routes to which the school bus will be assigned.

Thank you.  
-Andrew

## Section 20-10-147 - Bus depreciation reserve fund, Mont. Code § 20-10-147

"(1) The trustees of a district owning a bus used for purposes of transportation, as defined in 20-10-101, or for purposes of conveying pupils to and from school functions or activities may establish a bus depreciation reserve fund to be used for the conversion, remodeling, or rebuilding of a bus or for the replacement of a bus or communication systems and safety devices installed on the bus, including but not limited to global positioning systems, cameras, and two-way radios. The trustees of a district may also use the bus depreciation reserve fund to purchase an additional bus for purposes of transportation, as defined in 20-10-101. (2) Whenever a bus depreciation reserve fund is established, the trustees may include in the district's budget, in accordance with the school budgeting provisions of this title, an amount each year that does not exceed 20% of the original cost of a bus or communication systems and safety devices installed on the bus."

"The annual revenue requirement for each district's bus depreciation reserve fund, determined within the limitations of this section, must be reported by the county superintendent to the county commissioners by the later of the first Tuesday in September or within 30 calendar days after receiving certified taxable values as the bus depreciation reserve fund levy requirement for that district, and a levy must be made by the county commissioners in accordance with 20-9-142. (3) Any expenditure of bus depreciation reserve fund money must be within the limitations of the district's final bus depreciation reserve fund budget and the school financial administration provisions of this title and may be made only to convert, remodel, or rebuild buses, to replace the buses or communication systems and safety devices installed on the bus, or for the purchase of an additional bus as provided in subsection (1), for which the bus depreciation reserve fund was created. § 20-10-147, MCA Amended by Laws 2015, Ch. 8, Sec. 5, eff. 7/1/2015."

Andrew E. Vigeland  
Director of HR - Attorney  
Montana School Boards Association

# Montana Code Annotated 2023

## TITLE 20. EDUCATION

### CHAPTER 10. TRANSPORTATION AND FOOD SERVICES

#### Part 1. School Buses and Transportation

## Bus Depreciation Reserve Fund

**20-10-147. Bus depreciation reserve fund.** (1) The trustees of a district owning a bus used for purposes of transportation, as defined in **20-10-101**, or for purposes of conveying pupils to and from school functions or activities may establish a bus depreciation reserve fund to be used for the conversion, remodeling, or rebuilding of a bus or for the replacement of a bus or communication systems and safety devices installed on the bus, including but not limited to global positioning systems, cameras, and two-way radios. The trustees of a district may also use the bus depreciation reserve fund to purchase an additional bus for purposes of transportation, as defined in **20-10-101**.

(2) Whenever a bus depreciation reserve fund is established, the trustees may include in the district's budget, in accordance with the school budgeting provisions of this title, an amount each year that does not exceed 20% of the original cost of a bus or communication systems and safety devices installed on the bus. The amount budgeted may not, over time, exceed 150% of the original cost of a bus or communication systems and safety devices installed on the bus. The annual revenue requirement for each district's bus depreciation reserve fund, determined within the limitations of this section, must be reported by the county superintendent to the county commissioners by the later of the first Tuesday in September or within 30 calendar days after receiving certified taxable values as the bus depreciation reserve fund levy requirement for that district, and a levy must be made by the county commissioners in accordance with **20-9-142**.

(3) Any expenditure of bus depreciation reserve fund money must be within the limitations of the district's final bus depreciation reserve fund budget and the school financial administration provisions of this title and may be made only to convert, remodel, or rebuild buses, to replace the buses or communication systems and safety devices installed on the bus, or for the purchase of an additional bus as provided in subsection (1), for which the bus depreciation reserve fund was created.

**History:** En. 75-7024 by Sec. 301, Ch. 5, L. 1971; amd. Sec. 1, Ch. 194, L. 1977; R.C.M. 1947, 75-7024; amd. Sec. 1, Ch. 69, L. 1991; amd. Sec. 11, Ch. 568, L. 1991; amd. Sec. 14, Ch. 133, L. 1993; amd. Sec. 1, Ch. 238, L. 1997; amd. Sec. 1, Ch. 157, L. 1999; amd. Sec. 115, Ch. 584, L. 1999; amd. Sec. 4, Ch. 220, L. 2001; amd. Sec. 24, Ch. 152, L. 2011; amd. Sec. 21, Ch. 418, L. 2011; amd. Sec. 5, Ch. 8, L. 2015.

# Montana Code Annotated 2023

## TITLE 20. EDUCATION

### CHAPTER 10. TRANSPORTATION AND FOOD SERVICES

#### Part 1. School Buses and Transportation

## Definitions

**20-10-101. Definitions.** As used in this title, unless the context clearly indicates otherwise, the following definitions apply:

(1) "Bus route" means a route approved by the board of trustees of a school district and by the county transportation committee.

(2) "Eligible transportee" means a public school pupil who:

(a) is 5 years of age or older and has not reached the age of 21 on or before September 10 of the current school year or who is a preschool child with a disability between the ages of 3 and 6;

(b) is a resident of the state of Montana;

(c) regardless of district and county boundaries:

(i) resides at least 3 miles, over the shortest practical route, from the nearest operating public elementary school or public high school, whichever the case may be; or

(ii) has transportation identified as a related service in an individualized education program as developed and implemented in accordance with the Individuals With Disabilities Education Act, 20 U.S.C. 1400, et seq.; and

(d) is considered to reside with a parent or guardian who maintains legal residence within the boundaries of the district furnishing the transportation regardless of where the eligible transportee actually lives when attending school.

(3) (a) "Individual transportation" means transportation by which a district is relieved of actually conveying a pupil.

(b) The term may include paying the parent or guardian for conveying the pupil, reimbursing the parent or guardian for the pupil's board and room, or providing supervised correspondence study or supervised home study.

(4) "Passenger seating position" means, as defined in 49 CFR 571.222, the space on a school bus allocated for one passenger.

(5) (a) "School bus" means, except as provided in subsection (5)(b), any motor vehicle that complies with the bus standards established by the board of public education as verified by the department of justice's semiannual inspection of school buses and the superintendent of public instruction and:

(i) is owned by a district or other public agency and operated for the transportation of pupils to or from school or owned by a carrier under contract with a district or public agency to provide transportation of pupils to or from school; or

(ii) is district-owned, is designed to carry 10 or fewer passengers, has an overall safety rating of five stars from the national highway traffic safety administration at the time of purchase, and is insured in accordance with minimum coverage requirements set forth in **20-10-109**.

(b) A school bus does not include a vehicle that is:

(i) privately owned and not operated for compensation under this title;

(ii) privately owned and operated for reimbursement under **20-10-142**;

(iii) either district-owned or privately owned, designed to carry not more than nine passengers, and used to transport pupils to or from activity events or to transport pupils to their homes in case of illness or other emergency situations and that was purchased prior to July 1, 2017;

(iv) an over-the-road passenger coach used only to transport pupils to activity events; or

(v) a passenger vehicle as defined in **20-10-129**.

(6) "Transportation" means:

(a) a district's conveyance of a pupil by a school bus between the pupil's legal residence or an officially designated bus stop and the school designated by the trustees for the pupil's attendance; or

(b) individual transportation.

(7) "Transportation service area" means the geographic area of responsibility for school bus transportation for each district that operates a school bus transportation program.

**History:** (1), (2)En. Sec. 278, Ch. 5, L. 1971; amd. Sec. 1, Ch. 61, L. 1974; amd. Sec. 3, Ch. 371, L. 1975; Sec. 75-7001, R.C.M. 1947; (3)En. Sec. 279, Ch. 5, L. 1971; amd. Sec. 2, Ch. 141, L. 1973; Sec. 75-7002, R.C.M. 1947; R.C.M. 1947, 75-7001, 75-7002(part); amd. Sec. 1, Ch. 525, L. 1983; amd. Sec. 10, Ch. 249, L. 1991; amd. Sec. 43, Ch. 767, L. 1991; amd. Sec. 1, Ch. 359, L. 1993; amd. Sec. 1, Ch. 298, L. 1995; amd. Sec. 99(4), Ch. 51, L. 1999; amd. Sec. 9, Ch. 550, L. 2003; amd. Sec. 1, Ch. 221, L. 2017; amd. Sec. 1, Ch. 149, L. 2023.

# **Activities Committee**

## **2025 Baseball Season Plan Items**

**Deadline March 5<sup>th</sup> for inclusion and action on March 12<sup>th</sup> regular board meeting.**

### **1. STUDENT IMPACT:**

Student Interest Numbers?

To sustain a long-term HS program are we going to need a MS program?

Does this program enhance or disrupt current spring activities?

Golf numbers

Track numbers

Is the baseball program gaining interest in our district, division, and state?

How far will we have to travel for a full season of games?

How will this affect student attendance and academic achievement?

### **2. DISTRICT IMPACT:**

Does this program enhance or disrupt our Title IX balance?

Can the district budget support this additional activity?

What is the projected increase amount?

Are we willing to make cuts in other areas to help offset the increase?

Are parent/community groups willing to contribute to the long-term sustainability of the program?

How much will they contribute and for how long?

Does utilizing private donations create equity issues between other programs?

Other potential negative impacts?

What are the expected equipment costs required to start the program?

What are the expected costs for equipment desired to sustain the program?

Transportation costs?

Potential schedule conflicts or shortfalls in transportation needs by adding program?

Do we have enough buses and drivers if all activities are on the road?

How will the Certified and Classified Associations respond to the addition of another athletic program?



### **3. FACILITIES:**

Field access to host games.

Letter of Intent from City/County – Progress to MOU if/when program approved.

Are there field changes required to meet MHSA compliance?

What are the expectations from the school for maintenance and upkeep?

Field access for practice times.

Letter of Intent from ??? – Progress to MOU if/when program approved.

Transportation plans for students to offsite practice facilities?

What are the expectations from school for maintenance and upkeep?

How is district insurance impacted by off-site use?

Do we have storage available for equipment?

### **4. PERSONNEL:**

How many coaches need to be hired?

How many volunteers will be required?

What is the expectation of administration attendance at games?

How many games will we need to host?

Do we have the facilities and the personnel necessary to host?

Regular season and/or Post season tournaments?

# **Library Board**

JOINT LIBRARY BOARD OF TRUSTEES  
Broadwater School and Community Library  
Townsend, Montana

January Meeting  
Library @ 6:00  
Monday, January 8<sup>th</sup>, 2024

- I. Call to Order
- II. Minutes-Approval
  - 1. November Meeting
- III. Public Comment
- IV. Recognition of Individuals, Delegates, and Correspondent
- V. Unfinished Business
  - 1. Disruptive Patron Policy
- V. Operations Report
  - 1. ALA Membership
  - 2. Interlocal
  - 3. Book and Babies
  - 4. Imagination Library- Meeting
- VII. New Business

### **DISRUPTIVE ADULT AND CHILD PATRON POLICY**

Policy Statement: The Broadwater School and Community Library is dedicated to providing access to informational and recreational materials and to providing patrons and employees the right to use materials and service without being disturbed, impeded, or endangered. The Broadwater School and Community Library will provide a secure and comfortable environment to patrons and staff. Montana Public Library law (MCA 22-1-312) gives the Library Board of Trustees specific power to "exclude from the use of the library any and all persons who shall willfully violate the rules of the library."

#### Procedures:

- A patron who engages in any activity which disrupts the use of library facilities by patrons or disrupts the ability of staff to perform its duties will be asked to cease such activity immediately by library personnel.
- In such instances involving minors, or adults identification will be requested and the incident may be reported to parents or guardian as well as the Head Librarian by phone and in writing. All parties involved will be included in incident report.
- If the patron fails or refuses to comply with a request, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the remainder of that calendar day. If he or she refuses to leave, the police will be summoned.
- Library personnel will record instances in which patrons are required to leave the library on an incident report. Incident reports will be filed with the Chief Librarian and the School Superintendent. Upon the second recorded instance in which a patron is required to leave the library premises, the Superintendent and/or the Head Librarian shall bar the patron from use of library premises until further notice. The Chief Librarian with input from the Superintendent will determine length of removal if the offense is illegal. This will over rule the policy mentioned below. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the Library and advised of the consequences of any further recorded instances. Any individual has the right to appeal his or her exclusions. Patrons wishing to appeal such action may do so upon written request to the Chief Librarian and then to the library board if further action is necessary.

1st Offense-Verbal-Immediate Removal From library and premises (written report to head librarian and sent home)

2nd Offense-1 Week (written report to head librarian and sent home)

3rd Offense- 1 Month (same as above)

4th Offense-1 Year (Same as above)

- In the event a person who is barred from use of the Library attempts to enter the library during a period of exclusion, the police will be summoned and informed of the prior action.
- If library staff believe the actions of a person constitutes an immediate threat to patrons or staff, the police will be called and no warning to the patron is necessary.

# 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 Library Board and the School 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 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.
4. This agreement shall be renewed every five years by all parties involved.

**The Board of Trustees of Townsend Schools:**

\_\_\_\_\_  
Jason Noyes, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chase Ragen, Vice-Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel Truesdell, Member

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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Vanessa Flynn, Member

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Date

**The Broadwater County Commission:**

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Debi Randolph, Chairperson

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Date

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Darrel Folkvord, Vice-Chairperson

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Date

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Lindsey Richtmyer, Member

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Date

# 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~~ensure 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~~ shall manage the personnel, financial, purchasing, insurance-related, and day-to-day operations of the Library consistent with this Agreement. ~~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 Library Board and the School ~~District Board~~ 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 and School Board meetings and to provide such reports that the Library Board and School Board may so request. Public and School Librarians are encouraged to attend all Library Board and School Board meetings, and their attendance may be mandatory for certain issues at the direction of the ~~Boards, Superintendent,~~ or Chief Librarian. Mandatory attendance for public librarians will be considered paid time for the hours of the meeting.

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7. The Library Board ~~will work with the~~ and School District ~~to meld current~~ shall jointly adopt policies to govern Library operations. ~~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 updates or revisions 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 school district clerk shall prepare an annual budget detailing county and school district funding levels. The Library Board and School Board shall hold a join meeting to hear the presentation on the budget. The Library Board and School Baord -will review the budget; and make any necessary modifications. The proposed budget shall then to be submitted for approval at the regularly scheduled April/May Library Board and School Board Meetings 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.
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**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.

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

**The Board of Trustees of Townsend Schools:**

\_\_\_\_\_  
Jason Noyes, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chase Ragen, Vice-Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel Truesdell, Member

\_\_\_\_\_  
Date



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Jason Kool, Member

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Date

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Vanessa Flynn, Member

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Date

**The Broadwater County Commission:**

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Debi Randolph, Chairperson

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Date

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Darrel Folkvord, Vice-Chairperson

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Date

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Lindsey Richtmyer, Member

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Date



# Minutes

2.1

**REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
TOWNSEND SCHOOLS K-12 DISTRICT #1  
LIBRARY COMMUNITY ROOM  
TUESDAY, DECEMBER 13, 2023 6:00 PM**

The Regular 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, Vanessa Flynn, and Daniel Truesdell.

Additional participants included: Susie Hedalen, Sheri Heavrin, Brad Racht, Christina Hartmann, Kayce Williams, Joe Gill, Ed Shindoll, Samara Lynde, Angela Giono, Jeramy Rice, Wendy Gravely, Megan Bleile, Craig Vietz, Jeremy Bartlett, and Nancy Marks – MT 43 News.

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

**Public Comment**

No public comment.

**Discussion Items**

**Transportation**

Townsend Schools Maintenance, Ed Shindoll reported on the condition of the activity bus fleet as well as new activity bus purchase research information.

Bulldog Bus Lines, LLC., Jeramy Rice reported on the 5<sup>th</sup> Day Program Transportation, a review of the recent bus test drive, and additional activity bus purchase research information.

Chairman, Jason Noyes moved this item back to the Transportation Committee for further discussion.

**High School Baseball**

Superintendent, Susie Hedalen reported on the research progress surrounding FY2025 Townsend High School Baseball program.

Chairman, Jason Noyes moved this item back to the Activities Committee for further discussion. Final recommendation to be presented to the Board of Trustees at the March 12, 2024 Regular Board Meeting. Activities committee will meet with stakeholders in January to review the answers to the questions presented at the meeting. Prior to this meeting, the questions must be assigned to respective parties for answers.

**School Resource Officer Program**

Superintendent, Susie Hedalen reported on the draft MOU progress, Broadwater County SRO Officer position approval, and confirmed officer training funds availability within the Targeted Support Grant. Final presentation and recommendation to be held at the January 9, 2024 Regular Board Meeting.

**98.3 Radio Station**

Superintendent, Susie Hedalen reported on the successful online posting of the 98.3 Radio survey. Links to the survey can be found on the school website, MT43 Newspaper, and mentioned directly on the 98.3 Radio broadcast. The survey

will run until January 31, 2024. Final presentation and recommendation to be held at the February 13, 2024 Regular Board Meeting.

## **Library Board**

Superintendent, Susie Hedalen reported on progress of the Broadwater County – Townsend School District Interlocal Agreement revisions. The Townsend School Library Board in connection with MTSBA and Broadwater County Library Board will present a final Interlocal agreement after the regularly scheduled Library Board meeting to be held on January 6, 2024.

## **Action Items**

Approve the 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.

Approve Warrants as presented. Claims #30472–30533 in the amount of \$238,797.46.  
November/December Claims (#30472-30505)  
Late Claims Submission (Claims #30506-30533)

Daniel Truesdell moved to approve the Minutes and Warrants as presented. Jason Kool seconded the motion. All voted in favor. Motion passed.

Approve the 21st Century Program MOU to STOKE - Pottery Program.

Motion deferred.

Approve the Emergent 3 Service Agreement Contract #20231010-192022088. Emergent 3 | The Best Public Safety App for Emergency Situations.

Chase Ragen moved to approve the Emergent 3 Service Agreement Contract as presented. Vanessa Flynn seconded the motion. Jason Kool, Vanessa Flynn, and Chase Ragen voted in favor. Jason Noyes and Daniel Truesdell voted against. Motion passed.

Approve the 2023-2024 Student Attendance Agreements from Three Forks School District.

Vanessa Flynn moved to approve the Three Forks School District Student Attendance Agreements as presented. Daniel Truesdell seconded the motion. All voted in favor. Motion passed.

Approve Superintendent, Hedalen's response to the November 20, 2023 Schauber Surveying, Inc. subdivision proposal request.

Jason Kool moved to approve Superintendent, Susie Hedalen's written response to the Schauber Surveying, Inc. subdivision proposal request as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

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

### **Resignations**

Paraprofessional – Megan Osborne

Paraprofessional – Cindy Wheeling (Retired)

Close Up Coordinator – Joe Gill

Chase Ragen moved to approve the resignations of Megan Osborne, Cindy Wheeling, and Joe Gill as presented. Jason Kool seconded the motion. All voted in favor. Motion passed.

## **Employment**

Substitute- Whitney Robertson  
Boys Basketball Volunteers – Trey Hoveland and Dane Stiles  
Winter Cheer Volunteer – Mackayyn 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  
ASL/Paraprofessional Long-Term Substitute – Gracianna Olds

Vanessa Flynn moved to approve the hire of Whitney Robertson, Todd Kitto, Ashlynn Stephens, Colleen Dales, Jenna Fraizer, Audrey Martin, Gracianna Olds, and volunteers Trey Hoveland, Dane Stiles, Mackayyn Smedley pending successful background checks. Chase Ragen seconded the motion. All voted in favor. Motion passed.

## **Policy Review**

Second Reading:

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

Vanessa Flynn moved to approve the second reading of policies: 1007FE – Multi District Agreements, 1009FE – Teacher Recruitment and Retention, and 8301 – District Safety as presented. Chase Ragen seconded the motion. All voted in favor. Motion passed.

First Reading:

Policy 1400 – Board Meetings  
Policy 1511 – Code of Ethics  
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

Chase Ragen moved to approve the first reading of policies: 1400 – Board Meetings, 1511-Code of Ethics, 2151F – Assumption of Risk Form, 2320 – Field Trips and Excursions, 3305-Seculsion and Restraint, 3310P – Risk Assessments, 3410-Student Health and Examinations, 3410F – Medical Consent Form, 3413F2 –Immunization Religious Exemption Form, 3431 – Emergency Treatment, 5223 – Personal Conduct, 5330 – Maternity and Paternity Leave as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

Under Development:

Policy 1010FE – Early Literacy Work Group School Committee

Policy currently under development, committee will continue to meet throughout January.

### **Principal's Report**

Elementary Principal – Christina Hartmann reported on the following:

Winter Concerts

Enrollment

4-Day School Week Pros/Cons

Veteran's Assembly

K-2 PTC Attendance

Instructional Coach

CPI

Upcoming Events

Attendance and Behavior Data

Middle School Principal – Brad Racht reported on the following:

Instructional Coach

PLC Work

Christmas Concerts

Christmas Break and Pre-Christmas Break Plans

Attendance, Absences, and Behavior Data

High School Principal – Sheri Heavrin reported on the following:

Winter Activity Seasons

CPR/First Aid Training

Testing Updates – PREACT/MAPS

Concerts and Upcoming Holiday Activities

Attendance and Behavior Data

### **Superintendent's Report**

Superintendent – Susie Hedalen reported on the following:

Current Vacancies and Staffing

Adult Education

Budget Update and Overview

Winter Break Facilities Update

Holiday Donations

Thank you to the Townsend PTA – Recognition of time and efforts in support of all Townsend Schools.

Regular Session Meeting adjourned at 9:00 p.m.

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Jason Noyes – Chairman

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Kayce Williams – District Clerk

# **Warrants**

**2.2**

01/03/24  
13:38:32

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/24

Page: 1 of 8  
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
30537		3926 BROADVOICE	906.56					
District								
1		634786 12/20/23 Phone & Voice Monthly Service	906.56		201	100-2300	531	
30538		3858 BULLDOG BUS LINES, LLC	44,755.77					
District								
1		JAN2024 01/01/24 Regular Route Transportation	43,089.10		210	100-2700	513	
2		JAN2024 01/01/24 5TH Day Services Transportati	1,666.67		215	434-2700	513	277
30539		119 BOB'S THRIFTWAY	553.34					
Elem								
MS								
High								
District								
1		01-2163328 12/18/23 Snack Pack	122.71		215	800-3300	610	252
2		03-1981856 12/04/23 Snack Pack	101.76		215	800-3300	610	252
3		03-1986302 12/11/23 Snack Pack	122.71		215	800-3300	610	252
4		03-1992562 12/20/23 Homeless Hoilday Fund	127.68		215	800-1000	610	302
5		02-2537545 12/12/23 Batteries for Athletics	19.38		201	720-3500	610	
6		03-1987663 12/13/23 5th Day Program	7.98		215	434-1000	610	277
7		02-2537980 12/13/23 Admin. Supplies	22.26		201	100-2300	610	
8		02-2541957 12/19/23 Hot Lunch	20.08		212	910-3100	630	
9		02-2537859 12/13/23 Hot Lunch	8.78		212	910-3100	630	
30540		3872 CANON FINANCIAL SERVICES, INC.	2,414.80					
District								
1		31756681 12/12/23 ImagePRESS Lite C265	281.32		201	100-5200	840	
2		31756682 12/12/23 Copier Contract	2,133.48		201	100-5200	840	
30541		2857 CROWN TROPHY OF HELENA	180.00					
HS								
1		20488 03/23/23 Plaque Blue Plate - BB & Wrest	90.00		201	720-3500	610	
2		21001 11/02/23 Plaque Black Pate - X Country	90.00		201	720-3500	610	
30542		311 DENNING, DOWNEY & ASSOCIATES CPA's	6,080.00					
District								
1		17014 12/17/23 GASB 34, GASB 84, GASB 68	6,080.00		201	100-2500	330	

01/03/24  
13:38:32

TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/24

Page: 2 of 8  
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
30543		2774 FOLLETT SCHOOL SOLUTIONS, INC	980.10					
	Library - District							
1		1528904 12/04/23 Off-Site Hosting	490.05*	7366	201	100-2200	681	
GIONO								
2		1528904 12/04/23 Off-Site Hosting	490.05	7366	282	100-2200	680	
GIONO								
30544		3893 INTERQUEST DETECTION CANINES OF	400.00					
HS								
1		1305 11/27/23 Canine Inspection	400.00*		201	100-2400	320	
30545		3574 MONTANA INTERNET CORPORATION	1,950.00					
	District							
1		B11433-141 12/15/23 Monthly Internet Service	880.00		201	100-2580	535	
2		B11433-141 12/15/23 Monthly Radio Internet Ser	95.00*		201	100-2580	531	
3		B11433-139 10/15/23 Monthly Radio Internet Ser	880.00		201	100-2580	535	
4		B11433-139 10/15/23 Monthly Radio Internet Ser	95.00*		201	100-2580	531	
30546		749 MONTANA BROOM & BRUSH -	1,191.71					
	District							
1		3289170000 12/06/23 Cleaning Supplies	254.51		201	100-2600	610	
2		3295700000 12/07/23 Mat Rental	37.26		201	100-2600	610	
3		3304240000 12/13/23 Roll Tissue	275.06		201	100-2600	610	
4		3302460000 12/13/23 Mop Combo	122.00		201	100-2600	610	
5		3289170101 12/13/23 Antibac Foam Cleaner	243.84		201	100-2600	610	
6		3316830000 12/20/23 Hard As Nails Adhesive	72.40		201	100-2600	610	
7		3321490000 01/02/24 Disinfection Cleaning Supp	186.64		201	100-2600	610	
30547		3661 TOWNSEND HARDWARE	87.43					
HS \$37.98								
District \$49.46								
1		187782 12/05/23 Padlock and Hardware - CW	41.96		201	395-1000	610	
3		188258 12/11/23 Sealant Clear	7.49		201	100-2600	610	
4		188671 12/16/23 Snaptoggle Bolt	37.98		215	392-1000	610	283
30548		3418 TOWN & RANCH TRUE VALUE	15.99					
HS								
1		2312-14152 12/05/23 3/8" Staples	15.99		201	395-1000	610	



01/03/24  
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TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/24

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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	
30549		3794 TOWNSEND AUTO PARTS LLC	156.15						
District									
1		15622-5268 12/15/23 Battery School Truck	156.15		201	100-2600	610		
30550		3294 WEX BANK	1,150.39						
1		059068 12/19/23 Drivers Ed	45.50*		218	100-1000	624		
2		053881 12/12/23 Drivers Ed	42.00*		218	100-1000	624		
3		9180748 12/09/23 Wrestling Bus#5	233.87		201	720-2700	624		
4		978275124 12/21/23 SPED Bus	71.81*		201	280-2700	624		
5		3120744 12/09/23 Basketball Bus #3	98.44		201	720-2700	624		
6		825193 12/09/23 5th Day Program	50.87		215	434-1000	610	277	
7		9120729 12/04/23 FFA Bus #3	106.97		201	710-2700	624		
8		9075876 12/05/23 SPED Bus	60.01*		201	280-2700	624		
9		2692352251 12/16/23 Activity Bus #3	164.42		201	720-2700	624		
10		2675110159 12/02/23 Activity Bus #3	231.00		201	710-2700	624		
11		2694145840 12/16/23 Drivers Ed	45.50*		218	100-1000	624		
30551		1552 ED SHINDOLL	110.00						
District									
1		CDL REFUND 12/19/23 CDL Physical Reimbursement	110.00		201	100-1000	260		
30552		1971 APPLE COMPUTER, INC.	2,269.00						
HS									
1		MA49725252 12/12/23 Mini 256GB Purple	599.00	7436	215	451-1000	610	276	
HORNE									
2		MA47584558 12/04/23 usb-c to usb adapter	380.00	7406	215	378-1000	610	270	
HORNE									
3		MA47141172 12/04/23 keyboard w/ 10 key	1,290.00	7406	215	378-1000	610	270	
HORNE									
30553		225 CITY OF TOWNSEND	1,383.82						
District									
1		101420-00 12/29/23 ELEM Water	146.87		201	100-2600	421		
2		101420-00 12/29/23 ELEM Sewer	476.24		201	100-2600	421		
3		101420-00 12/29/23 ELEM Garbage	68.80		201	100-2600	421		
4		101410-00 12/29/23 HS Water	146.87		201	100-2600	421		
5		101410-00 12/29/23 HS Sewer	476.24		201	100-2600	421		
6		101410-00 12/29/23 HS Garbage	68.80		201	100-2600	421		

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TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/24

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30554		2383 EASTMAN SOUND & MUSIC, INC.	25.00					
District								
1		89288 01/01/24 Monthly Radio Service	25.00		201	100-2300	530	
30555		421 GENERAL DISTRIBUTING CO.	259.59					
HS								
1		0001325090 12/31/23 IND CO2 HP CUFT	86.53		201	391-1000	610	
2		0001325090 12/31/23 IND CO2 HP CUFT	86.53		201	395-1000	610	
3		0001325090 12/31/23 IND CO2 HP CUFT	86.53		201	100-1000	610	
30557		3949 GALLATIN VALLEY ELEVATOR, LLC	1,100.00					
ELEM								
1		3906 12/21/23 Annual Elevator Inspection	1,100.00*		201	100-2600	330	
30558		3908 BRITTANY GRAHAM	1,320.00					
MS								
1		005 01/02/24 ASL Services December	1,320.00		201	100-1000	320	
30560		465 HARLOW'S BUS SALES, INC.	14,532.33					
District								
1		02W5135 01/01/24 Bus #3 Repair	7,266.17*		201	720-2700	440	
2		02W5135 01/01/24 Bus #3 Repair	7,266.16*		201	710-2700	440	
30561		2674 HARRINGTON BOTTLING	676.00					
District								
1		14050972 12/05/23 Hot Lunch Water	184.00		212	910-3100	630	
2		14051378 12/12/23 Hot Lunch Water	214.00		212	910-3100	630	
3		14051631 12/15/23 Hot Lunch Water	124.00		212	910-3100	630	
4		14051753 12/19/23 Hot Lunch Water	154.00		212	910-3100	630	
30562		3883 MONTANA BROOM & BRUSH - Hot Lunch	895.82					
District								
1		3289110000 12/06/23 Cleaning Supplies	319.83		212	910-3100	610	
2		3302270000 12/13/23 Food Trays & Supplies	258.89		212	910-3100	610	
3		3314570000 12/20/23 Foil & Food Supplies	302.10		212	910-3100	610	
4		329039 12/05/23 Service Gloves	15.00		212	910-3100	610	

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TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/24

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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30563		761 NORTHWESTERN ENERGY	17,170.76					
District								
1		0692977-2 12/08/23 313 N Cedar Street	7.69		201	100-2600	412	
2		0720338-3 12/06/23 201 N Spruce Street	614.38		201	100-2600	412	
3		0710189-2 12/07/23 201 N Spruce Street	3,309.74		201	100-2600	412	
4		0710189-2 12/07/23 201 N Spruce Street	13,238.95		201	100-2600	411	
30564		2403 SESAC	193.00					
District								
1		721231 12/31/23 2024 Music Performance License	193.00*		201	100-2300	810	
30565		2720 TELE SYSTEM SERVICES	500.00					
District								
1		11725 12/28/23 Monthly Support Service KDGZ	500.00		201	100-2300	530	
30566		3418 TOWN & RANCH TRUE VALUE	111.99					
ELEM								
1		2312-14290 12/21/23 Plywood CDX	85.98		215	100-1000	610	222
2		2312-14290 12/21/23 Construction Supplies	34.96		215	100-1000	610	222
3		2312-14316 12/26/23 Construction Supplies Retu	-8.95		215	100-1000	610	222
30567		394 USF - BILLINGS	13,168.77					
District								
1		3517344 12/04/23 Hot Lunch Food	864.71		212	910-3100	630	
2		3583712 12/06/23 Hot Lunch Food	2,823.99		212	910-3100	630	
3		3583712 12/06/23 Snack Pack	405.18		215	800-3300	610	252
4		3639646 12/07/23 Hot Lunch Food	49.03		212	910-3100	630	
5		3677300 12/08/23 Hot Lunch Food	127.72		212	910-3100	630	
6		3700041 12/11/23 Hot Lunch Food	1,453.40		212	910-3100	630	
7		3700041 12/11/23 21st Century Program	88.60		215	434-1000	610	277
8		3756482 12/12/23 Hot Lunch Food	44.51		212	910-3100	630	
9		3769787 12/13/23 Hot Lunch Food	2,719.11		212	910-3100	630	
10		3769787 12/13/23 21st Century Program	68.56		215	434-1000	610	277
11		3822152 12/14/23 Hot Lunch Food	156.49		212	910-3100	630	
12		3879452 12/18/23 Hot Lunch Food	2,278.32		212	910-3100	630	
13		3879452 12/18/23 Snack Pack	245.72		215	800-3300	610	252
14		3879452 12/18/23 21st Century Program	167.10		215	434-1000	610	277
15		3933723 12/19/23 Hot Lunch Food	176.25		212	910-3100	630	
16		4072806 12/27/23 Hot Lunch Food	523.78		212	910-3100	630	
17		3944816 12/20/23 Hot Lunch Food	976.30		212	910-3100	630	

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TOWNSEND SCHOOLS  
Claim Approval List  
For the Accounting Period: 1/24

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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
30568		2550 VERIZON WIRELESS	228.27					
District								
1		9952678642 12/25/23 Superintendent Cell Phone	48.22		201	100-2300	531	
2		9952678642 12/25/23 Elem. Cell Phone	55.49		201	100-2300	531	
3		9952678642 12/25/23 Maint. Cell Phone	76.44		201	100-2300	531	
4		9952678642 12/25/23 AD Cell Phone	48.12		201	100-2300	531	
30569		1620 FENCECRAFTERS	5,100.00					
ELEM								
Please reference PO #7415								
1		23-342 12/29/23 Elem. Fence Rework	5,100.00*		260	100-2600	725	301
# of Claims		31	Total:	119,866.59	# of Vendors	30		

01/03/24  
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TOWNSEND SCHOOLS  
Fund Summary for Claims  
For the Accounting Period: 1/24

Fund/Account	Amount
201 GENERAL FUND	
101	51,665.64
210 TRANSPORTATION	
101	43,089.10
212 HOT LUNCH	
101	13,794.29
215 MISC FED FUNDS	
101	5,594.51
218 DRIVERS ED	
101	133.00
260 BUILDING FUND	
101	5,100.00
282 INTERLOCAL AGREEMENT	
101	490.05
Total:	119,866.59

01/03/24  
13:38:32

TOWNSEND SCHOOLS  
Claim Approval Signature Page  
For the Accounting Period: 1 / 24

Page: 8 of 8  
Report ID: AP100A

Regular Board Meeting January 9, 2023

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JASON NOYES

---

VANESSA FLYNN

---

CHASE RAGEN

---

JASON KOOL

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DANIEL TRUESDELL

# **District Reports**

01/02/24  
11:12:32

BROADWATER COUNTY  
Cash Report  
For the Accounting Period: 11/23

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	+ 27500						
10100 CASH	- 450	-2,204.52	1,109,902.90	0.00	0.00	495,293.93	612,404.45
210 H.S. TRANSPORTATION	+ 144						
10100 CASH		62,502.81	139,195.93	21,348.64	0.00	45,677.66	177,369.72
211 H.S. BUS DEPRECIATION							
10100 CASH		312,110.55	37,493.26	0.00	0.00	0.00	349,603.81
212 H.S. FOOD SERVICES							
10100 CASH		154,126.68	14,684.15	0.00	0.00	32,210.69	136,600.14
213 H.S. TUITION							
10100 CASH		6,598.39	56,179.98	0.00	0.00	0.00	62,778.37
214 H.S. RETIREMENT							
10100 CASH		64,274.67	370.73	225,331.09	0.00	65,517.97	224,458.52
215 H.S. MISCELLANEOUS	+ 450						
10100 CASH	- 144	209,081.74	72,032.95	0.00	0.00	65,462.52	215,652.17
217 H.S. ADULT EDUCATION							
10100 CASH		37,108.77	9,509.74	0.00	0.00	395.67	46,222.84
218 H.S. TRAFFIC EDUCATION							
10100 CASH	- 27500	19,928.23	114.94	0.00	0.00	625.05	19,418.12
220 H.S. LEASE-RENTAL AGREEMENT	- 60						
10100 CASH		13,584.02	1,268.35	0.00	0.00	376.29	14,476.08
221 H.S. COMPENSATED ABSENCES							
10100 CASH		43,045.44	248.28	0.00	0.00	0.00	43,293.72
224 H.S. METAL MINES TAX RESERVE							
10100 CASH		175,754.48	1,013.72	0.00	0.00	0.00	176,768.20
228 H.S. TECHNOLOGY							
10100 CASH		-8,444.19	22,051.18	0.00	0.00	377.00	13,229.99
229 H.S. FLEXIBILITY							
10100 CASH		272,961.60	1,574.40	0.00	0.00	0.00	274,536.00
250 H.S. DEBT SERVICE							
10100 CASH		73,569.46	570,675.33	0.00	0.00	8,916.65	635,328.14
260 H.S. BUILDING	+ 60.00						
10100 CASH		285,310.10	1,675.62	0.00	0.00	51,152.28	235,833.44
261 H.S. BUILDING RESERVE							
10100 CASH		109,295.14	630.40	0.00	0.00	0.00	109,925.54
281 H.S. PRIVATE PURPOSE TRUST							
10100 CASH		463,414.74	2,672.90	0.00	0.00	0.00	466,087.64
282 H.S. INTERLOCAL AGREEMENT							
10100 CASH		285,650.89	7,164.34	29,071.59	0.00	4,566.61	317,320.21
286 H.S. PAYROLL CLEARING							
10100 CASH		23,941.59	0.00	542,344.91	538,104.19	0.00	28,182.31
287 H.S. CLAIMS CLEARING							
10100 CASH		222,152.73	0.00	228,227.41	225,491.46	0.00	224,888.68
Total High School		2,823,763.32	2,048,459.10	1,046,323.64	763,595.65	770,572.32	4,384,378.09
Totals		2,823,763.32	2,048,459.10	1,046,323.64	763,595.65	770,572.32	4,384,378.09
Grand Totals		2,823,763.32	2,048,459.10	1,046,323.64	763,595.65	770,572.32	4,384,378.09

It appears that the County did not complete October corrections. These funds still not reconciled. Also a November correction of \$ 144.00



01/02/24  
15:42:34

TOWNSEND SCHOOLS  
Cash Report  
For the Accounting Period: 11/23

Page: 1 of 2  
Report ID: L160S

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
201 GENERAL FUND						
101 CASH	-2,379.52	1,110,046.90	42.00	0.00	495,335.93	612,373.45
210 TRANSPORTATION						
101 CASH	62,502.81	160,544.57	0.00	0.00	45,677.66	177,369.72
211 BUS DEPRECIATION						
101 CASH	312,110.55	37,493.26	0.00	0.00	0.00	349,603.81
212 HOT LUNCH						
101 CASH	154,126.68	14,684.15	36.98	0.00	32,247.67	136,600.14
213 TUITION						
101 CASH	6,598.39	56,179.98	0.00	0.00	0.00	62,778.37
214 RETIREMENT						
101 CASH	64,274.67	225,701.82	0.00	0.00	65,517.97	224,458.52
215 MISC FED FUNDS						
101 CASH	209,531.74	71,888.95	0.00	0.00	65,462.52	215,958.17
217 ADULT EDUCATION						
101 CASH	37,108.77	9,509.74	0.00	0.00	395.67	46,222.84
218 DRIVERS ED						
101 CASH	19,928.23	114.94	0.00	0.00	625.05	19,418.12
220 RENTAL AGREEMENT FUND						
101 CASH	13,249.02	1,268.35	0.00	0.00	376.29	14,141.08
221 COMPENSATED ABSENCES FUND						
101 CASH	43,045.44	248.28	0.00	0.00	0.00	43,293.72
224 METAL MINES						
101 CASH	175,754.48	1,013.72	0.00	0.00	0.00	176,768.20
228 TECHNOLOGY FUND						
101 CASH	-8,444.19	22,051.18	0.00	0.00	377.00	13,229.99
229 FLEX FUND						
101 CASH	272,961.60	1,574.40	0.00	0.00	0.00	274,536.00
250 DEBT SERVICE						
101 CASH	73,569.46	570,675.33	0.00	0.00	8,916.65	635,328.14
260 BUILDING FUND						
101 CASH	285,370.11	1,675.62	0.00	0.00	51,152.28	235,893.45
261 BUILDING RESERVE						
101 CASH	109,295.14	630.40	0.00	0.00	0.00	109,925.54
281 ENDOWMENT FUND \$424,000						
101 CASH	263,414.74	2,672.90	0.00	0.00	0.00	266,087.64
282 INTERLOCAL AGREEMENT						
101 CASH	285,650.89	36,235.93	0.00	0.00	4,566.61	317,320.21
286 PAYROLL FUND						
101 CASH	21,839.73	0.00	542,344.91	434,952.66	0.00	129,231.98
287 CLAIMS FUND						
101 CASH	232,925.92	0.00	228,227.41	0.00	0.00	461,153.33
Total High School	2,632,434.66	2,324,210.42	770,651.30	434,952.66	770,651.30	4,521,692.42
Totals	2,632,434.66	2,324,210.42	770,651.30	434,952.66	770,651.30	4,521,692.42

\*\*\* 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.

12/20/23  
14:35:16

TOWNSEND SCHOOLS  
Check Register For Payrolls from 12/01/23 to 12/31/23

Page: 1 of 7  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed	Receipt Acct
-61192	1158 JASMINE ANKERSTJERNE	2996.88	12/22/23	12/23	
-61191	1043 DEBRA ARNOLD	43.45	12/22/23	12/23	
-61190	416 LAURA ASCHEMAN	3717.13	12/22/23	12/23	
-61189	965 JENNIFER A. AXELSON	88.41	12/22/23	12/23	
-61188	503 ALLISON L. BAKKEN	2926.62	12/22/23	12/23	
-61187	524 DENISE H. BAKKUM	4472.59	12/22/23	12/23	
-61186	418 KORY BAKKUM	1566.38	12/22/23	12/23	
-61185	956 BRITNEY BANCROFT	3348.23	12/22/23	12/23	
-61184	977 THOMAS A. BARRETT	132.61	12/22/23	12/23	
-61183	862 JEREMY BARTLETT	2631.04	12/22/23	12/23	
-61182	23 GARY BAUMAN	3401.15	12/22/23	12/23	
-61181	939 TODD BEATTY	1809.31	12/22/23	12/23	
-61180	971 MAGALIE BELANGER	2319.41	12/22/23	12/23	
-61179	959 MEGAN BLEILE	2889.03	12/22/23	12/23	
-61178	1023 LIDA BYRNE	884.80	12/22/23	12/23	
-61177	755 JAMEE M. CAMERON	3081.36	12/22/23	12/23	
-61176	943 LISA L CAMPBELL	984.71	12/22/23	12/23	
-61175	471 LUKE G. CARR	3539.98	12/22/23	12/23	
-61174	1109 TAMARA CHRISTENSEN	132.61	12/22/23	12/23	
-61173	868 TERESA C. CONNER	1102.57	12/22/23	12/23	
-61172	742 EMMA A. COVARRUBIAS	2950.51	12/22/23	12/23	
-61171	1138 DONNA CUTSHAW	1925.02	12/22/23	12/23	
-61170	1171 COLLEEN DALES	773.04	12/22/23	12/23	
-61169	1112 ALETHA SIMONE DOMINGUEZ	890.81	12/22/23	12/23	
-61168	1040 DANNIELLE DOUGLAS	2067.26	12/22/23	12/23	
-61167	412 KAREE R EICHINGER	3820.16	12/22/23	12/23	

12/20/23  
14:35:17

TOWNSEND SCHOOLS  
Check Register For Payrolls from 12/01/23 to 12/31/23

Page: 2 of 7  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed	Receipt Acct
-61166	1163 RUBY EIRICH	2580.01	12/22/23	12/23	
-61165	1105 ALIECE ESTRADA	2973.63	12/22/23	12/23	
-61164	1165 JAYCEE EVINGER	1521.59	12/22/23	12/23	
-61163	1114 TIANA FELLER	520.30	12/22/23	12/23	
-61162	1032 ALISON FERREIRA	2557.91	12/22/23	12/23	
-61161	84 THERESA FISCHER	3263.68	12/22/23	12/23	
-61160	1160 SAMEUL FLESCH	27.70	12/22/23	12/23	
-61159	86 JEANETTE L. FLYNN	3414.91	12/22/23	12/23	
-61158	542 KELSEY L. FLYNN	3442.38	12/22/23	12/23	
-61157	92 LAURA L. FRAZIER	1668.70	12/22/23	12/23	
-61156	1059 CARI FUNKHOUSER	193.93	12/22/23	12/23	
-61155	953 JOSEPH T GILL	2376.87	12/22/23	12/23	
-61154	194 KRISTINE J. GILLESPIE	3358.69	12/22/23	12/23	
-61153	952 SHAYNA M. GILLESPIE	2203.04	12/22/23	12/23	
-61152	97 KIMBERLY D. GILLIGAN	3734.04	12/22/23	12/23	
-61151	327 ANGELA GIONO	4052.05	12/22/23	12/23	
-61150	1099 KATHERINE GOODMAN	2104.93	12/22/23	12/23	
-61149	103 WENDY R. GRAVELEY	4017.31	12/22/23	12/23	
-61148	1106 EMILY HAERTER	1842.91	12/22/23	12/23	
-61147	1125 CAITLYN HAHN	1463.59	12/22/23	12/23	
-61146	1003 MOLLY HANSON	2873.05	12/22/23	12/23	
-61145	955 CHRISTINA RAE HARTMANN	3989.17	12/22/23	12/23	
-61144	119 VICKI HARVEY	978.77	12/22/23	12/23	
-61143	731 DANIEL HAZLETT	3060.42	12/22/23	12/23	
-61142	896 SHERI A. HEAVRIN	4383.81	12/22/23	12/23	
-61141	1063 SUSAN HEDALEN	5581.81	12/22/23	12/23	

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Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
-61140	1035 TANNER HOFF	2464.36	12/22/23	12/23	
-61139	1151 ELI HOHN	2112.73	12/22/23	12/23	
-61138	561 JENNIFER M. HOPPE	3240.57	12/22/23	12/23	
-61137	787 JOSEPH R. HORNE	2603.72	12/22/23	12/23	
-61136	1118 REBECCA HUNT	556.03	12/22/23	12/23	
-61135	406 ANNE INGHAM	2954.67	12/22/23	12/23	
-61134	1089 COURTNEY JOHNSON	1456.30	12/22/23	12/23	
-61133	1104 DIANA KIRKPATRICK	3315.39	12/22/23	12/23	
-61132	1094 ASHLEY KRUEGER	2251.40	12/22/23	12/23	
-61131	1161 LATASHA LAKE	72.73	12/22/23	12/23	
-61130	1022 ALLISON KAY LAMPMAN	2571.89	12/22/23	12/23	
-61129	969 CHELSEY R LANDERS	1654.00	12/22/23	12/23	
-61128	156 LISA LARSON	3496.36	12/22/23	12/23	
-61127	979 DAVID L. LAWSON	2430.29	12/22/23	12/23	
-61126	931 JAMI J. LAWSON	3588.17	12/22/23	12/23	
-61125	932 JEMMA M. LOUGHERY	1881.22	12/22/23	12/23	
-61124	911 MARA E MACDONALD	2170.40	12/22/23	12/23	
-61123	1157 HANNAH MART	638.45	12/22/23	12/23	
-61122	1111 TANCY MCDANIEL	1048.28	12/22/23	12/23	
-61121	1102 OLGA MCNULTY	3144.76	12/22/23	12/23	
-61120	1170 MELISSA MEISSNER	88.41	12/22/23	12/23	
-61119	627 LINDSEY R. MOLDENHAUER	2212.05	12/22/23	12/23	
-61118	183 WANDA MOLDENHAUER	2437.64	12/22/23	12/23	
-61117	1079 RICHARD NABER	1421.07	12/22/23	12/23	
-61116	1162 GAVIN NELSON	173.15	12/22/23	12/23	
-61115	1115 STEVEN NELSON	1518.33	12/22/23	12/23	

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Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
-61114	1053 MORGAN NUNN	2187.76	12/22/23	12/23	
-61113	330 JOHN ODELL	3293.97	12/22/23	12/23	
-61112	1172 GRACIANNA OLDS	497.92	12/22/23	12/23	
-61111	197 GARY OLSEN	73.88	12/22/23	12/23	
-61110	1139 MEGAN OSBORNE	1959.64	12/22/23	12/23	
-61109	1153 STEPHANIE PRYOR	2165.20	12/22/23	12/23	
-61108	1164 ASHLEY QUINTANAR	1088.34	12/22/23	12/23	
-61107	207 BRAD RACHT	4878.69	12/22/23	12/23	
-61106	333 MARY RACHT	3604.00	12/22/23	12/23	
-61105	1095 TRAVIS RAGEN	961.83	12/22/23	12/23	
-61104	208 LORI RAINS	119.21	12/22/23	12/23	
-61103	209 TERESA RAISLAND	332.38	12/22/23	12/23	
-61102	222 JAMES J. RIDDLE	3178.11	12/22/23	12/23	
-61101	1108 CARLEY RIES	2280.82	12/22/23	12/23	
-61100	1119 JERAMIAH RUEB	1423.66	12/22/23	12/23	
-61099	957 MICHAEL SCHNITTGEN	2431.50	12/22/23	12/23	
-61098	628 ALLEN C. SEVAREID	3792.02	12/22/23	12/23	
-61097	756 ANNA C. SHEARER	3192.04	12/22/23	12/23	
-61096	578 JAMES R. SHINDOLL	2810.44	12/22/23	12/23	
-61095	1169 HOLLY SMEDLEY	3261.09	12/22/23	12/23	
-61094	1127 SANDRA SPIDELL	1702.72	12/22/23	12/23	
-61093	1173 ASHLYNN STEPHENS	792.67	12/22/23	12/23	
-61092	1154 JASON THOMAS	2956.01	12/22/23	12/23	
-61091	316 VICKI THOMASON	2770.07	12/22/23	12/23	
-61090	987 APRIL M TOLL	1455.21	12/22/23	12/23	
-61089	337 SHARI TONEY	2103.36	12/22/23	12/23	

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Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
-61088	951 DANA E. TUFFELMIRE	3792.66	12/22/23	12/23	
-61087	1082 ANDREA TULLOS	2528.91	12/22/23	12/23	
-61086	1152 LOUIS TULLOS	1099.12	12/22/23	12/23	
-61085	928 LEVI T. VANZEE	3765.07	12/22/23	12/23	
-61084	1017 KATRINA WARBURTON	502.41	12/22/23	12/23	
-61083	1131 BRADI WATKINS	2703.87	12/22/23	12/23	
-61082	278 CLINTON WATSON	2826.16	12/22/23	12/23	
-61081	318 PAMELA WATSON	950.80	12/22/23	12/23	
-61080	1117 KAYCE WILLIAMS	3400.65	12/22/23	12/23	
-61079	990 SHANNON A WOODWARD	663.07	12/22/23	12/23	
-61078	P.E.R.S. PERS	10328.54	12/20/23	12/23	
-61077	SIT MT DEPT OF REVENUE	14817.00	12/20/23	12/23	
-61076	FIT EFTPS	80906.28	12/20/23	12/23	
-61075	1112 ALETHA SIMONE DOMINGUEZ	0.00	12/22/23	12/23	
-61074	TRS TRS	56709.04	12/20/23	12/23	
19220	1042 GAIL BLAIR	1400.46	12/22/23		
19221	1075 JOEL BROWN	352.64	12/22/23		
19222	802 EMILY V. CHRISTENSEN	176.81	12/22/23		
19223	517 TIMOTHY SHAWN DINSDALE	560.35	12/22/23		
19224	1110 JENNA FRAZIER	157.87	12/22/23		
19225	510 THOMAS E. GRAHAM	2003.84	12/22/23		
19226	148 KAY INGALLS	135.52	12/22/23		
19227	159 AUBRA J. LEWIS	177.82	12/22/23		
19228	1134 JENNA MAINWARING	193.93	12/22/23		
19229	1066 JOHN MENARD	1973.95	12/22/23		
19230	1136 NYKIA MONDRAGON	192.93	12/22/23		

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Check #	Payee #/Name	Check Amount	Date Issued	Period	Receipt
				Redeemed	Acct
19231	851 STEVEN P. OJALA	2202.00	12/22/23		
19232	1086 TYLER PATRICK	2196.96	12/22/23		
19233	991 JERAMY D RICE	1108.74	12/22/23		
19234	1087 SHEILA RIVERA	1982.45	12/22/23		
19235	1101 KARSYN SANGRAY	203.79	12/22/23		
19236	249 EDWARD A. SHINDOLL	13.52	12/22/23		
19237	1166 KENDRA THOMPSON	249.34	12/22/23		
19238	799 TIM A. WILLIAMS	2100.69	12/22/23		
19239	AFLAC AFLAC	819.60	12/20/23		
19240	ALLEGIANCE FLEX ALLEGIANCE BENEFIT PLAN	81.00	12/20/23		
19241	AMERIPRISE AMERIPRISE FINANCIAL SER	100.00	12/20/23		
19242	CAFE/FLEX ALLEGIANCE BENEFIT PLAN	2847.51	12/20/23		
19243	COREBRIDGE FINA COREBRIDGE FINANCIAL	2795.00	12/20/23		
19244	FTC FTC	100.00	12/20/23		
19245	HORACE MANN HORACE MANN	675.00	12/20/23		
19246	LIFE INSURANCE DEARBORN LIFE INSURANCE	82.81	12/20/23		
19247	MEA-MFT CLASS. TOWNSEND CLASSIFIED MEA	23.70	12/20/23		
19248	MUST MUST	66317.00	12/20/23		
19249	MUST DENTAL/VIS MUST INSURANCE	2952.00	12/20/23		
19250	TEA/MEA TEA/MEA	1582.10	12/20/23		
19251	UNITED WAY UNITED WAY OF THE LEWIS	10.00	12/20/23		
19252	WILLIAMS INVEST WILLIAMS INVESTIGATIONS	562.81	12/20/23		
19253	Workers' Comp MSGIA	10606.40	12/20/23		
19254	Unempl. Insur. MSUIP	2449.93	12/20/23		

\* denotes missing check number(s)

# of Checks: 154

Total: 523877.23

Electronic Checks: 414,488.76

Non-electronic Checks: 109,388.47

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Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
JV 11334	12/23	12/19/23	To record all leftover grand funds from the cash requests. E-Grants cash requests only allow whole dollar amounts: 22-23 Perkins .89, 22-23 Title I .54, Summer ELO .76, ESSER II 1.81.							
	1		Cash from 22-23 Perkiins		0.89	215	B	101		128
	2		Cash from 22-23 Title I		0.54	215	B	101		129
	3		Cash from Summer ELO		0.76	215	B	101		275
	4		Cash from ESSER II		1.81	215	B	101		303
	5		Cash to Indirect Cost Fund	4.00		215	B	101		899
	6		Indirect Cost Fund Revenue		4.00	215	R	1900		899
	7		Perkins Revenue Debit	0.89		215	R	4510		128
	8		Title I Revenue Debit	0.54		215	R	4940		129
	9		Summer ELO Revenue Debit	0.76		215	R	7850		275
	10		ESSER II Revenue Debit	1.81		215	R	7750		303
PR 231200	12/23	12/20/23								
	1		Payroll Expenditure	188,955.91		201	E	100-1000		112
	2		Payroll Expenditure	3,998.64		201	E	100-1000		117
	3		Payroll Expenditure	8,927.50		201	E	100-1000		120
	4		Employer Contributions	1,025.46		201	E	100-1000		250
	5		Workman's Comp Discount		207.79	201	E	100-1000		250
	6		Employer Contributions	31,101.99		201	E	100-1000		260
	7		Payroll Expenditure	8,472.90		201	E	100-2100		113
	8		Employer Contributions	38.55		201	E	100-2100		250
	9		Workman's Comp Discount		7.59	201	E	100-2100		250
	10		Employer Contributions	770.02		201	E	100-2100		260
	11		Payroll Expenditure	8,954.58		201	E	100-2200		112
	12		Employer Contributions	40.74		201	E	100-2200		250
	13		Workman's Comp Discount		8.02	201	E	100-2200		250
	14		Employer Contributions	1,208.91		201	E	100-2200		260
	15		Payroll Expenditure	6,854.17		201	E	100-2300		111
	16		Payroll Expenditure	3,877.54		201	E	100-2300		115
	17		Employer Contributions	48.82		201	E	100-2300		250
	18		Workman's Comp Discount		9.50	201	E	100-2300		250
	19		Employer Contributions	2,006.02		201	E	100-2300		260
	20		Payroll Expenditure	18,570.83		201	E	100-2400		111
	21		Payroll Expenditure	7,444.05		201	E	100-2400		115
	22		Employer Contributions	118.35		201	E	100-2400		250
	23		Workman's Comp Discount		23.34	201	E	100-2400		250
	24		Employer Contributions	6,071.95		201	E	100-2400		260
	25		Payroll Expenditure	3,973.96		201	E	100-2500		111
	26		Payroll Expenditure	1,645.88		201	E	100-2500		115
	27		Employer Contributions	25.58		201	E	100-2500		250
	28		Workman's Comp Discount		4.89	201	E	100-2500		250
	29		Employer Contributions	2,079.91		201	E	100-2500		260
	30		Payroll Expenditure	8,670.32		201	E	100-2580		115
	31		Employer Contributions	39.45		201	E	100-2580		250
	32		Workman's Comp Discount		8.14	201	E	100-2580		250
	33		Employer Contributions	1,818.62		201	E	100-2580		260
	34		Payroll Expenditure	19,370.92		201	E	100-2600		114
	35		Employer Contributions	1,147.56		201	E	100-2600		250
	36		Workman's Comp Discount		221.62	201	E	100-2600		250



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	37		Employer Contributions	1,862.26		201	E	100-2600	260	
	38		Payroll Expenditure	13,078.42		201	E	280-1000	112	
	39		Payroll Expenditure	3,203.20		201	E	280-1000	117	
	40		Payroll Expenditure	3,666.25		201	E	391-1000	112	
	41		Employer Contributions	16.68		201	E	391-1000	250	
	42		Workman's Comp Discount		3.28	201	E	391-1000	250	
	43		Employer Contributions	1,208.91		201	E	391-1000	260	
	44		Payroll Expenditure	3,960.50		201	E	392-1000	112	
	45		Employer Contributions	18.02		201	E	392-1000	250	
	46		Workman's Comp Discount		3.55	201	E	392-1000	250	
	47		Employer Contributions	1,208.91		201	E	392-1000	260	
	48		Payroll Expenditure	3,105.67		201	E	394-1000	112	
	49		Employer Contributions	14.13		201	E	394-1000	250	
	50		Workman's Comp Discount		2.78	201	E	394-1000	250	
	51		Employer Contributions	465.11		201	E	394-1000	260	
	52		Payroll Expenditure	5,617.08		201	E	395-1000	112	
	53		Employer Contributions	25.56		201	E	395-1000	250	
	54		Workman's Comp Discount		5.03	201	E	395-1000	250	
	55		Employer Contributions	908.40		201	E	395-1000	260	
	56		Payroll Expenditure	45.01		201	E	710-2700	118	
	57		Employer Contributions	2.67		201	E	710-2700	250	
	58		Workman's Comp Discount		2.39	201	E	710-2700	250	
	59		Payroll Expenditure	1,630.00		201	E	710-3400	150	
	60		Employer Contributions	7.42		201	E	710-3400	250	
	61		Workman's Comp Discount		0.94	201	E	710-3400	250	
	62		Payroll Expenditure	2,292.02		201	E	720-2700	118	
	63		Employer Contributions	101.75		201	E	720-2700	250	
	64		Workman's Comp Discount		35.73	201	E	720-2700	250	
	65		Payroll Expenditure	3,493.00		201	E	720-3500	150	
	66		Employer Contributions	20.28		201	E	720-3500	250	
	67		Workman's Comp Discount		23.60	201	E	720-3500	250	
	68		Employer Contributions	2.73		201	E	910-3100	260	
	69		Employer Contributions		53,404.76	201	B	101		
	70		Payroll Expenditure		329,808.35	201	B	101		
	71		Workman's Comp Discount	568.19		201	B	101		
	72		Payroll Expenditure	979.17		210	E	100-2300	111	
	73		Payroll Expenditure	567.71		210	E	100-2300	115	
	74		Employer Contributions	7.04		210	E	100-2300	250	
	75		Workman's Comp Discount		1.39	210	E	100-2300	250	
	76		Employer Contributions		7.04	210	B	101		
	77		Payroll Expenditure		1,546.88	210	B	101		
	78		Workman's Comp Discount	1.39		210	B	101		
	79		Payroll Expenditure	12,787.76		212	E	910-3100	116	
	80		Employer Contributions	684.72		212	E	910-3100	250	
	81		Workman's Comp Discount		130.40	212	E	910-3100	250	
	82		Employer Contributions	929.31		212	E	910-3100	260	
	83		Employer Contributions		1,614.03	212	B	101		
	84		Payroll Expenditure		12,787.76	212	B	101		
	85		Workman's Comp Discount	130.40		212	B	101		
	86		Payroll Expenditure	2,957.15		213	E	280-1000	117	113
	87		Payroll Expenditure	2,067.12		213	E	280-1000	117	114

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Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	88		Payroll Expenditure	1,172.76		213	E	280-1000	117	115
	89		Payroll Expenditure	1,703.53		213	E	280-1000	117	117
	90		Payroll Expenditure	2,099.09		213	E	280-1000	117	119
	91		Payroll Expenditure	2,257.98		213	E	280-1000	117	121
	92		Payroll Expenditure	1,250.93		213	E	280-1000	117	122
	93		Payroll Expenditure	2,158.59		213	E	280-1000	117	123
	94		Employer Contributions	13.45		213	E	280-1000	250	113
	95		Workman's Comp Discount		0.88	213	E	280-1000	250	113
	96		Employer Contributions	9.41		213	E	280-1000	250	114
	97		Workman's Comp Discount		0.62	213	E	280-1000	250	114
	98		Employer Contributions	5.34		213	E	280-1000	250	115
	99		Workman's Comp Discount		0.35	213	E	280-1000	250	115
	100		Employer Contributions	7.75		213	E	280-1000	250	117
	101		Workman's Comp Discount		0.51	213	E	280-1000	250	117
	102		Employer Contributions	9.55		213	E	280-1000	250	119
	103		Workman's Comp Discount		0.63	213	E	280-1000	250	119
	104		Employer Contributions	10.27		213	E	280-1000	250	121
	105		Workman's Comp Discount		0.67	213	E	280-1000	250	121
	106		Employer Contributions	5.69		213	E	280-1000	250	122
	107		Workman's Comp Discount		0.37	213	E	280-1000	250	122
	108		Employer Contributions	9.82		213	E	280-1000	250	123
	109		Workman's Comp Discount		0.64	213	E	280-1000	250	123
	110		Employer Contributions		13.45	213	B	101		113
	111		Payroll Expenditure		2,957.15	213	B	101		113
	112		Workman's Comp Discount	0.88		213	B	101		113
	113		Employer Contributions		9.41	213	B	101		114
	114		Payroll Expenditure		2,067.12	213	B	101		114
	115		Workman's Comp Discount	0.62		213	B	101		114
	116		Employer Contributions		5.34	213	B	101		115
	117		Payroll Expenditure		1,172.76	213	B	101		115
	118		Workman's Comp Discount	0.35		213	B	101		115
	119		Employer Contributions		7.75	213	B	101		117
	120		Payroll Expenditure		1,703.53	213	B	101		117
	121		Workman's Comp Discount	0.51		213	B	101		117
	122		Employer Contributions		9.55	213	B	101		119
	123		Payroll Expenditure		2,099.09	213	B	101		119
	124		Workman's Comp Discount	0.63		213	B	101		119
	125		Employer Contributions		10.27	213	B	101		121
	126		Payroll Expenditure		2,257.98	213	B	101		121
	127		Workman's Comp Discount	0.67		213	B	101		121
	128		Employer Contributions		5.69	213	B	101		122
	129		Payroll Expenditure		1,250.93	213	B	101		122
	130		Workman's Comp Discount	0.37		213	B	101		122
	131		Employer Contributions		9.82	213	B	101		123
	132		Payroll Expenditure		2,158.59	213	B	101		123
	133		Workman's Comp Discount	0.64		213	B	101		123
	134		Employer Contributions	14,702.06		214	E	100-1000	210	
	135		Employer Contributions	19,584.52		214	E	100-1000	220	
	136		Employer Contributions	405.19		214	E	100-1000	240	
	137		Employer Contributions	578.65		214	E	100-2100	210	
	138		Employer Contributions	802.38		214	E	100-2100	220	

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	139		Employer Contributions	16.95		214	E	100-2100	240	
	140		Employer Contributions	948.25		214	E	100-2200	210	
	141		Employer Contributions	892.76		214	E	100-2200	220	
	142		Employer Contributions	174.26		214	E	100-2200	230	
	143		Employer Contributions	25.51		214	E	100-2200	240	
	144		Employer Contributions	904.44		214	E	100-2300	210	
	145		Employer Contributions	741.82		214	E	100-2300	220	
	146		Employer Contributions	391.19		214	E	100-2300	230	
	147		Employer Contributions	24.56		214	E	100-2300	240	
	148		Employer Contributions	1,934.35		214	E	100-2400	210	
	149		Employer Contributions	1,758.66		214	E	100-2400	220	
	150		Employer Contributions	655.07		214	E	100-2400	230	
	151		Employer Contributions	52.04		214	E	100-2400	240	
	152		Employer Contributions	423.22		214	E	100-2500	210	
	153		Employer Contributions	494.55		214	E	100-2500	230	
	154		Employer Contributions	11.23		214	E	100-2500	240	
	155		Employer Contributions	610.66		214	E	100-2580	210	
	156		Employer Contributions	762.99		214	E	100-2580	230	
	157		Employer Contributions	17.34		214	E	100-2580	240	
	158		Employer Contributions	1,401.78		214	E	100-2600	210	
	159		Employer Contributions	1,704.63		214	E	100-2600	230	
	160		Employer Contributions	38.74		214	E	100-2600	240	
	161		Employer Contributions	1,143.86		214	E	280-1000	210	
	162		Employer Contributions	226.21		214	E	280-1000	210	113
	163		Employer Contributions	158.13		214	E	280-1000	210	114
	164		Employer Contributions	89.72		214	E	280-1000	210	115
	165		Employer Contributions	114.75		214	E	280-1000	210	117
	166		Employer Contributions	155.66		214	E	280-1000	210	119
	167		Employer Contributions	168.91		214	E	280-1000	210	121
	168		Employer Contributions	95.70		214	E	280-1000	210	122
	169		Employer Contributions	157.90		214	E	280-1000	210	123
	170		Employer Contributions	1,387.51		214	E	280-1000	220	
	171		Employer Contributions	280.04		214	E	280-1000	220	113
	172		Employer Contributions	195.76		214	E	280-1000	220	114
	173		Employer Contributions	25.41		214	E	280-1000	220	115
	174		Employer Contributions	161.32		214	E	280-1000	220	117
	175		Employer Contributions	198.78		214	E	280-1000	220	119
	176		Employer Contributions	213.83		214	E	280-1000	220	121
	177		Employer Contributions	118.46		214	E	280-1000	220	122
	178		Employer Contributions	204.42		214	E	280-1000	220	123
	179		Employer Contributions	32.57		214	E	280-1000	240	
	180		Employer Contributions	5.92		214	E	280-1000	240	113
	181		Employer Contributions	4.13		214	E	280-1000	240	114
	182		Employer Contributions	2.35		214	E	280-1000	240	115
	183		Employer Contributions	3.41		214	E	280-1000	240	117
	184		Employer Contributions	4.20		214	E	280-1000	240	119
	185		Employer Contributions	4.52		214	E	280-1000	240	121
	186		Employer Contributions	2.50		214	E	280-1000	240	122
	187		Employer Contributions	4.32		214	E	280-1000	240	123
	188		Employer Contributions	224.34		214	E	391-1000	210	
	189		Employer Contributions	347.19		214	E	391-1000	220	

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	190		Employer Contributions	7.33		214	E	391-1000	240	
	191		Employer Contributions	273.91		214	E	392-1000	210	
	192		Employer Contributions	375.06		214	E	392-1000	220	
	193		Employer Contributions	7.92		214	E	392-1000	240	
	194		Employer Contributions	230.44		214	E	394-1000	210	
	195		Employer Contributions	298.82		214	E	394-1000	220	
	196		Employer Contributions	6.21		214	E	394-1000	240	
	197		Employer Contributions	362.91		214	E	395-1000	210	
	198		Employer Contributions	531.94		214	E	395-1000	220	
	199		Employer Contributions	11.23		214	E	395-1000	240	
	200		Employer Contributions	63.12		214	E	610-1000	210	
	201		Employer Contributions	63.92		214	E	610-1000	220	
	202		Employer Contributions	1.65		214	E	610-1000	240	
	203		Employer Contributions	3.44		214	E	710-2700	210	
	204		Employer Contributions	3.96		214	E	710-2700	230	
	205		Employer Contributions	0.09		214	E	710-2700	240	
	206		Employer Contributions	112.92		214	E	710-3400	210	
	207		Employer Contributions	154.36		214	E	710-3400	220	
	208		Employer Contributions	3.26		214	E	710-3400	240	
	209		Employer Contributions	170.09		214	E	720-2700	210	
	210		Employer Contributions	112.20		214	E	720-2700	230	
	211		Employer Contributions	4.58		214	E	720-2700	240	
	212		Employer Contributions	266.10		214	E	720-3500	210	
	213		Employer Contributions	6.99		214	E	720-3500	240	
	214		Employer Contributions	947.67		214	E	910-3100	210	
	215		Employer Contributions	1,125.32		214	E	910-3100	230	
	216		Employer Contributions	25.57		214	E	910-3100	240	
	217		Employer Contributions		58,364.28	214	B	101		
	218		Employer Contributions		512.17	214	B	101		113
	219		Employer Contributions		358.02	214	B	101		114
	220		Employer Contributions		117.48	214	B	101		115
	221		Employer Contributions		279.48	214	B	101		117
	222		Employer Contributions		358.64	214	B	101		119
	223		Employer Contributions		387.26	214	B	101		121
	224		Employer Contributions		216.66	214	B	101		122
	225		Employer Contributions		366.64	214	B	101		123
	226		Payroll Expenditure	49.82		215	E	100-1000	112	200
	227		Payroll Expenditure	3,018.75		215	E	100-1000	112	700
	228		Employer Contributions	3.70		215	E	100-1000	210	200
	229		Employer Contributions	223.59		215	E	100-1000	210	700
	230		Employer Contributions	0.10		215	E	100-1000	240	200
	231		Employer Contributions	6.04		215	E	100-1000	240	700
	232		Employer Contributions	0.23		215	E	100-1000	250	200
	233		Workman's Comp Discount		0.02	215	E	100-1000	250	200
	234		Employer Contributions	13.74		215	E	100-1000	250	700
	235		Workman's Comp Discount		2.70	215	E	100-1000	250	700
	236		Employer Contributions	0.91		215	E	100-1000	260	700
	237		Employer Contributions	81.00		215	E	100-1000	280	399
	238		Payroll Expenditure	953.28		215	E	420-1000	117	284
	239		Employer Contributions	72.92		215	E	420-1000	210	284
	240		Employer Contributions	90.28		215	E	420-1000	220	284

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	241		Employer Contributions	1.91		215	E	420-1000	240	284
	242		Employer Contributions	4.34		215	E	420-1000	250	284
	243		Workman's Comp Discount		0.28	215	E	420-1000	250	284
	244		Employer Contributions	0.91		215	E	420-1000	260	284
	245		Payroll Expenditure	3,540.00		215	E	434-1000	111	277
	246		Payroll Expenditure	150.00		215	E	434-1000	113	277
	247		Payroll Expenditure	5,776.25		215	E	434-1000	117	277
	248		Employer Contributions	698.18		215	E	434-1000	210	277
	249		Employer Contributions	689.78		215	E	434-1000	220	277
	250		Employer Contributions	92.40		215	E	434-1000	230	277
	251		Employer Contributions	18.94		215	E	434-1000	240	277
	252		Employer Contributions	84.12		215	E	434-1000	250	277
	253		Workman's Comp Discount		18.57	215	E	434-1000	250	277
	254		Employer Contributions	465.14		215	E	434-1000	260	277
	255		Payroll Expenditure	254.38		215	E	456-1000	117	281
	256		Employer Contributions	19.46		215	E	456-1000	210	281
	257		Employer Contributions	19.53		215	E	456-1000	220	281
	258		Employer Contributions	0.51		215	E	456-1000	240	281
	259		Employer Contributions	1.16		215	E	456-1000	250	281
	260		Workman's Comp Discount		0.41	215	E	456-1000	250	281
	261		Payroll Expenditure	15,153.07		215	E	494-1000	112	280
	262		Employer Contributions	1,093.37		215	E	494-1000	210	280
	263		Employer Contributions	1,434.98		215	E	494-1000	220	280
	264		Employer Contributions	30.31		215	E	494-1000	240	280
	265		Workman's Comp Discount		0.05	215	E	494-1000	250	280
	266		Employer Contributions	68.96		215	E	494-1000	250	280
	267		Workman's Comp Discount		13.52	215	E	494-1000	250	280
	268		Workman's Comp Discount	0.05		215	B	101		280
	269		Employer Contributions		4.03	215	B	101		200
	270		Payroll Expenditure		49.82	215	B	101		200
	271		Workman's Comp Discount	0.02		215	B	101		200
	272		Employer Contributions		2,048.56	215	B	101		277
	273		Payroll Expenditure		9,466.25	215	B	101		277
	274		Workman's Comp Discount	18.57		215	B	101		277
	275		Employer Contributions		2,627.62	215	B	101		280
	276		Payroll Expenditure		15,153.07	215	B	101		280
	277		Workman's Comp Discount	13.52		215	B	101		280
	278		Employer Contributions		40.66	215	B	101		281
	279		Payroll Expenditure		254.38	215	B	101		281
	280		Workman's Comp Discount	0.41		215	B	101		281
	281		Employer Contributions		170.36	215	B	101		284
	282		Payroll Expenditure		953.28	215	B	101		284
	283		Workman's Comp Discount	0.28		215	B	101		284
	284		Employer Contributions		81.00	215	B	101		399
	285		Employer Contributions		244.28	215	B	101		700
	286		Payroll Expenditure		3,018.75	215	B	101		700
	287		Workman's Comp Discount	2.70		215	B	101		700
	288		Payroll Expenditure	825.00		217	E	610-1000	150	
	289		Employer Contributions	3.75		217	E	610-1000	250	
	290		Workman's Comp Discount		0.56	217	E	610-1000	250	
	291		Employer Contributions		3.75	217	B	101		

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	292		Payroll Expenditure		825.00	217	B	101		
	293		Workman's Comp Discount	0.56		217	B	101		
	294		Payroll Expenditure	720.00		218	E	100-1000		112
	295		Employer Contributions	3.28		218	E	100-1000		250
	296		Workman's Comp Discount		0.54	218	E	100-1000		250
	297		Employer Contributions		3.28	218	B	101		
	298		Payroll Expenditure		720.00	218	B	101		
	299		Workman's Comp Discount	0.54		218	B	101		
	300		Payroll Expenditure	2,916.89		282	E	100-2200		113
	301		Payroll Expenditure	406.88		282	E	100-2200		120
	302		Payroll Expenditure	472.58		282	E	100-2200		150
	303		Employer Contributions	17.27		282	E	100-2200		250
	304		Workman's Comp Discount		3.40	282	E	100-2200		250
	305		Employer Contributions		17.27	282	B	101		
	306		Payroll Expenditure		3,796.35	282	B	101		
	307		Workman's Comp Discount	3.40		282	B	101		
	308		Direct Deposit Clearing		251,727.90	286	B	101		
	309		Electronic Check		162,760.86	286	B	101		
	310		Employee Warrants	393,302.34		286	B	101		
	311		Employer Contributions	121,298.55		286	B	101		
	312		Employee Warrants	744.70		286	B	611		
	313		Employer Contributions		3,650.91	286	B	611		
	314		Warrant for tax/benefit plan	10,606.40		286	B	611		
	315		Employer Contributions		788.12	286	B	612		
	316		Warrant for tax/benefit plan	2,449.93		286	B	612		
	317		Employee Warrants		17,383.61	286	B	620		
	318		Warrant for tax/benefit plan		92,004.86	286	B	620		
	319		Employee Deduction		1,605.80	286	B	667		
	320		Warrant for tax/benefit plan	1,605.80		286	B	667		
	321		Employee Deduction		2,847.51	286	B	669		
	322		Warrant for tax/benefit plan	2,847.51		286	B	669		
	323		Electronic Check	23,745.46		286	B	671		
	324		Employee Deduction		23,745.46	286	B	671		
	325		Electronic Check	14,817.00		286	B	672		
	326		Employee Deduction		14,817.00	286	B	672		
	327		Electronic Check	57,160.82		286	B	673		
	328		Employee Deduction		28,580.41	286	B	673		
	329		Employer Contributions		28,580.41	286	B	673		
	330		Electronic Check	56,709.04		286	B	674		
	331		Employee Deduction		26,223.17	286	B	674		
	332		Employer Contributions		30,571.53	286	B	674		
	333		Electronic Check	10,328.54		286	B	675		
	334		Employee Deduction		4,811.97	286	B	675		
	335		Employer Contributions		5,516.57	286	B	675		
	336		Employee Deduction		3,670.00	286	B	676		
	337		Warrant for tax/benefit plan	3,670.00		286	B	676		
	338		Employer Contributions		82.81	286	B	677		
	339		Warrant for tax/benefit plan	82.81		286	B	677		
	340		Employee Deduction		17,241.80	286	B	678		
	341		Employer Contributions		52,108.20	286	B	678		
	342		Warrant for tax/benefit plan	69,350.00		286	B	678		

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		Date		Amount	Amount					
	343		Employee Deduction		829.60	286	B	679		
	344		Warrant for tax/benefit plan	829.60		286	B	679		
	345		Employee Deduction		562.81	286	B	681		
	346		Warrant for tax/benefit plan	562.81		286	B	681		
Total				1,286,209.60	1,286,209.60					

# **Principal's Report**

**3.1**





## K-5 Principal Report

January 9, 2024

- K Family lunch
- Sheriff Santa
- 5th day update

### Events:

- January 11, 2024 - End of 2nd quarter/1st semester
- January 15, 2024 - PLC
- January 16, 2024 - STEAM night (5-7 pm)
- January 23, 2024 - 1st grade family lunch
- February 9, 2024 - PIR (Safety)

### 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	86.7					
1st	45.9	42.3	83	90	96.9					
2nd	32.6	60.3	101	93.6	115.5					
3rd	16.7	43.5	66	70.7	63					
4th	24.9	101	116	127.2	97.7					
5th	14.4	50.5	62	72.9	66.5					

### Behavior Data: (blue slips)

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Level 2	0	2	2	2	2					
Level 3	0	0	5	7	1					



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

**DATE:** January 2024

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

**FROM:** Brad Racht

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

### **Information Items**

1. Peer observation
2. Upcoming semester change
3. Foreign language options
4. Advisory activities and topics

### **Attendance**

#### **Enrollment**

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

## ABSENCES

GRADE	AUG.*	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
6 <sup>th</sup>	10.0	69.5	117.0	104.0	104.0					
7 <sup>th</sup>	21.5	77.5	99.0	108.5	79.5					
8 <sup>th</sup>	12.0	80.5	104.5	86.5	77.0					
TOTAL	33.5	227.5	320.5	299.0	260.5					

\*First day of school was August 25.

## Discipline

### Discipline Referrals

#### Middle School

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



# Townsend K-12 School District #1

## Principal's Report

**DATE:** Jan. 9, 2023

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

**FROM:** Sheri Heavrin

### Information Items

- 4 Day Week Feedback
- End of Semester 1/Master Class Schedule/Extended Student Opportunities
- Upcoming PLC work
- Upcoming Activities: 1-11 End of Q2/Sem 1, 1-13 S&D Home Meet/Senior Night, 1-20 S&D @ Columbus-Divisionals, 1-25 HSWR @ Home-Harry Hall Mixer-Senior Night, 1- 26/27 S&D @ Choteau-State, 1-31 StuCo Blood Drive, 2-2/3 HSWR @ Shelby-Divisionals, 2-9/10 HSWR @ Billings-State, 2-9 HSBB vs Ennis-3:00PM-Senior Night, 2-11 DUI Task Force Super Bowl Party-1:30PM

### 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	60					
10 <sup>th</sup>	2	19	55.5	49.5	55.5					
11 <sup>th</sup>	4.5	50	59	58.5	56					
12 <sup>th</sup>	10.5	27	31	47	49					
Total	23.5	146.5	207.5	218.5	220.5					

# of Students	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
5-Tardies	0	4	4	8	19					
10-Tardies	0	0	2	3	1					
15-Tardies	0	0	1	5	4					
20-Tardies	0	0	0	0	2					
Total	0	4	7	16	26					

### Discipline

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

# **School Resource Officer MOA**

**4.1**

## **SRO MEMORANDUM OF AGREEMENT**

### **I. INTENT**

This MEMORANDUM OF AGREEMENT (Agreement) is entered into by and between the Townsend School District (District) and the Broadwater County Sheriff's Office (Sheriff's Office) to memorialize the understanding between the parties regarding the assignment of a Student Resource Officer (SRO) to the schools of the District.

### **II. DATE AND TERM**

This AGREEMENT will become effective upon signing by all parties and will commence \_\_\_\_\_, 2024. The Agreement will expire on June 30, 2024, and may be renewed for a period of one year by mutual agreement of the parties and the execution of the same or similar Agreement.

### **III. PARTIES' MUTUAL RESPONSIBILITIES**

1. Engage in an annual review meeting between the District and the Sheriff's Office about performance and assignment of SROs as part of the consultation process.
2. Complete a full and transparent accounting of the costs for the SRO program.
3. Review and inspect any grant materials supporting the SRO program.

### **IV. DISCRETIONARY RESPONSIBILITIES**

1. At the request of the District, the SRO(s) may assist the District in the development review of law enforcement and safety-related policies and procedures, to include related training or drills as deemed necessary.
2. At the request of the District, the District and the SRO(s) may jointly participate in threat assessment meetings to determine the level of threat a student poses and to assist in the creation of a safety plan for that student.
3. At the request of the District, the District and the SRO(s) may jointly participate in student disciplinary team meetings.
4. At the request of the District, the District and the SRO(s) may jointly participate in other meetings as appropriate to safety and prevention activities of the District.

### **V. DISTRICT RESPONSIBILITIES**

1. The District shall recognize the lawful authority of the SRO(s) and cooperate in their efforts to enforce the law.
2. The District shall provide a primary office for the SRO(s) and allow access to and use of office-related equipment by the SRO(s) as needed, at no cost to the Sheriff's Office.

3. The District acknowledges and agrees that the SRO(s) is/are subject to call out by the Sheriff's Office on short notice for major emergencies, and as required as part of their duties to appear in conferences, at court hearings, and at other related functions.
4. The District is responsible for payment to the Sheriff's Office in the amount of \$ \_\_\_\_\_ to reimburse the Sheriff's Office for a portion of the SRO's salary.

#### **VI. SHERIFF'S OFFICE RESPONSIBILITIES:**

1. The Sheriff's Office shall designate trained and qualified officers(s) as SRO(s), assigned to assist district officials in their effort to maintain a proper educational environment for the students.
2. The Sheriff's Office shall maintain supervisory authority over the officer(s). It is acknowledged and agreed by the parties that said officer(s) will remain employee(s) of the Sheriff's Office.
3. Documentation of qualifications of SRO(s) shall be provided to the District during consultation period and upon request.
4. The Sheriff's Office shall retain and provide records related to program and officer as permitted by law.
5. The Sheriff's Office will ensure that the SRO(s) is/are covered with professional, liability, workers' compensation, or other applicable insurance premiums paid by the Sheriff's Office.
6. The Sheriff's Office shall recognize the lawful authority of the District and cooperate in their efforts to educate students in a manner required by state and federal law and District policy.
7. The Sheriff's Office will provide the equipment and resources necessary for SRO(s) to perform their duties. The District will provide necessary office equipment, computer(s), office furniture, and other supplies, as needed.
8. The District will provide proper and adequate School Resource Officer training opportunities for the SRO(s). The District will be provided the training material and opportunity to suggest updates to the training program.

#### **VII. SCHOOL RESOURCE OFFICER RESPONSIBILITIES AND REQUIREMENTS**

1. The SRO(s) will act in accordance with the recommended TRIAD roles of law enforcement officer, teacher, and informal counselor/mentor but will not enforce school rules or policies or become involved with matters that are strictly school discipline issues, except as provided herein.

2. The SRO(s) will abide by school board policies and shall consult with and coordinate activities through the school principal but shall remain fully responsive to the chain of command of the law enforcement agency in all matters relating to employment and supervision.
3. The SRO(s) will abide by all applicable legal requirements for law enforcement officers concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction or supervision of the District.
4. The SRO(s) will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO(s) because of exigent circumstances, such as the need for safety or to prevent flight.
5. The SRO(s) will assist in enforcing compulsory attendance and disciplinary policies and participate in the investigation of criminal activities involving juveniles, particularly when involving students or related to school district locations.
6. The SRO(s) will provide a presence and education to students and staff that help prevent crime.
7. The SRO(s) will conduct investigations of criminal acts that occur in the schools and involve students or staff.
8. The SRO(s) will make arrests when necessary.
9. The SRO(s) will provide testimony at expulsion hearings.
10. The SRO(s) will provide specialized lesson plans such as Bullying, Stalking, Sexual Assault and Sexual Predation by Drug, Internet Safety, Rights vs. Responsibilities of a Citizen, Effects of Alcohol and Commonly Abused Drugs, etc. The SRO(s) will encourage individual and small group discussions about law enforcement related matters with students, faculty and parents.
11. The SRO(s) will attend meetings of parent and faculty groups to solicit their support and understanding of the School Resource Officer Program and to promote awareness of law enforcement functions.
12. The SRO(s) will be familiar with all community agencies that offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc.
13. The SRO(s) will confer with the administration to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school related activities.
14. The SRO(s) will coordinate with the administration when investigating alleged violations of District policy that also could be a violation of the criminal code during school hours, on school property or students travelling to or from school.



15. The SRO(s) will advise the administration before requesting additional enforcement assistance on campus and undertake all additional responsibilities at the administration's direction.
16. In order to assure the peaceful operation of school-related programs, the SRO will, whenever possible, participate in or attend school functions.
17. The SRO(s) will reaffirm their roles as law enforcement officers by wearing their uniforms, unless doing so would be inappropriate for scheduled school activities. The uniform will also be worn at events where it will enhance the image of officers and their ability to perform their duties.
18. The SRO(s) will coordinate with the administration and be responsible for law enforcement and security activity at extra-curricular events as determined by the principal.
19. The SRO(s) will file reports as required by the school district and/or law enforcement agency.
20. The SRO(s) will assist as assigned by District administration in overseeing the emergency management organization of the District including emergency drills, procedures, etc.
21. To help monitor progress toward achieving safe schools, SROs will collect and provide data related to school safety.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

## **VIII. TERMINATION/EXTENTION**

The term of this Agreement shall commence on \_\_\_\_\_, 2024 and extend through June 30, 2024, unless terminated early by mutual consent of the parties in writing. Either party may terminate this Agreement, without cause, upon furnishing the other party ninety (90) days written notice thereof.

The Agreement may be renewed on an annual basis thereafter in writing executed by the parties.

## **IX. INFORMATION SHARING**

It is the understanding of both the Townsend School District and Sheriff's Office that confidentiality and a student's right to privacy are of the utmost importance in the administration of these services. Therefore, student records shall be kept confidential in accordance with all applicable laws and professional standards.

## **X. ENGAGEMENT WITH THE COMMUNITY**

All parties involved in the SRO program will continually work on building and expanding existing community partnerships that help support the mission of safe and healthy schools. These community partnerships will provide resources that can help students (and their families) get the support youth need to stay in school.

## **XI. GOVERNING LAW**

1. **Employment Relationship:** SRO(s) remain an employee of the Sheriff's Office at all times while performing services pursuant to this Agreement and is not to be considered an employee of the District for any purposes.
2. **Hold Harmless and Indemnification:** To the fullest extent permitted by law, each party agrees to defend, hold harmless, and indemnify the other party, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damages, liability and causes of action of any kind or character, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission of the SRO(s) performing duties pursuant to this Agreement. Each party will bear costs and fees, regardless of outcome of any cause of action.
3. **Insurance:** The Sheriff's Office and the District will carry appropriate liability insurance at all times during the pendency of this Agreement. Either party may request proof of such insurance at any time.
4. **No Assignment, Transfer, Delegation, or Subcontracting:** The District and the Sheriff's Office may not assign, transfer, delegate, or subcontract this agreement or any of its rights, duties, or obligations hereunder without prior express written consent of the other party.
5. **Compliance with Laws:** The District and Sheriff's Office agree to comply with all applicable federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, Montana Code Annotated.
6. **Amendments in Writing:** All amendments to this Agreement must be in writing and executed by all parties to this Agreement.
7. **Governing Law and Venue:** This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana. If a dispute arises, the proper venue for the hearing of the case is the District Court of the State of Montana, in and for Broadwater County.
8. **Nondiscrimination:** The District and the Sheriff's Office agree that neither party shall discriminate based on any protected class in any of its activities or provision of services regardless of whether or not those activities or services are provided in connection with

this Agreement. The District and the Sheriff's Office agree that all hiring of persons in connection with this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, sex, pregnancy, childbirth or medical condition related to pregnancy or childbirth, sexual orientation or expression, political beliefs or affiliation, genetic information, veteran status, culture, social origin or condition, or ancestry.

9. Records Access and Retention: The District and the Sheriff's Office agree to create and retain records in connection with this Agreement. The obligation to maintain records required by this section survives the termination or the expiration of this Agreement.

**IN WITNESS WHEREOF:**

**Townsend School District:**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name

**Townsend School District:**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name

**Broadwater County Sheriff's Office:**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name

**Broadwater County Sheriff's Office:**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name

# **Fish Wildlife & Parks Agreement**

**Please Pay** **32,903.00**

# **Strategic Planning Facilitation Agreement**



# MTSBA's Strategic Planning Services

*Helping our members lead with excellence.*

Planning strategically is an important and effective undertaking that every school board should take to further its ability to positively impact the potential of each child in every public school. MTSBA has experienced (and nationally recognized) staff to help guide your board through the necessary steps in the strategic planning process.

MTSBA staff have been recognized nationally and are experienced in providing quality facilitation services to our members. We have a comprehensive understanding of the opportunities available and the challenges facing elected school boards seeking to improve governance and find more meaningful roles in increasing student opportunities.

MTSBA's systematic and sustainable approach to district strategic improvement planning engages the community and all stakeholders in addition to creating universal ownership and support for local school districts and school improvement. The process can take six to eight months to complete and is divided into the following phases but is well worth the commitment:

## Phase 1

### Community engagement:

The process includes stakeholder surveys and other strategies to gather vital input and engagement from the community.

## Phase 2

### Establishing the core:

Armed with the input from the community, we help a board identify its core ideology (core purpose and core values), and consistent with that core ideology, develop a long-term envisioned future for the district to provide a comprehensive and inspiring goal toward which the district can strive.

## Phase 3

### Measuring the distance from the present to the envisioned future:

Once the board identifies where it wants to go, MTSBA helps the board identify the barriers to success, establish interim "base camp objectives" and develop operational techniques (including alignment with district procedure and processes and using knowledge-based decision making).

## Phase 4

**Transitioning to board and staff:** Once we help you establish your plan, we help transition the effort to the board and staff to complete the transition to a new, more productive way of operating with a strategic focus on the interests of children.

## Phase 5

### Annual Update:

To assist districts with a discussion about the progress made and developing next steps, we facilitate an annual review and update of the District's Strategic Plan. This ensures your district's strategic plan never goes stale, but stays contemporary with the long-term and short-term goals, strategies and objectives on an on-going basis.



863 Great Northern Blvd., Suite 301  
Helena, Montana 59601  
mtsba.org | info@mtsba.org

## Strategic Planning Team Leaders



**Lance Melton**  
Executive Director



**Debra Silk**  
Associate Exec. Director/General Counsel



**Wendy Brenden**  
Communications Coordinator



## STRATEGIC PLANNING AGREEMENT

THIS AGREEMENT is entered into by and between Montana School Boards Association ("MTSBA") and the Townsend School District ("the District").

At the request of the District, MTSBA agrees to conduct the following Strategic Planning sessions with the District and in-house work according to the terms and conditions set forth hereinbelow:

Date and Time of Strategic Planning Session(s): TBD

Number of Anticipated Hours: 12-16

Fee (not including time spent on in-house drafting and travel expenses): \$2,500

The Fee referenced above includes the following services:

- Three (3) facilitated sessions with the District of up to 4-hours

The District has the option of choosing to have MTSBA staff travel to the District for in-person facilitation or having MTSBA staff conduct the facilitation via virtual means. In addition to the fee (set forth above), in-person facilitation requiring MTSBA staff to travel will be billed according to the rate set forth below for travel time to/from the District. Please select your option:

☐ In-person session (additional travel time billed at hourly rate of \$180/hr)

☐ Virtual session (no additional fee for travel time)

In addition to the fees referenced above, the District agrees to pay for the travel expenses of staff, including mileage, meals, hotels, etc. The District further agrees to pay an hourly fee of \$180 per hour for any in-house work as a result of or in preparation for strategic planning sessions with the Board, including but not limited to, media analysis, compiling the work of the District, preparing a draft Strategic Plan for the District review and finalization. It is understood between the parties, that MTSBA acts as a consultant and facilitator during this process and that the Strategic Plan and its components are the work of the District, not MTSBA.

### Other Services offered at a Flat Rate:

These services are offered at a flat rate of \$750.00 per service. Please check the services you would like to utilize:

☐ Prepare and administer school culture/climate survey

☐ Prepare graphic strategic planning brochure

### Maintenance Services.

Commencing with the execution of this Agreement, the District will automatically become a member of MTSBA's Strategic Planning Maintenance Program for an initial period of five (5) years. As part of MTSBA's Strategic Planning Maintenance Program, the District will be provided with an annual on-site visit of up to four (4) hours for the purpose of assisting the District with reviewing the progress made under the Plan and updating the District's Strategic Plan. The initial annual fee for MTSBA's Strategic Planning Maintenance Program is \$1,000.00. The annual maintenance fee will be adjusted periodically. At the conclusion of the five-year period, the maintenance portion of this Agreement will be extended for additional periods of five (5) years,



unless the District provides MTSBA notice of its intent not to renew for an additional period of five (5) years by giving MTSBA written notice of non-renewal within sixty (60) days of the end of the fiscal year (June 30<sup>th</sup>) of the last year of the 5 year maintenance period.

The District further agrees that should the total number of hours that MTSBA staff members meet with the board of trustees, administration and/or staff exceed that as anticipated and stated above, the District will pay for the total number of hours that the MTSBA staff members actually meet with the District based upon the above-referenced fee schedule.

The District further agrees that in the event the MTSBA presenter(s) incur travel expenses (i.e. mileage, meals, hotel, etc.) but are unable to present as scheduled due to unforeseen circumstances beyond the control of MTSBA, the District agrees to pay any and all such expenses.

The District agrees to pay for all costs and expenses within thirty (30) days of the date the District is billed.

**Montana School Boards Association:**

**School District:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name  
Authorized Representative  
Montana School Boards Association

\_\_\_\_\_  
Printed Name  
Authorized Representative  
Townsend School District

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

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

# **Retirement Incentives**

**Townsend School District**  
Townsend, Montana

**EARLY RETIREMENT INCENTIVE FOR CERTIFIED EMPLOYEES**

**ELIGIBILITY:** This is a one-time offer. To be eligible an employee<sup>1</sup> must submit the non-revocable Letter of Retirement and Application form (attached hereto) to the Townsend School District, which shall become effective May 31, 2022. **The application period will open on February 15, 2022 at 8:00 A.M. and the non-revocable Letter of Retirement and Application must be postmarked or hand-delivered to the Superintendent or Board Clerk no later than 12:00 P.M. Noon on March 7, 2022.** In addition, to be eligible, the employee must be eligible to retire with the Montana Teacher's Retirement System with a minimum of twenty-five (25) years of creditable service as of May 31, 2022 or be of 60 years of age with five years membership in the MTRS. The Staff member must have ten (10) years in the Townsend School District. **The District will accept up to a maximum of 2 participants based on seniority. If the participants have equal seniority, eligible applicants for this incentive will be accepted on a first-come-first serve basis.** Once 2 applications are received from eligible applicants, subsequent applications shall be returned to the applicants and the accompanying retirement shall be not be accepted by the Board of Trustees.

**BENEFIT:** The District agrees to pay to those employees selected pursuant to the foregoing a cash payment of \$15,000.00. The cash payment of \$15,000 is not inclusive of any retirement contributions that may be required of the District pursuant to the employee's election and MCA § 19-20-716. The incentive payment may or may not be used to supplement retirement benefits from the Montana Teachers' Retirement System in the form of termination pay conversions. The School District will make any required contributions relating to the payment of this amount to the Montana Teachers' Retirement System.

**LIMITS:** This early retirement incentive imposes no obligation upon the District other than that stated herein and whether it is offered in future years is at the sole discretion of the Board. In the event that the employee submits and the District receives a signed Letter of Retirement and Application under the terms herein, the employee shall not have the right to revoke his or her retirement upon acceptance of the District.

Employees considering this ERIP plan are advised to consult with a representative of the Teachers' Retirement System and an attorney of their choice for advice on their legal rights.

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<sup>1</sup>All references to "employee" refer to certified teaching personnel who have a valid contract with the Townsend School District for the 2021-2022 school year and who meet the criteria identified in the "Eligibility" section.

**Townsend School District**  
Townsend, Montana

**LETTER OF RETIREMENT AND APPLICATION FOR  
EARLY RETIREMENT INCENTIVE**

I hereby submit my retirement to the Board of Trustees of the Townsend School District effective May 31, 2022. I am submitting this retirement in conjunction with my acceptance of the Early Retirement Incentive for employees offered by the School District. I understand that if my application for this Early Retirement Incentive is accepted, I will not be allowed to revoke this retirement, and my employment with the District will terminate at the conclusion of my current employment contract.

This is to notify the Board of Trustees of Townsend School District that I hereby apply for the employee Early Retirement Incentive offered by the School District. I hereby acknowledge that I have read and understand all of the provisions contained in the Early Retirement Incentive and agree to abide by them. I understand that my eligibility for this is dependent upon my non-revocable retirement from the School District effective May 31, 2022. I further understand and agree that the School District's obligation resulting from this Early Retirement Incentive will not exceed a cash payment of \$15,000, and the District's remittance of any taxes and/or retirement contributions related to such payments which may be required by state and/or federal agencies. I understand that, if I am enrolled in the Montana Teachers' Retirement System, I must notify the Montana Teachers' Retirement System ninety (90) days prior to my retirement of my decision to retire in order to complete the Termination Pay – Irrevocable Election Form.

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**RECEIVED IN THE ADMINISTRATOR'S OFFICE**

TIME \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Townsend School District**  
Townsend, Montana

**EARLY RETIREMENT INCENTIVE FOR CERTIFIED EMPLOYEES**

**ELIGIBILITY:** This is a one-time offer. To be eligible an employee<sup>1</sup> must submit the non-revocable Letter of Retirement and Application form (attached hereto) to the Townsend School District, which shall become effective May 31, 2023. **The application period will open on February 24, 2023 at 8:00 A.M. and the non-revocable Letter of Retirement and Application must be postmarked or hand-delivered to the Superintendent or Board Clerk no later than 12:00 P.M. Noon on March 13, 2023.** In addition, to be eligible, the employee must be eligible to retire with the Montana Teacher's Retirement System with a minimum of twenty-five (25) years of creditable service as of May 31, 2023 or be of 60 years of age with five years membership in the MTRS. The Staff member must have ten (10) years in the Townsend School District. **The District will accept up to a maximum of 2 participants based on seniority. If the participants have equal seniority, eligible applicants for this incentive will be accepted on a first-come-first serve basis.** Once 2 applications are received from eligible applicants, subsequent applications shall be returned to the applicants and the accompanying retirement shall be not be accepted by the Board of Trustees.

**BENEFIT:** The District agrees to pay to those employees selected pursuant to the foregoing a cash payment of \$15,000.00. The cash payment of \$15,000 is not inclusive of any retirement contributions that may be required of the District pursuant to the employee's election and MCA § 19-20-716. The incentive payment may or may not be used to supplement retirement benefits from the Montana Teachers' Retirement System in the form of termination pay conversions. The School District will make any required contributions relating to the payment of this amount to the Montana Teachers' Retirement System.

**LIMITS:** This early retirement incentive imposes no obligation upon the District other than that stated herein and whether it is offered in future years is at the sole discretion of the Board. In the event that the employee submits and the District receives a signed Letter of Retirement and Application under the terms herein, the employee shall not have the right to revoke his or her retirement upon acceptance of the District.

Employees considering this ERIP plan are advised to consult with a representative of the Teachers' Retirement System and an attorney of their choice for advice on their legal rights.

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<sup>1</sup>All references to "employee" refer to certified teaching personnel who have a valid contract with the Townsend School District for the 2021-2022 school year and who meet the criteria identified in the "Eligibility" section.

**Townsend School District**  
Townsend, Montana

**LETTER OF RETIREMENT AND APPLICATION FOR  
EARLY RETIREMENT INCENTIVE**

I hereby submit my retirement to the Board of Trustees of the Townsend School District effective May 31, 2023. I am submitting this retirement in conjunction with my acceptance of the Early Retirement Incentive for employees offered by the School District. I understand that if my application for this Early Retirement Incentive is accepted, I will not be allowed to revoke this retirement, and my employment with the District will terminate at the conclusion of my current employment contract.

This is to notify the Board of Trustees of Townsend School District that I hereby apply for the employee Early Retirement Incentive offered by the School District. I hereby acknowledge that I have read and understand all of the provisions contained in the Early Retirement Incentive and agree to abide by them. I understand that my eligibility for this is dependent upon my non-revocable retirement from the School District effective May 31, 2023. I further understand and agree that the School District's obligation resulting from this Early Retirement Incentive will not exceed a cash payment of \$15,000, and the District's remittance of any taxes and/or retirement contributions related to such payments which may be required by state and/or federal agencies. I understand that, if I am enrolled in the Montana Teachers' Retirement System, I must notify the Montana Teachers' Retirement System ninety (90) days prior to my retirement of my decision to retire in order to complete the Termination Pay – Irrevocable Election Form.

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**RECEIVED IN THE ADMINISTRATOR'S OFFICE**

**TIME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

# **Townsend Train Station Lease**

**4.6**

December 01, 2023

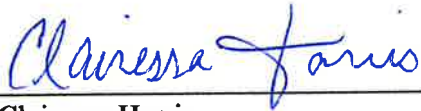
Broadwater County High School Wrestling  
500 North Front Street, Suite 4  
Townsend, Montana  
59644

RE: Change in Rent Notice

Dear Tenant(s),

Please be advised that effective February 01, 2024, the monthly rent for the rented premises you now occupy as my Tenant shall be increased to \$900.00 per month, payable in advance on or before the first day of each month during your continued tenancy. This is a change from your present rent of \$800.00 per month. All other terms of your tenancy shall remain as presently in effect.

Sincerely,



---

Claressa Harris  
Townsend Train Station  
PO Box 40, Townsend, Montana 59644

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## ***COMMERCIAL LEASE***

This Lease Agreement (this "Lease") is dated: 02/01/2024, by and between Townsend Train Station ("Landlord"), and Townsend High School and Junior High School Wrestling ("Tenant"). The parties agree as follows:

**PREMISES.** Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant 3,548 square feet of the north side of the Train Station building (the "Premises") located at 500 N Front, Suite 3, Townsend, MT 59644.

**LEGAL DESCRIPTION.** A sketch of the Premises subject to this Lease is attached as an exhibit.

**TERM.** The lease term will begin on 02/01/2024 and will terminate when either the Landlord or Tenant gives 30 days written notice.

**LEASE PAYMENTS.** Tenant shall pay to Landlord monthly installments of \$900.00 payable in advance on the first day of each month. Lease payments shall be made to the Landlord at 500 N Front, Townsend, MT 59644, which address may be changed from time to time by the Landlord.

**POSSESSION.** Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to Tenant, ordinary wear and tear excepted.

**USE OF PREMISES.** Tenant may use the Premises only for wrestling events and practices. The Premises may be used for any other purpose only with the prior written consent of Landlord, which shall not be unreasonably withheld. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence.

**STORAGE.** Tenant shall be entitled to store items of personal property in designated office and closet during the term of this Lease. Landlord shall not be liable for loss of, or damage to, such stored items.

**PROPERTY INSURANCE.** Landlord and Tenant shall each maintain appropriate insurance for their respective interests in the Premises and property located on the Premises. Landlord shall be named as an additional insured in such policies. Tenant shall deliver appropriate evidence to Landlord as proof that adequate insurance is in force issued by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of such insurance policies. Tenant shall also maintain any other insurance which Landlord may reasonably require for the protection of Landlord's interest in the Premises. Tenant is responsible for maintaining casualty insurance on its own property.

**LIABILITY INSURANCE.** Tenant shall maintain liability insurance on the Premises. Tenant shall deliver appropriate evidence to Landlord as proof that adequate insurance is in force issued by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of such insurance policies.

**RENEWAL TERMS.** This Lease shall automatically renew for an additional period of one year per renewal term, unless either party gives written notice of termination no later than 60 days prior to the end of the term or renewal term. The lease terms during any such renewal term shall be the same as those contained in this Lease.

**MAINTENANCE.**

Landlord's obligations for maintenance shall include:

- the roof, outside walls, and other structural parts of the building
- the parking lot, driveways, and sidewalks
- the sewer, water pipes, and other matters related to plumbing
- the electrical wiring
- the air conditioning system

Tenant's obligations for maintenance shall include:

- Keep the leased space clean and orderly. After practice or a camp has concluded trash must be picked up and disposed of, lights must be turned off and doors must be locked. Report any damage that may occur to the landlord.

-The Landlord is requesting that two times a week the men's restroom be cleaned thoroughly by Townsend Wrestling. Failure to do so will result in the permanent closure of the men's restroom to Townsend Wrestling.

-The Landlord is requesting that two times a week the lobby leading into the wrestling room be cleaned thoroughly by Townsend Wrestling.

-Townsend Wrestling will be responsible for their own bathroom products (paper towels, toilet paper and soap). Montana Broom and Brush can be contacted to get the correct products to fit the dispensers.

- all other items of maintenance not specifically delegated to Landlord under this Lease.

**SNOW AND ICE REMOVAL.** Landlord will arrange to have snow and ice removed from the parking lot and driveway in a timely manner. Tenants of the building will be required to ensure that the sidewalks of the building are shoveled and have the appropriate amount of sand for the safety of the customers.

**UTILITIES AND SERVICES.** Tenant shall be responsible for all utilities and services incurred in connection with the Premises.

**DESTRUCTION OR CONDEMNATION OF PREMISES.** If the Premises are partially destroyed by fire or other casualty to an extent that prevents the conducting of Tenant's use of the Premises in a normal manner, and if the damage is reasonably repairable within sixty days after the occurrence of the destruction, and if the cost of repair is less than \$10,000.00, Landlord shall repair the Premises and a just proportion of the lease payments shall abate during the period of the repair according to the extent to which the Premises have been rendered untenable. However, if the damage is not repairable within sixty days, or if the cost of repair is \$10,000.00 or more, or if Landlord is prevented from repairing the damage by forces beyond Landlord's control, or if the property is condemned, this Lease shall terminate upon twenty days' written notice of such event or condition by either party and any unearned rent paid in advance by Tenant shall be apportioned and refunded to it. Tenant shall give Landlord immediate notice of any damage to the Premises.

**DEFAULTS.** Tenant shall be in default of this Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provisions of law to the contrary, if Tenant fails to cure any financial obligation within 5 days (or any other obligation within 10 days) after written notice of such default is provided by Landlord to Tenant, Landlord may take possession of the Premises without further notice (to the extent permitted by law), and without prejudicing Landlord's rights to damages. In the alternative, Landlord may elect to cure any default and the cost of such action shall be added to Tenant's financial obligations under this Lease. Tenant shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by Landlord by reason of Tenant's defaults. All sums of money or charges required to be paid by Tenant under this Lease shall be additional rent, whether or not such sums or charges are designated as "additional rent". The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

**LATE PAYMENTS.** For each payment that is not paid within one days after its due date, Tenant shall pay a late fee of \$10.00 per day, beginning with the day after the due date.

**CUMULATIVE RIGHTS.** The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

**NON-SUFFICIENT FUNDS.** Tenant shall be charged \$25.00 for each check that is returned to Landlord for lack of sufficient funds.

**ACCESS BY LANDLORD TO PREMISES.** Subject to Tenant's consent (which shall not be unreasonably withheld), Landlord shall have the right to enter the Premises to make inspections, provide necessary services, or show the unit to prospective buyers, mortgagees, tenants or workers. However, Landlord does not assume any liability for the care or supervision of the Premises. As provided by law, in the case of an emergency, Landlord may enter the Premises without Tenant's consent. During the last three months of this Lease, or any extension of this Lease, Landlord shall be allowed to display the usual "To Let" signs and show the Premises to prospective tenants.

**INDEMNITY REGARDING USE OF PREMISES.** To the extent permitted by law, Tenant agrees to indemnify, hold harmless, and defend Landlord from and against any and all losses,

claims, liabilities, and expenses, including reasonable attorney fees, if any, which Landlord may suffer or incur in connection with Tenant's possession, use or misuse of the Premises, except Landlord's act or negligence.

**DANGEROUS MATERIALS.** Tenant shall not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Premises, or that might be considered hazardous by a responsible insurance company, unless the prior written consent of Landlord is obtained and proof of adequate insurance protection is provided by Tenant to Landlord.

**COMPLIANCE WITH REGULATIONS.** Tenant shall promptly comply with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities, and the fire insurance underwriters. However, Tenant shall not by this provision be required to make alterations to the exterior of the building or alterations of a structural nature.

**MECHANICS LIENS.** Neither the Tenant nor anyone claiming through the Tenant shall have the right to file mechanics liens or any other kind of lien on the Premises and the filing of this Lease constitutes notice that such liens are invalid. Further, Tenant agrees to (1) give actual advance notice to any contractors, subcontractors or suppliers of goods, labor, or services that such liens will not be valid, and (2) take whatever additional steps that are necessary in order to keep the premises free of all liens resulting from construction done by or for the Tenant.

**ARBITRATION.** Any controversy or claim relating to this contract, including the construction or application of this contract, will be settled by binding arbitration under the rules of the American Arbitration Association, and any judgment granted by the arbitrator(s) may be enforced in any court of proper jurisdiction.

**ASSIGNABILITY/SUBLETTING.** Tenant may not assign or sublease any interest in the Premises, nor effect a change in the majority ownership of the Tenant (from the ownership existing at the inception of this lease), nor assign, mortgage or pledge this Lease, without the prior written consent of Landlord, which shall not be unreasonably withheld.

**NOTICE.** Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

**LANDLORD:**

Townsend Train Station  
500 North Front, Suite 4  
Townsend, MT 59644

**TENANT:**

Townsend Wrestling  
Townsend, MT 59644

Such addresses may be changed from time to time by any party by providing notice as set forth above. Notices mailed in accordance with the above provisions shall be deemed received on the third day after posting.

**GOVERNING LAW.** This Lease shall be construed in accordance with the laws of the State of Montana.

**ENTIRE AGREEMENT/AMENDMENT.** This Lease Agreement contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

**SEVERABILITY.** If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**WAIVER.** The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

**BINDING EFFECT.** The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

**LANDLORD:**  
**Townsend Train Station**

By: \_\_\_\_\_  
Ron Kaler,  
Owner

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

**TENANT:**

\_\_\_\_\_  
Townsend High School Wrestling

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

# **Records Disposal**

# Request for Records Disposal or Transfer Authorization

**FROM:** Pam Watson/Kayce Williams

**PHONE:** ( 406 )441-3471

**ADDRESS:** Townsend School, 201 N. Spruce, Townsend, MT 59644

**DISPOSAL NUMBER:** 32

**Send Completed Form To:** Montana Historical Society, Jodie Foley (406) 444-7482

Schedule #	Item #	Page #	Description of Records (include case # or other identifying info)		Inclusive Dates (mm/yyyy)		Confidential *	10 Year Rule	Disposal Approval (Committee only)		Agency Comments	Audit History or Committee Comments
					From	To			Yes	No		
7	IX	SDR IX-1 thru SDR IX-5	Terminated Employee Files (Termination Date 2013)		1/1/13	12/31/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

LOCAL GOVERNMENT ENTITY SIGNATURES ARE REQUIRED BEFORE MAILING FOR APPROVAL			
* <b>CONFIDENTIAL:</b> The local entity must determine if records are confidential or sensitive and be marked accordingly.			
<b>Authorized Local Government Representative:</b>		<b>Date:</b>	
Name: Jason Noyes, Chairman			
<b>Signature:</b>			
<b>Records Custodian: Name:</b> Kayce Williams		<b>Date:</b>	
<b>Signature:</b>			
<b>Phone:</b> (406)441-3471			
<b>Phone:</b> (406)441-3471			
<b>Certificate of Transfer/ Destruction/Disposition Comments (Requesting Agency Use Only)</b>			
I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated.			
<b>Name:</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

# **Black Mountain Software – ACH Credit**

**4.8**



**Townsend K-12 Schools**

Kayce Williams  
 201 N Spruce  
 Townsend, MT 59644-2215  
 kwilliams@townsend.k12.mt.us



110 Main Street, Suite 3  
 Polson, MT 59860

Todd Schock  
 406-883-6540 Direct Line  
 800.353.8829

Product Description	One-Time Fees	Annual Fees	Conversion Fees	Total
ACH Credit		250.00		250.00
Subtotals:	\$0.00	\$250.00		
Grand Total:				\$250.00

**Terms**

1. This Quote is governed by and subject to the Master Services Agreement between Customer and BMS ("MSA"). Capitalized terms used in this Quote and not defined herein have the meanings provided in the MSA.
2. BMS has made efforts to ensure the information contained within this Quote is complete and accurate. However, BMS reserves the right to correct any error or omission related to fees, product description or availability.
3. Fees quoted in this Quote do not reflect sale or use taxes imposed by any state or local government, or any unit or subdivision thereof; such taxes are Customer's responsibility. Customer agrees to be responsible for the documentation relating to the payment of such taxes to the maximum extent legally permitted. BMS will be responsible for the collection of such taxes and/or the documentation related thereto, only to the extent required by law.
4. New Customers must pay BMS all one-time fees and costs (implementation fees and conversion fees) to reserve a spot on BMS's implementation schedule. BMS will invoice Customer for all ongoing fees when work commences on Customer's project, and that date determines the renewal date of this Quote. Existing Customers purchasing additional modules will be billed upon commitment as follows: one-time fees billed in full upon commitment; and annual fees prorated to coincide with the annual renewal date.
5. The implementation fee is a one-time charge that includes the cost of implementation planning and consulting, preparation of the software for delivery, initial training, and communications throughout the startup process.
6. Initial training is included with the Services provided for each Hosted Service listed above. Unless specifically arranged, initial training will be conducted online. After initial training, free online training is always available for Customer and its employees as part of the Support fee. Advanced scheduling is required. Except for initial training, hourly charges apply for training physically provided onsite (Customer offices) or in house (BMS offices).
7. All fees set forth in this Quote expire 60 days from the date of this Quote.
8. Annual fees include Support as set forth in the MSA.
9. All fees are non-refundable. Fees are subject to change.
10. If travel is required, actual expenses are billed as follows: When flying, charges include airfare, travel time at \$35 per hour per person, meals at Federal daily rate for the area, lodging at local rates, and rental car. When driving, charges include mileage at 65.5¢ per mile, travel time at 45¢ per mile per person, meals at the Federal daily rate for the area, and lodging at local rates.
11. All Hosted Services are multi-user, with an unlimited number of licenses (seats). In addition, 'Read Only' access is available to limit data changes for specified users, while still providing lookup and printing capabilities.

# **Exemplar Project Staff Stipends**

Dear Principals,

Thank you for partnering with the University of Montana's PAX Exemplar Project!

For your participation, your school(s)/district enrolled in the Project will receive a grant award payment once a year in either the fall or the spring. If you are receiving this email now, you are on the **fall payment cycle**. Checks are expected to be mailed at the **end of October**. They will be sent to your business manager/clerk. **Please share this email with them so they can be looped into the process.**

To initiate the grant award payment process, your business manager/clerk will receive an email invitation for UM's online vendor program, **PaymentWorks**. There is a three-step process that they will need to complete in order for your school or district to become a registered vendor with the University. **Completing your PaymentWorks registration is the first step in the grant award payment process and must be done in order to receive your grant award payment.**

Once your PaymentWorks registration is complete, your school(s)/district will be issued a **vendor number** that we will use to submit a **payment contract in GrizMart**. When the contract is approved by the University, a **PO# will be generated**. We will use this PO# to create an invoice for your school/district. **This invoice will be emailed to the University's procurement office requesting your school/district's payment to be dispersed. This step will be completed by the PAX team at the University. You will not need to take any action at this time.**

Once the Procurement office has processed the request, they will send an email to your business manager/clerk **containing a copy of your invoice and your check will be issued. I will also notify you via email that your grant payment is on its way.**

#### **Grant Payment Breakdown:**

Each school enrolled in the PAX Project receives an annual grant award payment totaling **\$3,134.00**. If you have multiple schools enrolled, multiply the total grant amount by the number of schools you have enrolled and that will be the total grant award payment for your district. (Ex:  $3,134.00 \times 3 \text{ schools} = \$9,402.00$  total grant award).

The grant award is to cover the costs of the following: **partner stipends, staff fees for out-of-contract hours, and substitute fees.**

**Partner stipends:** Each school has two PAX partners. Each of these partners will receive a **\$1,000** stipend for the extra work they are doing to assist with the implementation of PAX.

**Staff fees for out-of-contract hours:** Each school will be allotted **21 hours at \$26/hour** (totaling **\$546.00**) of out-of-contract time for staff to meet, train, or attend to other PAX duties that require them to work outside of their school contract hours.

**Substitute fees:** Each school will receive **6 days at \$98/day** (totaling **\$588.00**) to pay for coverage of classrooms so that staff or partners can have time for coaching, planning, and data collection.

Thank you for taking the time to understand the grant award payment process. We are so excited to have you be a part of the PAX Project and look forward to working with you!

If you have any questions, please reach out to Bethany Hinricher ([bethany.hinricher@mso.umt.edu](mailto:bethany.hinricher@mso.umt.edu)) or Pamela (PJ) Myllymaki ([pamela.myllymaki@mso.umt.edu](mailto:pamela.myllymaki@mso.umt.edu)).

## University of Montana - Accounts Payable

INVOICE		DESCRIPTION	PO NUMBER	NET AMOUNT
NUMBER	DATE			
FS2023-2024	10/01/23	Contractor Fees <i>PAX Payment</i>  <i>215-1900-254</i>	P0227099	3,134.00
CHECK NUMBER	CHECK DATE	VENDOR ID	CHECK AMOUNT	
15214811	12/07/23	816000057	3,134.00	

Questions? Please contact Accounts Payable (406)-243-2516.

\*\*\*\*\* Detach and retain for your records. \*\*\*\*\*

\*\*\*\*\* Detach and retain for your records. \*\*\*\*\*

▼ REMOVE DOCUMENT ALONG THIS PERFORATION ▼



STATE OF  
MONTANA

University of Montana  
Missoula \* Helena College \* Montana Tech \* Western  
(406) 243-6260

655183

US BANK  
93-104  
920

15214811

Name in box should match payee name below.

Check Date

12/07/23

This Check Void After 180 Days

Check Amount

\$\*\*3,134.00\*\*

Payable through US BANK

PAY\*\*Three Thousand One Hundred Thirty-Four & 00/100\*\*\*\*\*

TO THE  
ORDER  
OF

TOWNSEND K12 SCHOOL DISTRICT #1

201 N SPRUCE  
TOWNSEND MT 59644

AUTHORIZED SIGNATURES REQUIRED

MP

DOCUMENT CONTAINS BLUE PANTOGRAPH & MICROPRINTING. BACK HAS THERMOCHROMIC INK & A WATERMARK. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT.

15214811 0920010461 156041200221 167

# **Personnel**

**4.10**



Townsend School District #1 – 201 North Spruce Street – Townsend, MT 59644

Superintendent – Susie Hedalen

**Townsend Schools**

**2023-2024**

**Letter of Intent**

**1/9/2024**

It is agreed between the Superintendent of Townsend Schools and **Britney Bancroft** that **they** will perform duties of a Close Up Group Activity Advisor of Townsend School District. As an employee **they** shall perform such duties as are prescribed by the laws of the State of Montana and by the rules and regulations made there under pertaining to the school district which shall be a made official with a contract. It is agreed that the offer of a contract is subject to approval by the Townsend School District Board of Trustees at the next Regular Board of Trustee meeting.

This agreement becomes effective upon signature and any other required credentials of said employee with the district, clearance of fingerprints, current educator license for teaching positions, and board approval.

Please return a signed copy of this letter of intent as soon as possible.

Start Date: 1/9/2024

Rate of Pay:

Estimated Weekly Hours:

Superintendent: \_\_\_\_\_

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

Employee: \_\_\_\_\_

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

**SAMPLE EXTRA-DUTY CONTRACT**  
**(FOR A SPECIFIED TERM)**

This is a Contract between \_\_\_\_\_, ("Employee") and the \_\_\_\_\_ School District for an extra-duty assignment.

**1. Mutual Promises:** The District agrees to employ Employee and Employee agrees to perform the following extra-duty assignment: \_\_\_\_\_ beginning \_\_\_\_\_ and ending the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ . This extra-duty assignment shall be separate and apart from the duties of the Employee under separate contract.

**2. Compensation:** The District shall pay Employee a stipend in the amount of \$ \_\_\_\_\_.

**3. Term of Employment:** The term of this Contract is set forth in paragraph 1, unless otherwise terminated earlier under section 5 or by virtue of the doctrine of impossibility as specified in § 1-3-222, MCA. Employee shall have no expectation of continued employment upon the expiration of the term of this Contract. The parties agree that the extra-duty relationship between Employee and the District will automatically terminate upon expiration of this Contract.

**4. Termination of Employment:** This Contract may be terminated for cause at any time.

**5. Jurisdiction:** This Contract shall be governed by the laws of the State of Montana.

**6. Savings Clause:** In the event any one or more of the provisions contained in this Contract shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**7. Entire Contract / Modification:** This Contract embodies the complete Contract of the parties hereto, superseding all oral and written previous and contemporary Contracts between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

**8. Acceptance:** This offer shall expire unless signed and returned to \_\_\_\_\_ 5:00 p.m., \_\_\_\_\_, 20\_\_.

I have read this Contract, understand its terms, and agree to be bound thereby.

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



Chair, \_\_\_\_\_ School District

Date

ATTEST:

\_\_\_\_\_  
Clerk, \_\_\_\_\_ School District

\_\_\_\_\_  
Date

## What We Do

---

*Founded in 1971, Close Up Foundation is a nonprofit, nonpartisan, civic education organization that believes a strong democracy requires active, informed participation by all citizens. Therefore, we seek to serve young people from all communities and all backgrounds, regardless of race, religion, gender, socioeconomic level, or academic standing.*

*For over 50 years, we have partnered with schools nationwide to serve more than one million students and educators through experiential programs in our nation's capital and in local communities, virtual programs, professional development, and curriculum and resource design.*

*Close Up Washington DC's issue-centric, nonpartisan curriculum gives participants a deeper understanding of history, government institutions, current issues, and the role of citizens. Our goal is to inspire every person to find their voice and to help young people develop critical skills for tackling the challenges and opportunities of the 21st century.*

### **What are the responsibilities of an adult on program?**

*Close Up coordinates all travel, lodging, security, site visits, and activities for the trip. However, adult participants should be prepared to cover at least one meal a day. Our exciting [Teacher Program](#) runs parallel to our flagship high school student programs, so adults and their students can participate simultaneously. Educators and non-educators alike enjoy the opportunities available through our Teacher Program, including speakers, site visits, and free resources, all while experiencing the nation's capital.*

*While adults are spending time on Teacher Program, Close Up will supervise their students on our student program. We'll also supervise the students on out-of-town programmatic activities, including Williamsburg and New York City. Adults are there as our guests! If any adult prefers to observe the student program at any time throughout the trip, we are happy to accommodate them too (based on available bus space).*

High school teachers will attend Capitol Hill Day with their students and supervise them during independent time.

We encourage teachers/adults to participate in our feedback sessions and to complete the [high school](#) and [middle school](#) surveys to help us better serve each participant in the future.

#### How can students prepare for a Close Up program?

High School: Close Up's high school programs are driven by student engagement and debate. Here are a few ways students can get ready:

- *Stay up to date on local, national, and international news:* Students can read a newspaper each morning and discuss current issues with family and friends, paying special attention to differing opinions.
- *Know your congressional representatives:* Students can research members' recent voting records and learn about members' positions on policies that affect their community.

Middle School: Close Up's middle school programs are driven by student engagement and discussion. Here are a few ways students can get ready:

- *[Do I Have A Right? Bill of Rights:](#)* This game allows students to learn about the Bill of Rights and start thinking about some of the concepts they will encounter on program.
- *[Liberty Belle's Responsibility Launcher:](#)* This game prepares students to think about the multiple responsibilities of citizenship.
- *[Liberty Belle's Immigration Nation:](#)* This game is great for students attending the New York program. They will begin to learn about the history of immigration in our country and prepare for discussions at the Statue of Liberty and Ellis Island.
- *[I'm Just a Bill:](#)* Students will see the legislative process first-hand on program during their Capitol Hill walking workshop. This video helps them see each part of how a bill becomes a law.

- ***The Preamble:** Students will visit the National Archives during their time in Washington, DC, where they will discuss our founding documents. This video provides insights into the Preamble and why the Constitution was created.*
- ***Campaigns and Elections:** In this interactive game, students come to understand the Electoral College, the role of fundraising in elections, and how voter turnout factors into election outcomes.*
- ***Branches of Power:** Students learn the history of the legislative, judicial, and executive branches and the role each plays by visiting the Capitol, Supreme Court, and White House.*
- ***Constitution Hall Pass:** Students learn about the three branches of government and about the legacy of Dr. Martin Luther King Jr.*

***Interactive Constitution:** Students can explore the Constitution*

#### **When are enrollment forms and fees due?**

*All enrollment forms must be submitted online by both students and teachers/adults. Anyone participating with a school or group will be provided with an individual participant ID and password by their trip coordinator, allowing them to access their account online and complete the enrollment form.*

*Anyone participating without a school or group can give us a call at 800-256-7387 or [email](#) us and we will provide them with their login information.*

*All enrollment forms should be completed at least 120 days before the start of program. Payment schedules, cancellation policies, and all deadlines are available through each participant's account online.*

# **Policy**

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: Broadwater County Office and Post Office.

28  
29 Regular Meetings

30  
31 Unless otherwise specified, all meetings will take place in the Community Room. Regular  
32 meetings shall take place at 6:00 p.m. on the second Tuesday of each month, or at other times  
33 and places determined by a majority vote. Except for an unforeseen emergency, meetings must  
34 be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible  
35 building located within the District. If regular meetings are scheduled at places other than as  
36 stated above or are adjourned to times other than the regular meeting time, notice of the meeting  
37 shall be made in the same manner as provided for special meetings. The trustees may meet  
38 outside the boundaries of the District for collaboration or cooperation on educational issues with  
39 other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as  
40 well as an agenda, must be provided to the public in advance. Decision making may only occur  
41 at a properly noticed meeting held within the District's boundaries. When a meeting date falls on  
42 a school holiday, the meeting may take place the next business day.

43  
44 Budget Meetings

1 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,  
2 time, and place trustees will meet for the purpose of considering and adopting a final budget for  
3 the District, stating that the meeting of the trustees may be continued from day to day until final  
4 adoption of a District budget and that any taxpayer in the District may appear at the meeting and  
5 be heard for or against any part of the budget. This notice shall be published in the County paper  
6 of record if applicable or the Helena IR.

7  
8 On the date and at the time and place stated in the published notice (on or before August 20),  
9 trustees shall meet to consider all budget information and any attachments required by law. The  
10 meeting may continue from day to day; however, the Board must adopt a final budget not later  
11 than August 25.

### 12 13 Committee Meetings

14  
15 Each Board committee established under Policy 1130; each District committee with a trustee as a  
16 member; and each District committee made up of district employees, administrators, or officials  
17 deliberating on matters for report to the Board for final decision shall meet as needed in  
18 accordance with the directive issued to the committee or trustees and noticed to the public  
19 consistent with the requirements of this policy.

### 20 21 Special Board Meetings

22  
23 Special Board meetings may be called by the Chairperson or by any two (2) trustees. A written  
24 notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee  
25 and noticed to the public consistent with the requirements of this policy. The forty-eight-(48)-  
26 hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Business  
27 transacted at a special meeting will be limited to that stated in the notice of the meeting.

### 28 29 Emergency Meetings

30  
31 The 48-hour notice requirement for a special Board meeting is waived in an unforeseen  
32 emergency or to consider a violation of the student code of conduct, as defined in accordance  
33 with District policy, within a week of graduation. For the purposes of this policy, "unforeseen  
34 emergency" means a storm, fire, explosion, community disaster, insurrection, act of God, or  
35 other unforeseen destruction or impairment of school district property that affects the health and  
36 safety of the trustees, students, or district employees or the educational functions of the district.

### 37 38 39 Closed Sessions

40  
41 Under Montana law, the Board may meet in closed sessions to consider matters of individual  
42 privacy. The possibility of a closed session shall be noted on the respective agenda item  
43 appearing on the public noticed published in accordance with this policy. The individual whose  
44 right of privacy will be considered during the possible closed session shall be notified in writing  
45 of the meeting. Before closing a meeting, the presiding officer must determine that the demands  
46 of individual privacy exceed the merits of public disclosure and so state publicly before going

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

8  
9  
10 Legal References:     § 2-3-103, MCA     Public participation – governor to ensure guidelines  
11                             adopted  
12                             § 2-3-104, MCA     Requirements for compliance with notice provisions  
13                             § 2-3-105, MCA     Supplemental notice by radio or television  
14                             § 2-3-201, MCA     Legislative intent – liberal construction  
15                             § 2-3-202, MCA     Meeting defined  
16                             § 2-3-203, MCA     Meetings of public agencies and certain associations  
17                             of public agencies to be open to public – exceptions  
18                             § 20-3-322, MCA     Meeting and quorum  
19                             § 20-9-115, MCA     Notice of final budget meeting  
20                             § 20-9-131, MCA     Final budget meeting  
21                             10.55.701, ARM     Board of Trustees  
22                             Chapter 396 (2023)     Revise public notice requirements  
23                             *Associated Press v. Crofts*, 2004 MT 120  
24

25 Policy History:

26 Adopted on:

27 Reviewed on:

28 Revised on:



1 **Townsend 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 Montana School Boards Associations;

32  
33 Support the employment of those persons best qualified to serve as school staff and insist on regular and  
34 impartial evaluation of staff;

35  
36 Avoid being placed in a position of conflict of interest and refrain from using my Board position for  
37 personal or partisan gain;

38  
39 Avoid compromising the Board or administration by inappropriate individual action or comments and  
40 respect the confidentiality of information that is privileged under applicable law;

41  
42 Remember always that my first and greatest concern must be the educational welfare of students  
43 attending public schools.

44  
45 Policy History:

46 Adopted on:

47 Reviewed on:

48 Revised on:

**Townsend 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: \_\_\_\_\_

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 

Cross Reference	Policy 2158	Parental and Family Engagement
	Policy 8132	Activity Trips

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:

1 **Townsend School District**

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 the 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

	<u>Policy 3431</u>	<u>Emergency Treatment</u>
	<u>Policy 3310P</u>	<u>Risk Assessments</u>
	<u>Policy 3410</u>	<u>Student Health</u>
Legal Reference:	<u>37.111.825 ARM</u>	<u>Health Supervision and Maintenance</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>

Policy History:

Adopted on:

Revised on:

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.

<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 3431</u>	<u>Emergency Treatment</u>
	<u>Policy 3410</u>	<u>Student Health</u>



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:

## Policy 3410F – Medical Exam Notice

Dear Parent/Guardian,

The Townsend 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: \_\_\_\_\_

1 **Townsend School District**

2  
3 **STUDENTS**

3431

4  
5 Emergency Treatment

6  
7 The Board recognizes that schools are responsible for providing first aid or emergency treatment  
8 to a student in case of sudden illness, episode, or injury; however, further medical attention is the  
9 responsibility of a parent or guardian.

10  
11 The District requires that every parent or guardian provide a telephone number where a parent or  
12 designee of a parent may be reached in case of an emergency.

13  
14 When a student is injured, staff will provide immediate care and attention until relieved by a  
15 superior, a nurse, or a doctor. The District will employ its normal procedures to address medical  
16 emergencies without regard to the existence of a do not resuscitate (DNR) request. A principal  
17 or designated staff member will immediately call a parent or parental designee so that the parent  
18 may arrange for care or treatment of an injured student.

19  
20 When a student develops symptoms of illness while at school, a responsible school official will  
21 do the following:

22  
23 Isolate the student from other children to a room or area segregated for that purpose;

24  
25 Inform a parent or guardian as soon as possible about the illness and request the parent or  
26 guardian pick up the child; and

27  
28 Report each case of suspected communicable disease the same day by telephone to a  
29 local health authority or as soon as possible thereafter if a health authority cannot be  
30 reached the same day.

31  
32 When a student exhibits behaviors or conduct of a nature that creates concern for the student's  
33 safety or the safety of others, a responsible school official will isolate the student from other  
34 children to a room or area segregated for that purpose. School officials may also utilize  
35 techniques and strategies available under Policy 3305 and Policy 3310P.

36  
37 Inform a parent or guardian as soon as possible about the illness and request the parent or  
38 guardian to pick up the child;

39  
40 When a parent or guardian cannot be reached, and it is the judgment of a principal or other  
41 person in charge that immediate medical attention is required, an injured student may be taken  
42 directly to a hospital. Once located, a parent or a guardian is responsible for continuing  
43 treatment or for making other arrangements.

44  
45 Cross Reference:      Policy 2158      Parental and Family Engagement

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14

	<u>Policy 3305</u>	<u>Seclusion and Restraint</u>
	<u>Policy 3310P</u>	<u>Risk Assessments</u>
	<u>Policy 3410</u>	<u>Student Health</u>
Legal Reference:	37.111.825 ARM	Health Supervision and Maintenance
	<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>

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 **Townsend School District**

2  
3 **PERSONNEL**

5223

Page 1 of 2

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

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

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

### Firearms and Weapons

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

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

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

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

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

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 **Townsend 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 12  
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: