

Townsend K12 School District #1



School Board Meeting

March 12, 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, March 12, 2024

6:00 PM –Community Room

***In Person- No Streaming Available**

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

Request to Open Negotiations from the Townsend Education Association
Student Council- Student Board Member

1. Items of Discussion

- 1.1 Committee Meeting Reports
(Activities, Curriculum, Strategic Planning, Technology, Negotiations, Safety)
- 1.2 Standards Based Grading in Townsend Elementary School
- 1.3 Hail Insurance Funds
- 1.4 Bond Premium Funds

2. Consent Agenda:

- 2.1 Approval of Minutes
- 2.2 Approval of Warrants

3. Action Items

- 3.1 Addition of High School Boys Baseball Decision
- 3.2 Discontinuation of KDGZ Radio and Notification/Transition to Streaming
- 3.3 Approve Bus use by 4H Exchange Group
- 3.4 Approve Corebridge Financial Roth Plan 403 (b) for Employees
- 3.5 Discontinuation of Streaming Meetings/Board Meeting Procedures
- 3.6 Approve Extended Time to Use Excess Vacation
- 3.7 Resolution of Intent to Impose an Increase in Levies

3.8 PERSONNEL

Resignations/Retirement

- Wendy Gravely- Elementary Teacher Retirement
- Kim Gilligan- Elementary Teacher Retirement
- Allen Severeid- Library and Drivers Education Teacher Retirement
- Jennilee Bird- Assistant Volleyball Coach

Employment 2023-2024

- Paraprofessional- Hallie Rhoda
- Tennis Volunteer- Lexi Howard
- Substitute- Kadynce Clark

3.9 POLICY

1st Reading

Policy 1420 – Board Meeting Procedure

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.

Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms
Policy 7320 – Purchasing
Policy 8110 – Bus Routes and Schedules
Policy 8125 – School Bus Emergencies
Policy 1240 – Duties of Individual Trustees
Policy 1520 – Board Staff Communications

4. Information Items - Discussion and Reports

4.1 Principal's Reports

4.2 Superintendent's Report

5. Adjourn



**Board Meeting Agenda
Tuesday, March 12, 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

-Request to Open Negotiations from the Townsend Education Association

Items of Discussion

- **Committee Meeting Reports**

- Activities:** Baseball, Jr. High Cheer

- Curriculum:** Current Needs- Health Books, Continuation of LEXIA, Overview of Assessment Data, Opportunities for HS students and enrollment updates

- Strategic Planning:** Core purpose, Core values

- Technology:** Budget Overview, Need for approx. 250 Chromebooks, E-Rate Funding coming

- Negotiations:** March 5th and 12th with the Classified TEA

- Safety:** Upcoming date _____, Grants Opening _____

- **Standards Based Grading in Townsend Elementary School**

- **Hail Insurance Funds**

- **Bond Premium Funds**

Consent Action Items

Minutes

Recommended Motion: Move to approve Minutes of the February 13, 2024 Regular Board Meeting, minutes of the Special Board Meeting for Strategic Planning on February 22, 2024, Curriculum Committee Meeting Notes on February 27, 2024, and Activities Committee Meeting Notes on February 26, 2024.

Warrants

Recommended Motion: Move to approve Warrants as presented.

Action Items

Addition of High School Boys Baseball - I will present further information to guide the recommendation at the meeting as we are gathering information on the budget and potential of fundraising.

Recommended Motion: Move to _____.

Discontinuation of KDGZ Radio and Notification/Transition to Streaming – According to the survey results there is not enough support to continue the KDGZ radio station. It will be fiscally responsible and support most of the need and users if we move to an online streaming platform.

Recommended Motion: Move to discontinue KDGZ and notify those as needed per the contract and begin the transition to an online streaming platform for broadcasting games.

Approve Bus use by 4H Exchange Group – The local 4H Interstate Exchange group would like to utilize a bus during the week of June 16-22

Recommended Motion: Move to approve the bus use for 4H in June.

Approve Corebridge Financial Roth Plan 403 (b) for Employees– Please see the documentation and information included in the packet.

Recommended Motion: Move to approve the Corebridge Financial Roth Plan 403 (b) for Employees.

Discontinuation of Streaming Board Meetings – According to MTSBA and new policy and legislative updates the board needs to change the way in which board meetings are streamed if they are live streamed or move to audio recording. Public participation at the meeting may be done more easily in person with and audio recording for the minutes.

Recommended Motion: Move to discontinue live streaming of the School Board Meetings.

Approve Extended Time to Use Excess Vacation – We will work toward keeping extended leave to a minimal; however, a few staff have excess vacation and I recommend the Board approve extension of use on this leave.

Recommended Motion: Move to approve the extension of excess leave for Jim Riddle, and Thomas Graham.

Resolution of Intent to Impose an Increase in Levies – The funding formulas to establish these numbers and the aligned worksheets come out on March 1st the tuition fund will take a week for us to put together accurately so an updated version of this will be presented at the meeting.

The trustees of a school district shall adopt a resolution no later than March 31 of each fiscal year and provide notice pursuant to subsection (2) whenever the trustees intend to impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of funding any of the funds listed below:

(a) the tuition fund under 20-5-324;

(b) the adult education fund under 20-7-705;

(c) the transportation fund under 20-10-143 and 20-10-144;

(d) the bus depreciation reserve fund under 20-10-147; and

(e) the flexibility fund established in 20-9-543 for the purposes in 20-7-1602.

(2) The trustees shall provide notice of intent to impose an increase in a non-voted levy for the ensuing school fiscal year by:

Recommended Motion: Move to approve the resolution of Intent to Increase Non-Voted Levies as determined by the Board.

Personnel

Resignations-

- Wendy Gravely- Elementary Teacher Retirement
- Kim Gilligan- Elementary Teacher Retirement
- Allen Severeid- Library and Drivers Education Teacher Retirement
- Jennilee Bird- Assistant Volleyball Coach

Recommended Motion: Move to approve the resignations as presented.

Employment 2023-2024

- Paraprofessional- Hallie Rhoda
- Tennis Volunteer- Lexi Howard
- Substitute- Kadynce Clark

Recommended Motion: Move to approve the hires as presented pending successful background checks.

POLICY

1st Reading

Policy 1420 – Board Meeting Procedure

Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms

Policy 7320 – Purchasing

Policy 8110 – Bus Routes and Schedules

Policy 8125 – School Bus Emergencies

Policy 1240 – Duties of Individual Trustees

Policy 1520 – Board Staff Communications

Items for Information/Discussion

- Principal's Report
- Superintendent's Report

Adjourn

Correspondence

Townsend Education Association
201 N Spruce Street
Townsend, MT 59644

February 9, 2024

Townsend School Board
Negotiations Committee
201 N Spruce Street
Townsend, MT 59644

Dear Ladies and Gentlemen of the Board,

The Townsend Education Association is requesting to open the negotiations of the Collective Bargaining Agreement between TEA and the Townsend School District. We are able to start the last week of February or first week of March, Tuesday to Thursday evening. At the first meeting, we can then set future dates to meet that will work for the entire group of people.

The TEA negotiation team will consist of Laura Ascherman, Lisa Larson, Angie Giono, and Jeremy Bartlett.

Sincerely,

A handwritten signature in cursive script that reads "Laura Ascherman".

Laura Ascherman
Townsend Education Association President

Minutes

2.1

**REGULAR BOARD MEETING
BOARD OF TRUSTEES
TOWNSEND SCHOOLS K-12 DISTRICT #1
LIBRARY COMMUNITY ROOM
TUESDAY, FEBURARY 13, 2024 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, Angela Giono, Holden Sampson, Judy Gillespie, Jackie Smith, Kim Gilligan, Jennifer Beatty, Magalie Belanger, 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

Townsend School Elementary Teacher, Kim Gilligan introduced Holden Sampson as the 2023-2024 5th Grade Student Teacher.

Chairman, Jason Noyes addressed the audience as to a revision in method of recording/live stream per Policy 1420. Live stream option of participation was not available during the February 13, 2024 Regular Meeting.

Nancy Marks with MT 43 News announced she is stepping down in her role covering the Townsend School Board meetings. MT 43 News will assign this duty to their new hire prior to the March 12th Regular Board Meeting.

Discussion Items

Broadwater Education Foundation Presentation

Members of the Broadwater Education Foundation presented on upcoming events/fundraisers (Trivia Night – Townsend Fairgrounds March 14th, 2024 5:30 p.m.) and community awards accessible to Townsend School educators on behalf of the foundation.

Committee Meeting Reports: Library Board, Transportation, and Activities

Library Board – Superintendent, Susie Hedalen presented on the progress of the Library Board. Work completed on the 2024 Interlocal Agreement. The Board will continue policy work on aligning Townsend School with Broadwater County Library.

Transportation Committee - Superintendent, Susie Hedalen presented on the progress of the Transportation Committee with the recommendation of the purchase of a new activities Coach bus.

Activities Committee - Superintendent, Susie Hedalen presented on the progress of the Activities Committee research collection for the March 12, 2024 Regular Board Meeting. Next Activities Committee scheduled for February 26, 2024 at 6:00 p.m. Library Community Room.

Upcoming Committee Meetings: Budget, Curriculum, Safety, Negotiations, Calendar to be determined.

Radio Survey Results and Input

Superintendent, Susie Hedalen presented on the progress of the KDGZ 98.3 Radio Survey Results. As of the survey deadline of January 31, 2024, 47 responses were received. It will be the recommendation of

the Superintendent to terminate the Broadcast of KDGZ 98.3 Radio Station. It is recommended to utilize an online streaming platform to replace the radio broadcast of sporting events.

Action Items

Minutes

Approve the Minutes of the January 4, 2024 Transportation Committee Meeting, January 8, 2024 Activities Committee Meeting, January 9, 2024 Regular Board Meeting, January 29, 2024 Negotiations Committee Meeting, and January 30, 2024 Special Board Meeting and Budget Work Session as presented.

Approve Warrants as presented. Claims 30587-30650 in the amount of \$213,943.43.

January/February Claims (#30587-30634)

Late Claims Submission (Claims #30635-30650)

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

Library Interlocal Agreement

Approve the 2024 Broadwater Library Interlocal Agreement.

Chase Ragen moved to approve the 2024 Broadwater Library Interlocal Agreement as presented. Jason Kool seconded the motion. All voted in favor. Motion passed.

Adult Education Courses

Unable to compile a Winter course schedule at this time. Motion deferred to focus on Spring courses.

Elementary Staff Mentor Payments

Approve four \$200.00 mentor stipends to compensate Elementary staff mentor participants.

Chase Ragen moved to approve four \$200.00 mentor stipends as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

Retirement Incentive Awards for 2023-2024

Approve the 2023-2024 retirement incentives of \$15,000 for Kim Gilligan and Wendy Gravely.

Daniel Truesdell moved to approve the 2023-2024 retirement incentive awards of \$15,000.00 each for Kim Gilligan and Wendy Gravely as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

Scholarship CD Interest Decision

Approve Scholarship CD interest decision.

Chase Ragen moved to approve the purchase of a 10-month Special Certificate of Deposit with Opportunity Bank Townsend. Funds to include both principal and interest balance of McCarty Scholarship Funds, accounts XXXX199187 and XXXX199195. Jason Kool seconded the motion. All voted in favor. Motion passed.

Request for Records Disposal

Approve proposed Business Office 2014-2015 records for disposal.

Vanessa Flynn moved to approve the 2014-2015 Request for Records Disposal as presented. Chase Ragen seconded the motion. All voted in favor. Motion passed.

Call for Trustee Election

Approve the Trustee Resolution Calling for the 2024 Election of two 3-year terms and one 1-year term.

Jason Kool moved to approve the 2024 Trustee Resolution Calling for an Election as presented. Daniel Truesdell seconded the motion. All voted in favor. Motion passed.

MTSBA Membership Survey

Approve the authorization for Chairman, Jason Noyes to complete the MTSBA Membership Survey of behalf of Townsend K12 School District #1.

Daniel Truesdell moved to approve the authorization of Chairman, Jason Noyes to complete the 2024 MTSBA Membership Survey as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

Personnel**Resignations**

Approve resignation of the Paraprofessional, Stephen Nelson and Middle School Track Coach, Allie Lampman.

Jason Kool moved to approve the resignations of Paraprofessional, Stephen Nelson and Middle School Track Coach as presented. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

Employment 2023-2024

Approve the following 2023-2024 employment contracts:

- Substitute Teacher- Katerina Warburton, Nicholas Johnson, Holden Sampson
- Afterschool Program Aides- Morgan Swainson, Ashlyn Stephens, Rose Salagado, Katerina Warburton
- Junior High Golf Coach- Jamee Cameron

Vanessa Flynn moved to approve the hire of Substitute Teachers; Katerina Warburton, Nicolas Johnson, Holden Sampson, Afterschool Program Aides; Morgan Swainson, Ashlyn Stephens, Rose Salagado, Katerina Warburton, and Junior High Golf Coach; Jamee Cameron as presented, pending successful background checks. Daniel Truesdell seconded the motion. All voted in favor. Motion passed.

Principal's Report

Elementary Principal – Christina Hartmann reported on the following:

1st Grade Family Lunch

STEAM Night

STRIVE Training

Principal Conference
Kindergarten Registration/Roundup
Early Lit Meeting
2nd Quarter Awards Assembly
Community Daycare Update
5th Day Update
Upcoming Events
Attendance and Behavior Data

Middle School Principal – Brad Racht reported on the following:
NAEP Testing
Behavior Code Field Trip
Media Arts Project
Career Coach Information
Attendance, Absences, and Behavior Data

High School Principal – Sheri Heavrin reported on the following:
Congratulations to our Speech & Drama and Wrestling Programs
Postseason/End of Year for Activities/Organizations
New Classes/Updates for 2nd Semester
Upcoming Activities
Attendance and Behavior Data

Superintendent's Report

Superintendent – Susie Hedalen reported on the following:
School Safety Committee and PIR Safety Day
Upcoming decisions on the radio and baseball next month
Ongoing Budget Discussions
Accreditation, Portrait of a Graduate
Early Literacy/Pre-K

Thank you to American Legion Member, Tim Pool for a successful presentation to staff – Anti-choking Devices.

Thank you to members responsible for the successful organization of the Middle/High School Super Bowl Party.

Regular Session Meeting adjourned at 7:56 p.m.

Jason Noyes – Chairman

Kayce Williams – District Clerk

**SPECIAL BOARD MEETING
STRATEGIC PLANNING #1
BOARD OF TRUSTEES
TOWNSEND SCHOOLS K-12 DISTRICT #1
ELEMENTARY COMMONS
THURSDAY, FEBRUARY 22, 2024 6:00 PM**

The scheduled Strategic Planning #1 Special Board meeting of the trustees of Townsend Schools was held on this date with the following board members present: Jason Noyes, Vanessa Flynn, Chase Ragen, Daniel Truesdell, and Jason Kool.

Additional participants included: Susie Hedalen, Sheri Heavrin, Brad Racht, Christina Hartmann, Linda Kent (MT43 News), Andrea Tullos, Jennifer Hoppe, Lisa Larson, Kelsey Flynn, Magalie Belanger, Steph Michaelson, Jami Lawson, and Jamee Cameron.

Chairman Noyes called the meeting to order at 6:00 P.M. and allowed for public comment.

No public comment.

Items of Discussion

Strategic Planning Session One: Defining the Core Purpose and Core Values

Montana School Board Association - Director of Labor Relations, Andy Sever lead the discussion beginning with his presentation on 1.1 Core Purpose and 1.2 Core Values. Audience was asked to create breakout groups to develop Core Purpose and Core Values statements.

Next Steps


Strategic Planning Session Two: will focus on long-term and short-term goals, barriers to success, and investigate how to measure success.

Schedule for follow up Strategic Planning #2 Special Board Meeting – To Be Determined.

Strategic Planning #1 Special Board Meeting adjourned at 8:00 p.m.

Jason Noyes – Chairman

Susie Hedalen - Superintendent




Strategic Planning

Session One: Defining the Core Purpose
Core Values




Link to Handout

Strategic Planning, What is the Purpose?



"The fundamental distinguishing dynamic of enduring great organizations is that they preserve a cherished core ideology while simultaneously stimulating progress and change in everything that is not part of the core ideology."



Jim Collins, Author of Good to Great and Built to Last

(QR Code - Link to Amazon)

Strategic Planning -- Why Is it Necessary?

1. Planning helps establish clarity and consensus regarding the direction(s) of the school district.
2. Planning helps ensure open access to critical information by the entire community and helps broaden the number of people truly invested in the district's success.
3. Planning helps the district identify and overcome barriers to success.



The Board's Responsibilities

Set the direction of the District;
Provide the necessary resources to move in the direction set by the District; and
Oversight.

Strategic Planning by School Boards -- What Does it Take?

- 

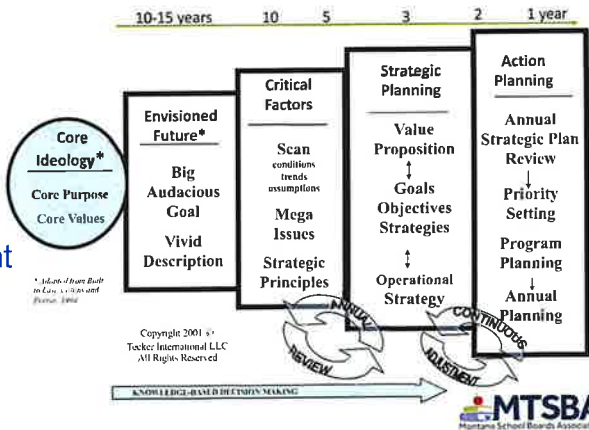
A collaborative approach with the community
- 

Participation and buy in by as many people as possible
- 

A commitment to follow through on and use the resulting plan to guide decisions, even when those decisions are difficult.
- 

A commitment to regularly revisit and refine strategy* as a continued, evolutionary process in the district.

A Model for Annual Strategic Plan Update and Adjustment



The Order of Strategic Planning



Progress to date:



Essential Components of Knowledge-Based Strategic Governance

- Strategic Planning From the Timeless to Today
- Commitment to Norms of Governing Behavior
- Dialogue and Deliberation, Informed by Knowledge-Based Decision Making

Discovering Your Core Ideology

Every district has a Core Ideology, consisting of the Core Purpose and the Core Values.

“The Core Ideology is not selected, it is discovered. The stated ideology should not be an unattained goal or aspiration but should speak to values that are firmly held at this time.”

Core Ideology = Core Purpose + Core Values

- **Core purpose** is the district’s fundamental reason for being. An effective purpose reflects the importance people attach to the district’s work—it taps their idealistic motivations—and gets at the deeper reasons for a particular district’s existence.

Core Purpose Exercise

The Core Purpose of Your Public Schools is



YES	NO	Do you find this purpose personally inspiring?
YES	NO	Can you envision this purpose being as valid 100 years from now as it is today?
YES	NO	Does the purpose help you think expansively about the long-term possibilities and range of activities the district can consider over the next 100 years, beyond its current services, markets, industries, and strategies? (For example, Disney's purpose to make people happy helped propel the company from its initial strategy of cartoons into full-length feature animation, the Mickey Mouse Club, Disneyland, EPCOT Center, and so on.)
YES	NO	Does the purpose help you to decide what activities to not pursue, to eliminate from consideration?
YES	NO	Is this purpose authentic—something true to what the district is all about—not merely words on paper that “sound nice”?
YES	NO	Would this purpose be greeted with enthusiasm rather than cynicism by a broad base of people in the district?
YES	NO	When telling your children and/or other loved ones about your involvement with your Public Schools, would you feel proud in describing your work in terms of this purpose?

Core Ideology = Core Purpose + Core Values

- **Core values** are the district's essential and enduring tenets—a small set of timeless guiding principles or behavioral characteristics that require no external justification; they have *intrinsic* value and importance to those inside the district.
- Core values articulate how we conduct ourselves as we pursue our Core Purpose

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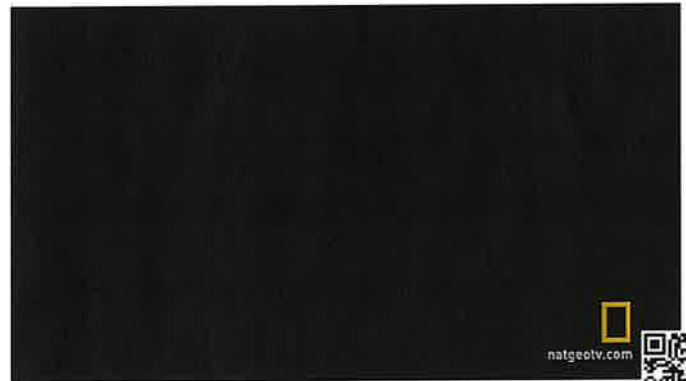
Progress to date:



Defined Our Core Purpose

Defined our Core Values
Described our Big Audacious Goal
Described our Envisioned Future
Made Trends Analysis / Environmental Scan
1-2 Year Strategies

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Brain Games by National Geographic – Link to YouTube



Core Values Exercise

Consistent with the Core Purpose identify no more than 5 Core Values that are consistent with the themes identified in the Core Purpose discussion.

Core Values cannot be purchased and rarely *if ever* change. Change only occurs when a fundamental shift occurs.

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SAMPLE

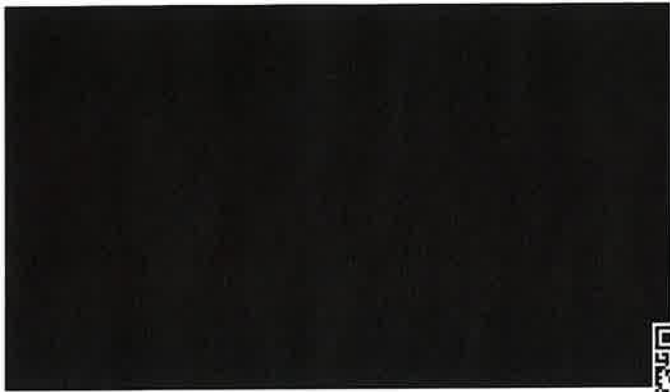
The **Core Purpose** of the Montana School Boards Association is to develop the full potential of each child through school board leadership.

Core Values of the Montana School Boards Association:

- **Visionary Leadership** -- We embrace *visionary leadership* and *innovation* in all that we do, continually adapting to the changing needs of our members and anticipating emerging issues affecting their success.
- **Advocacy** -- We advocate for *each child served by every public school* in Montana.
- **Empowered School Boards** -- We empower community-engaged, elected school boards in their mission to develop the full potential of *each child*.
- **Member-Centric** -- We understand and respect the variety of circumstances in which our members govern, and the variety of perspectives held by our members. We strive to meet the needs of and balance the interests of each of our members.
- **Constitutional Guardian** -- We value, guard and defend all Article X constitutional guarantees for *each child*.
- **American Indian Peoples and Tribes** -- We help our members preserve the history and cultural integrity of American Indian Peoples and Tribes.

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MTSBA
Montana School Boards Association



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Two Monkeys Were Paid Unequally: Excerpt from Frans de Waal's TED Talk



Core Values Exercise

The Core Values of Your Public Schools are

...

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YES	NO	If you were to start a new organization, would you build it around this core value regardless of the industry?
YES	NO	Would you want your organization to continue to stand for this core value 100 years into the future, no matter what changes occur in the outside world?
YES	NO	Would you want your organization to hold this core value, even if at some point in time it became a competitive disadvantage—even if in some instances the environment penalized the organization for living this core value?
YES	NO	Do you believe that those who do not share this core value—those who breach it consistently—simply do not belong in your organization?
YES	NO	Would you personally continue to hold this core value even if you were not rewarded for holding it?
YES	NO	Would you change jobs before giving up this core value?
YES	NO	If you awoke tomorrow with more than enough money to retire comfortably for the rest of your life, would you continue to apply this core value to your productive activities?

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Cut Off Point
Night One...



Defined Our Core Purpose

Defined our Core Values

Described our Big Audacious Goal

Described our Envisioned Future

Mega Trends Analysis (Environmental Scan)

1-2 Year Strategies

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Thank
you!



Contact Information

Andy Sever
asever@mtsba.org
(406) 439-7379

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Minutes

School Board Activities Committee Meeting

Monday, February 26, 2024

6:00 PM- 7:30 PM – Community Room

201 North Spruce Street, Townsend, MT 59644

Call to order and roll call.

Public Participation on Non-Agenda Items: *None*

Items of Discussion starting at 6:00

Baseball:

MOU with City for Games on Friday and Saturday- need to talk to new city officials

Practice Field Agreement- Once approved

Fundraising to Start the Program, Sustainability After That

Challenge of Umpires, updated budget line

Middle School Opportunities:

Middle School Cheer Presentation by Mrs. Smedley on the areas below:

Student Impact/Interest

District Impact/ Title IX/ Budget/Transportation

Facilities

Personnel

Adjourn at 8:00

Board Members: Noyes, Truesdale, Flynn, Raegan

Teachers: Mr. Bauman, Mr. O'Dell, Mrs. Smedley

Admin: Mrs. Hedalen, Mrs. Hatrmann, Mrs. Heavrin, Mr. Racht

Signatures:

Board Chair_____

Superintendent_____

Minutes

School Board Curriculum Committee Meeting

Tuesday, February 27, 2024

6:00 PM- 7:30 PM – Community Room

201 North Spruce Street, Townsend, MT 59644

Call to order and roll call.

Public Participation on Non-Agenda Items: *None*

Items of Discussion Started at 6:00

Elementary:

- Assessments Used
- Data Overview
- Data Driven Decisions
- Pros and Cons of Curriculum

Middle School:

- Assessments Used
- Data Overview
- Data Driven Decisions
- Pros and Cons of Curriculum

High School:

- New and Increased Opportunities
- Graduation Rates and Enrollment
- Pros and Cons of Curriculum

District Budget:

- District Curriculum Annual Costs
- Assessment Costs
- Technology Costs

Curriculum Minutes: Overview of curriculum inventory and dates, Current Needs- Health Books, Continuation of LEXIA, Overview of Assessment Data, Opportunities for HS students and enrollment updates. Plans for future curriculum renewal and a calendar of this would be helpful. Discussion on technology use and the time students spend on computers.

Adjourned at 8:00

Board Members: Noyes, Kool, Flynn

Teachers: Mrs. Lawson, Mrs. Flynn, Mrs. Estrada, Mrs. Hoppe

Admin: Mrs. Hedalen, Mrs. Hatrmann, Mrs. Heavrin, Mr. Racht

Signatures:

Board Chair _____

Superintendent _____

Warrants

2.2

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30651		3417 ACTION PRINT	1,015.70					
1		120573 02/16/24 HS Broadwater FFA Newsletter	1,000.00		215	327-1000	550	213
2		120573 02/16/24 HS Broadwater FFA Newsletter	15.70		215	327-1000	610	213
30652		3926 BROADVOICE	921.54					
1		677412 02/20/24 Monthly Phone Usage	921.54*		201	100-2300	531	
30653		3858 BULLDOG BUS LINES, LLC	44,339.10					
1		MAR24 03/01/24 Regular Bus Route	43,089.10		210	100-2700	513	
2		134 03/01/24 SPED Bus Route	1,250.00		210	100-2700	513	
30654		3908 BRITTANY GRAHAM	1,800.00					
1		006 02/29/24 MS - ASL Services	1,800.00		213	280-1000	320	116
30655		119 BOB'S THRIFTWAY	1,062.31					
1		02-2577084 02/07/24 MS/HS Nutrition & Wellness	156.58		215	394-1000	610	283
2		03-2032142 02/21/24 MS/HS Nutrition & Wellness	170.93		215	394-1000	610	283
3		02-2581979 02/14/24 MS/HS Nutrition & Wellness	99.17		215	394-1000	610	283
4		02-2591783 02/28/24 MS/HS Nutrition & Wellness	99.73		215	394-1000	610	283
5		02-2590200 02/26/24 Hot Lunch Food	11.58		212	910-3100	630	
6		02-2575735 02/05/24 Snack Pack	101.52		215	800-3300	610	252
7		03-2031643 02/20/24 Snack Pack	114.39		215	800-3300	610	252
8		02-2578449 02/09/24 5th Day Program	40.68*		215	434-1000	610	277
9		02-2576322 02/06/24 Elem. Pizza with the Princ	29.35		201	100-2400	610	
10		03-2026677 02/12/24 Snack Pack	107.40		215	800-3300	610	252
11		03-2037537 02/29/24 Snack Pack	140.16		215	800-3300	610	252
12		03-2024194 02/29/24 Refund	-9.18		215	800-3300	610	252
30656		3854 FISCHER'S TECHNOLOGY	1,777.91					
1		12393192 02/26/24 Copier Contract & Overage	1,777.91		201	100-1000	320	
30657		3872 CANON FINANCIAL SERVICES, INC.	2,414.80					
1		32087667 02/10/24 Copier Contract	2,133.48		201	100-5200	840	
2		32087666 02/10/24 imagePress Lite C265	281.32		201	100-5200	840	
30658		2688 CENGAGE LEARNING	1,370.00					
1		83842518 02/08/24 SAM Seats Comp Apps	740.00*	7446	215	392-1000	610	283
HORNE								
2		83842518 02/08/24 Accounting	130.00*	7446	215	392-1000	610	283
HORNE								
3		83842518 02/08/24 Accounting	500.00	7446	201	392-1000	610	
HORNE								

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TOWNSEND SCHOOLS
Claim Approval List
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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	
30659		225 CITY OF TOWNSEND	1,383.82						
1		101420-00 03/11/24 ELEM Water	146.87		201	100-2600	421		
2		101420-00 03/11/24 ELEM Sewer	476.24		201	100-2600	421		
3		101420-00 03/11/24 ELEM Garbage	68.80		201	100-2600	421		
4		101410-00 03/11/24 HS Water	146.87		201	100-2600	421		
5		101410-00 03/11/24 HS Sewer	476.24		201	100-2600	421		
6		101410-00 03/11/24 HS Garbage	68.80		201	100-2600	421		
30660		311 DENNING, DOWNEY & ASSOCIATES CPA's	18,130.00						
1		17200 03/03/24 Consulting Fees	910.00*		201	100-2500	330		
2		17232 03/03/24 FY23 Annual Audit	17,220.00*		201	100-2500	330		
30661		3334 JIM DAVIES	103.60						
1		1STSEM 03/01/24 Individual Transportation Cont	103.60		210	100-2700	514		
30662		2383 EASTMAN SOUND & MUSIC, INC.	25.00						
1		89829 03/01/24 Monthly Service Fee Radio	25.00		201	100-2300	530		
30663		3957 eSPECIAL NEEDS	2,326.08						
1		332836 02/29/24 Wheelchair Platform Swing	1,859.00	7450	215	100-1000	610	222	
HARTMANN									
2		332836 02/29/24 S & H	467.08	7450	215	100-1000	610	222	
HARTMANN									
30664		1303 GARY BAUMAN	435.50						
1		23-24 03/01/24 Radio Broadcast Mileage	435.50		215	800-3300	582	299	
30665	C	421 GENERAL DISTRIBUTING CO.	318.39						
1		1346634 02/29/24 Oxygen Size K Steel	24.86		201	391-1000	610		
2		1346634 02/29/24 Oxygen Size K Steel	24.86		201	395-1000	610		
3		1346634 02/29/24 Oxygen Size K Steel	24.86		201	100-1000	610		
4		1347562 02/29/24 IND CO2 Beverage & HP	81.27		201	391-1000	610		
5		1347562 02/29/24 IND CO2 Beverage & HP	81.27		201	395-1000	610		
6		1347562 02/29/24 IND CO2 Beverage & HP	81.27		201	100-1000	610		
30666		2674 HARRINGTON BOTTLING	740.00						
1		14054135 01/30/24 Hot Lunch Water	154.00		212	910-3100	630		
2		14054523 02/06/24 Hot Lunch Water	154.00		212	910-3100	630		
3		14054963 02/13/24 Hot Lunch Water	154.00		212	910-3100	630		
4		14055286 02/20/24 Hot Lunch Water	154.00		212	910-3100	630		
5		14055552 02/23/24 Hot Lunch Water	124.00		212	910-3100	630		

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TOWNSEND SCHOOLS
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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30667		3421 JOE HORNE	27.76					
1		CARD 02/26/24 Weight Room Equipment Repair	27.76		201	720-3500	610	
30668		1766 JOHN O'DELL	209.04					
1		MILEAGE 02/29/24 MCS Districts Mileage Reimbur	209.04		201	720-3500	582	
30669		580 JOSTENS, INC.	238.15					
1		33272484 02/26/24 Dip. Covers Blue	238.15		201	100-2100	610	
30670		614 KEVIN FLYNN	657.94					
1		MILEAGE 02/29/24 Radio Broadcast Mileage	657.94		215	800-3300	582	299
30671		3959 LATASHA WINTZ	42.77					
1		CARD 09/23/23 Story Hour Supplies	42.77		282	100-2200	610	
30672		3861 MT 43 NEWS	62.40					
1		536 02/29/24 Declaration of intent ads	62.40		201	100-2300	540	
30673		3778 MONTANA DIGITAL ACADEMY	2,029.50					
1		SP24-228 02/20/24 Flex Cap & Original Credit	2,029.50*		201	100-1000	681	
30675		3780 MACY HENZE	5,506.92					
1		1069 03/04/24 MS ASL Services	5,506.92		213	280-1000	320	116
30676		3960 MONTANA MASSP REGION III	25.00					
1		FEB24 02/12/24 MASSP Region III Dues SH	25.00		201	100-2400	810	
30677		3681 MONTANA ENERGY ALLIANCE	117.15					
1		U017C325 02/13/24 Residential Propane	117.15		201	100-2600	411	
30678		3574 MONTANA INTERNET CORPORATION	975.00					
1		B11433-143 02/15/24 Monthly Internet Fee	880.00		201	100-2580	535	
2		B11433-143 02/15/24 Radio Monthly Internet Fee	95.00*		201	100-2580	531	
30679		2424 MONTANA CRIMINAL RECORDS	60.00					
1		FEB24 02/29/24 PreEmployment Background Check	60.00		201	100-2300	340	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30680		761 NORTHWESTERN ENERGY	25,579.22					
1		0692977-2 02/09/24 313 N Cedar Street	6.93		201	100-2600	412	
2		0710189-2 02/08/24 201 N Spruce Street	19,941.76		201	100-2600	411	
3		0710189-2 02/08/24 201 N Spruce Street	4,985.44		201	100-2600	412	
4		0720338-3 02/07/24 201 N Spruce Library	645.09		201	100-2600	412	
30681		3668 NATIONAL BUS SALES	155.90					
1		10960 02/02/24 Bus Contact Taillight	77.95*		201	710-2700	440	
2		10960 02/02/24 Bus Contact Taillight	77.95*		201	720-2700	440	
30682		3252 PINE COVE CONSULTING	1,654.00					
1		20516C 03/01/24 Restore Onsite & Offsite	504.00		201	100-2580	535	
2		20503C 03/01/24 Network Support Agreement	1,150.00		201	100-2580	535	
30683		3958 PUT-IN-CUPS	944.68					
1		107196 02/22/24 See Attached	944.68	7449	260	100-4500	725	301
	HARTMANN							
30684		3895 MONIQUE PREVEL	2,029.62					
1		1ST SEM 03/01/24 Individual Transportation Agr	20.65		210	100-2700	514	
2		1ST SEM 03/01/24 Individual Transportation Agr	2,008.97		210	280-2700	514	
30685		3859 ROCKY MOUNTAIN REFRIGERATION	1,424.20					
1		4920 03/04/24 Ice Machine Repair	287.50		215	378-1000	610	270
2		4871 02/28/24 Ice Machine Repair	153.12		215	378-1000	610	270
3		4871 02/28/24 Ice Machine Repair	983.58		201	100-2600	340	
30686		3693 READING LEAVES BOOKS	170.45					
1		Q00018 01/23/24 Book	40.00	7445	217	610-1000	610	
	HEDALEN							
2		Q00018 01/23/24 Book	58.45	7445	217	610-1000	610	
	HEDALEN							
3		Q00018 01/23/24 Book	72.00	7445	217	610-1000	610	
	HEDALEN							
30687		2277 REALITYWORKS, INC.	291.34					
1		53881 02/09/24 OuterWear - Green	147.00	7447	215	776-1000	610	776
	RIES							
2		53881 02/09/24 RealCare Outfir Blue	29.00	7447	215	776-1000	610	776
	RIES							
3		53881 02/09/24 Evenflor Infant Soft Carr	109.00	7447	215	776-1000	610	776
	RIES							

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
4		53881 02/09/24	6.34	7447	215	776-1000	610	776	
		RIES							
30688		100860 ROCKY MOUNTAIN SUPPLY	38.94						
1		34952-3 02/27/24 Nuts & Bolts	8.23		201	391-1000	610		
2		35022-3 02/29/24 Propane	30.71		201	391-1000	610		
30689		3543 S&S CONTRACTING	2,325.00						
1		860 02/16/24 Snow Removal	2,325.00		201	100-2600	340		
30690		1088 SYSCO MONTANA INC.	2,042.62						
1		443800120 02/07/24 Snack Pack	650.08		215	800-3300	610	252	
2		443823795 02/21/24 Snack Pack	86.70		215	800-3300	610	252	
3		443823795 02/21/24 Hot Lunch Food	925.66		212	910-3100	630		
4		443836624 02/28/24 Hot Lunch Food	380.18		212	910-3100	630		
30691		3802 STRIVE	4,000.00						
1		1356 01/16/24 Onsite Literacy Support	4,000.00		215	420-1000	320	284	
30692		3939 SCHOOL HEALTH CORP.	1,429.99						
1		6190 02/28/24 MAICO MA 27	1,429.99	7451	215	100-1000	660	499	
		HARTMANN							
30693		3933 TJ'S TRUCK REPAIR	615.00						
1		0224 02/22/24 Gray MCI Coach Repair	307.50*		201	710-2700	440		
2		0224 02/22/24 Gray MCI Coach Repair	307.50*		201	720-2700	440		
30694		2545 TOWNSEND SCHOOLS HOT LUNCH PROGRAM	41.20						
1		2014 02/22/24 Hot Lunch Reimbursement Studen	41.20		215	800-3300	610	252	
30695		3961 TOWNSEND EXHAUST WELDING & REPAIR	150.00						
1		0201046 02/23/24 Repair Broken Muffler - Tract	150.00		201	100-2600	610		
30696		3606 TK'S GARAGE	165.00						
1		1025 02/20/24 1991 GMC G3500 Repair	82.50*		201	710-2700	440		
2		1025 02/20/24 1991 GMC G3500 Repair	82.50*		201	720-2700	440		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30697		3661 TOWNSEND HARDWARE	63.44					
1		192693 02/22/24 Quick Link & Swivel Hardware	13.98		215	329-1000	610	267
2		191901 02/07/24 Electrical Pin	20.49		215	329-1000	610	267
3		191931 02/08/24 Paint & 8' Snake	28.97		215	770-2600	610	258
30698		3418 TOWN & RANCH TRUE VALUE	46.95					
1		2402-14805 02/29/24 1x6x8 Pine Lumbar	43.96		201	391-1000	610	
2		2402-14796 02/24/24 1/8" Gray Spline	2.99		201	395-1000	610	
30699		3794 TOWNSEND AUTO PARTS LLC	19.99					
1		15622-5592 02/15/24 15W40 Oil	10.00		201	710-2700	610	
2		15622-5592 02/15/24 15W40 Oil	9.99		201	720-2700	610	
30700		2550 VERIZON WIRELESS	226.92					
1		664596925- 02/25/24 Superintendent Cell Phone	48.16*		201	100-2300	531	
2		664596925- 02/25/24 Elementary Cell Phone	55.29*		201	100-2300	531	
3		664596925- 02/25/24 Maint. Cell Phone	75.31*		201	100-2300	531	
4		664596925- 02/25/24 AD Cell Phone	48.16*		201	100-2300	531	
30701		3294 WEX BANK	2,049.77					
1		REBATE 02/29/24 Credit	-27.57		201	720-2700	624	
2		9171171 02/03/24 MSBB	198.33		201	720-2700	624	
3		100271 02/10/24 HS BB	179.27		201	720-2700	624	
4		101364 02/14/24 MS Field Trip	136.86		201	710-2700	624	
5		978322084 02/21/24 Activities - CH	50.16		201	710-2700	624	
6		978322626 02/22/24 SPED	86.00*		201	280-2700	624	
7		978327476 02/28/24 SPED	52.00*		201	280-2700	624	
8		9171217 02/16/24 HS BB	51.78		201	720-2700	624	
9		9180927 02/17/24 HS BB	67.50		201	720-2700	624	
10		9180925 02/16/24 HS BB	200.00		201	720-2700	624	
11		9120962 02/15/24 HS BB	76.35		201	720-2700	624	
12		9171219 02/17/24 HS BB	35.83		201	720-2700	624	
13		9191908 02/10/24 HS BB	35.20		201	720-2700	624	
14		159222673 02/06/24 Drivers Ed	42.00*		218	100-1000	624	
15		978316036 02/13/24 Drivers Ed	45.75*		218	100-1000	624	
16		978310968 02/07/24 HS Wrestling	30.28		201	720-2700	624	
17		159229986 02/14/24 Cheer	51.58		201	720-2700	624	
18		9065969 02/24/24 Cheer	48.48		201	720-2700	624	
19		978323901 02/23/24 SPED	67.50*		201	280-2700	624	
20		9120928 02/03/24 HS BB	106.37		201	720-2700	624	
21		9120921 02/02/24 HS BB	115.51		201	720-2700	624	
22		9131056 01/31/24 HS Speech & Drama	169.87		201	710-2700	624	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
23		9180904 02/07/24 MS Ski Trip	142.51		201	710-2700	624	
24		40488 02/12/24 MS Activities	88.21		201	710-2700	624	
30702		394 USF - BILLINGS	16,436.15					
1		5922467 02/08/24 Credit Memo	-56.18		212	910-3100	630	
2		5027625 02/05/24 Hot Lunch Food	1,336.74		212	910-3100	630	
3		5080559 02/02/24 Hot Lunch Food	96.26		212	910-3100	630	
4		5092597 02/07/24 Hot Lunch Food	1,608.69		212	910-3100	630	
5		5092597 02/07/24 Snack Pack	98.91		215	800-3300	610	252
6		5186839 02/09/24 Hot Lunch Food	31.19		212	910-3100	630	
7		5214348 02/12/24 Hot Lunch Food	1,700.77		212	910-3100	630	
8		5214348 02/12/24 Snack Pack	99.34		215	800-3300	610	252
9		5214348 02/12/24 5th Day Program	183.53*		215	434-1000	610	277
10		5260819 02/13/24 Hot Lunch Food	156.24		212	910-3100	630	
11		5272478 02/14/24 Hot Lunch Food	2,052.84		212	910-3100	630	
12		5272478 02/14/24 5th Day Program	51.51*		215	434-1000	610	277
13		5373564 02/17/24 Hot Lunch Food	49.47		212	910-3100	630	
14		5384970 02/19/24 Hot Lunch Food	1,697.00		212	910-3100	630	
15		5384970 02/19/24 Snack Pack	21.08		215	800-3300	610	252
16		5384970 02/19/24 5th Day Program	21.08*		215	434-1000	610	277
17		5452124 02/21/24 Hot Lunch Food	1,692.05		212	910-3100	630	
18		5564661 02/26/24 Hot Lunch Food	1,988.94		212	910-3100	630	
19		5564661 02/26/24 Snack Pack	218.91		215	800-3300	610	252
20		5564661 02/26/24 5th Day Program	388.69*		215	434-1000	610	277
21		5631039 02/28/24 5th Day Program	132.08*		215	434-1000	610	277
22		5631039 02/28/24 Hot Lunch Food	2,730.66		212	910-3100	630	
23		5681331 02/29/24 Hot Lunch Food	136.35		212	910-3100	630	
30703		3962 SOUTHWESTERN MONTANA ACADEMIC	150.00					
1		2024 03/01/24 MS Academic Olympics	75.00		201	100-1000	610	
2		2024 03/01/24 HS Academic Olympics	75.00		201	100-1000	610	
30704		1697 RED ROCK SPORTING GOODS	2,426.70					
1		28752 03/01/24 Men's Loose fit track top	599.00	7428	201	720-3500	610	
LAMPMAN								
2		28752 03/01/24 Women's loose fit tops	599.00	7428	201	720-3500	610	
LAMPMAN								
3		28752 03/01/24 5" track shorts	509.15	7428	201	720-3500	610	
LAMPMAN								
4		28752 03/01/24 4" track shorts	509.15	7428	201	720-3500	610	
LAMPMAN								
5		28752 03/01/24 7" track shorts	187.90	7428	201	720-3500	610	
LAMPMAN								

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Claim	Warrant	Vendor #/Name		Amount		Acct/Source/		
Line #		Invoice #/Inv Date/Description		Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
6		28752	03/01/24 UPS	22.50		201	720-3500	610
	# of Claims	53	Total:	152,592.46	# of Vendors	52		
	Total Electronic Claims			318.39				
	Total Non-Electronic Claims			152,274.07				

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TOWNSEND SCHOOLS
Fund Summary for Claims
For the Accounting Period: 3/24

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Fund/Account	Amount
201 GENERAL FUND	
101	65,744.03
210 TRANSPORTATION	
101	46,472.32
212 HOT LUNCH	
101	17,278.44
213 TUITION	
101	7,306.92
215 MISC FED FUNDS	
101	14,545.10
217 ADULT EDUCATION	
101	170.45
218 DRIVERS ED	
101	87.75
260 BUILDING FUND	
101	944.68
282 INTERLOCAL AGREEMENT	
101	42.77
Total:	152,592.46

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TOWNSEND SCHOOLS
Claim Approval Signature Page
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Regular Board Meeting March 12, 2024.

JASON NOYES

VANESSA FLYNN

CHASE RAGEN

JASON KOOL

DANIEL TRUESDELL

District Reports

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BROADWATER COUNTY
Cash Report
For the Accounting Period: 1/24

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System: Sledger

1 / TOWNSEND K12

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
201 H.S. GENERAL						
10100 CASH	954,565.51	307,929.00	0.00	0.00	443,235.25	819,259.26
210 H.S. TRANSPORTATION						
10100 CASH	176,656.58	3,850.98	5,337.16	0.00	44,643.00	141,201.72
211 H.S. BUS DEPRECIATION						
10100 CASH	361,658.46	2,406.37	0.00	0.00	55,000.00	309,064.83
212 H.S. FOOD SERVICES						
10100 CASH	151,548.72	47,341.93	0.00	0.00	29,021.18	169,869.47
213 H.S. TUITION						
10100 CASH	62,696.40	1,442.88	0.00	0.00	18,909.85	45,229.43
214 H.S. RETIREMENT						
10100 CASH	386,145.53	2,254.83	0.00	0.00	61,015.11	327,385.25
215 H.S. MISCELLANEOUS						
10100 CASH	233,713.64	39,823.53	0.00	0.00	53,681.77	219,855.40
217 H.S. ADULT EDUCATION						
10100 CASH	48,251.14	397.34	0.00	0.00	163.67	48,484.81
218 H.S. TRAFFIC EDUCATION						
10100 CASH	18,662.85	83.89	0.00	0.00	133.00	18,613.74
220 H.S. LEASE-RENTAL AGREEMENT						
10100 CASH	15,419.94	1,259.31	0.00	0.00	0.00	16,679.25
221 H.S. COMPENSATED ABSENCES						
10100 CASH	43,550.61	195.76	0.00	0.00	8,966.48	34,779.89
224 H.S. METAL MINES TAX RESERVE						
10100 CASH	177,817.10	799.28	5,100.00	0.00	0.00	183,716.38
228 H.S. TECHNOLOGY						
10100 CASH	1,113.61	497.67	0.00	0.00	1,150.00	461.28
229 H.S. FLEXIBILITY						
10100 CASH	16,165.03	72.66	0.00	0.00	0.00	16,237.69
250 H.S. DEBT SERVICE						
10100 CASH	516,528.57	15,036.86	0.00	0.00	0.00	531,565.43
260 H.S. BUILDING						
10100 CASH	131,177.23	589.64	0.00	0.00	43,103.00	88,663.87
261 H.S. BUILDING RESERVE						
10100 CASH	15,949.96	74.55	0.00	0.00	0.00	16,024.51
281 H.S. PRIVATE PURPOSE TRUST						
10100 CASH	468,853.29	2,107.48	0.00	0.00	0.00	470,960.77
282 H.S. INTERLOCAL AGREEMENT						
10100 CASH	320,388.52	1,623.13	5,759.57	0.00	5,141.49	322,629.73
286 H.S. PAYROLL CLEARING						
10100 CASH	17,314.08	0.00	516,867.69	517,429.82	0.00	16,751.95
287 H.S. CLAIMS CLEARING						
10100 CASH	640,892.42	9,267.32	242,196.11	497,442.52	0.00	394,913.33
Total High School	4,759,069.19	437,054.41	775,260.53	1,014,872.34	764,163.80	4,192,347.99
Totals	4,759,069.19	437,054.41	775,260.53	1,014,872.34	764,163.80	4,192,347.99
Grand Totals	4,759,069.19	437,054.41	775,260.53	1,014,872.34	764,163.80	4,192,347.99

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TOWNSEND SCHOOLS
Cash Report
For the Accounting Period: 1/24

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
201 GENERAL FUND						
101 CASH	954,565.51	307,929.00	512.60	0.00	443,747.85	819,259.26
210 TRANSPORTATION						
101 CASH	176,656.58	9,188.14	0.00	0.00	44,643.00	141,201.72
211 BUS DEPRECIATION						
101 CASH	361,658.46	2,406.37	0.00	0.00	55,000.00	309,064.83
212 HOT LUNCH						
101 CASH	151,548.72	47,341.93	0.00	0.00	29,021.18	169,869.47
213 TUITION						
101 CASH	62,696.40	1,442.88	0.00	0.00	18,909.85	45,229.43
214 RETIREMENT						
101 CASH	386,145.53	2,254.83	0.00	0.00	61,015.11	327,385.25
215 MISC FED FUNDS						
101 CASH	233,713.64	39,823.53	8.95	0.00	53,690.72	219,855.40
217 ADULT EDUCATION						
101 CASH	48,251.14	397.34	0.00	0.00	163.67	48,484.81
218 DRIVERS ED						
101 CASH	18,662.85	83.89	0.00	0.00	133.00	18,613.74
220 RENTAL AGREEMENT FUND						
101 CASH	15,419.94	1,259.31	0.00	0.00	0.00	16,679.25
221 COMPENSATED ABSENCES FUND						
101 CASH	43,550.61	195.76	0.00	0.00	8,966.48	34,779.89
224 METAL MINES						
101 CASH	177,817.10	5,899.28	0.00	0.00	0.00	183,716.38
228 TECHNOLOGY FUND						
101 CASH	1,113.61	497.67	0.00	0.00	1,150.00	461.28
229 FLEX FUND						
101 CASH	16,165.03	72.66	0.00	0.00	0.00	16,237.69
250 DEBT SERVICE						
101 CASH	516,528.57	15,036.86	0.00	0.00	0.00	531,565.43
260 BUILDING FUND						
101 CASH	131,177.23	589.64	0.00	5,100.00	38,003.00	88,663.87
261 BUILDING RESERVE						
101 CASH	15,949.96	74.55	0.00	0.00	0.00	16,024.51
281 ENDOWMENT FUND \$424,000						
101 CASH	268,853.29	2,107.48	0.00	0.00	0.00	270,960.77
282 INTERLOCAL AGREEMENT						
101 CASH	320,388.52	7,382.70	0.00	0.00	5,141.49	322,629.73
286 PAYROLL FUND						
101 CASH	15,212.22	0.00	516,867.69	516,778.22	0.00	15,301.69
287 CLAIMS FUND						
101 CASH	651,665.61	0.00	242,196.11	498,094.12	0.00	395,767.60
Total High School	4,567,740.52	443,983.82	759,585.35	1,019,972.34	759,585.35	3,991,752.00
Totals	4,567,740.52	443,983.82	759,585.35	1,019,972.34	759,585.35	3,991,752.00

*** 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.

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TOWNSEND SCHOOLS
Journal Voucher Details
For the Accounting Period: 2/24

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Posting				Debit	Credit	Acct/Source/				
Document #	Line #	Date	Description	Amount	Amount	Fund	Org	Prog-Func	Obj	Proj
JV 11337	2/24	02/21/24								
Record Northwestern Energy Rebate to Project 301 - Bond Premium										
Building Project Rebate Northwestern Energy - DNV Energy Services USA										
	1		DNV Energy Services	21,012.50		260	R	1900		292
	2		DNV Energy Services	11,274.00		260	R	1900		292
	3		DNV Energy Services		21,012.50	260	R	1900		301
	4		DNV Energy Services		11,274.00	260	R	1900		301
	5		DNV Energy Services		21,012.50	260	B	101		292
	6		DNV Energy Services		11,274.00	260	B	101		292
	7		DNV Energy Services	21,012.50		260	B	101		301
	8		DNV Energy Services	11,274.00		260	B	101		301
JV 11338	2/24	02/21/24								
201-80200										
Credit of Expenditures										
IRS Overpayment Nov. 2022 Form 941										
	1		IRS Refund Form 941		6,537.20	201	E	100-2500	810	
	2		IRS Refund Form 941	6,537.20		201	B	101		
PR 240200	2/24	02/20/24								
	1		Payroll Expenditure	190,678.16		201	E	100-1000	112	
	2		Payroll Expenditure	5,662.40		201	E	100-1000	117	
	3		Payroll Expenditure	6,522.50		201	E	100-1000	120	
	4		Employer Contributions	982.53		201	E	100-1000	250	
	5		Employer Contributions	30,190.86		201	E	100-1000	260	
	6		Payroll Expenditure	8,472.90		201	E	100-2100	113	
	7		Employer Contributions	38.55		201	E	100-2100	250	
	8		Employer Contributions	770.02		201	E	100-2100	260	
	9		Payroll Expenditure	8,954.59		201	E	100-2200	112	
	10		Employer Contributions	40.75		201	E	100-2200	250	
	11		Employer Contributions	1,208.91		201	E	100-2200	260	
	12		Payroll Expenditure	6,854.17		201	E	100-2300	111	
	13		Payroll Expenditure	3,278.68		201	E	100-2300	115	
	14		Employer Contributions	46.10		201	E	100-2300	250	
	15		Employer Contributions	2,006.02		201	E	100-2300	260	
	16		Payroll Expenditure	18,570.83		201	E	100-2400	111	
	17		Payroll Expenditure	6,858.85		201	E	100-2400	115	
	18		Employer Contributions	115.71		201	E	100-2400	250	
	19		Employer Contributions	6,071.95		201	E	100-2400	260	
	20		Payroll Expenditure	3,973.96		201	E	100-2500	111	
	21		Payroll Expenditure	1,551.38		201	E	100-2500	115	
	22		Employer Contributions	25.15		201	E	100-2500	250	
	23		Employer Contributions	2,079.91		201	E	100-2500	260	
	24		Payroll Expenditure	8,391.20		201	E	100-2580	115	
	25		Employer Contributions	38.18		201	E	100-2580	250	
	26		Employer Contributions	1,818.62		201	E	100-2580	260	
	27		Payroll Expenditure	18,876.59		201	E	100-2600	114	
	28		Employer Contributions	1,118.27		201	E	100-2600	250	
	29		Employer Contributions	1,862.26		201	E	100-2600	260	
	30		Payroll Expenditure	13,078.42		201	E	280-1000	112	
	31		Payroll Expenditure	3,666.25		201	E	391-1000	112	
	32		Employer Contributions	16.68		201	E	391-1000	250	
	33		Employer Contributions	1,208.91		201	E	391-1000	260	

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Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	34		Payroll Expenditure	3,960.50		201	E	392-1000	112	
	35		Employer Contributions	18.02		201	E	392-1000	250	
	36		Employer Contributions	1,208.91		201	E	392-1000	260	
	37		Payroll Expenditure	3,105.67		201	E	394-1000	112	
	38		Employer Contributions	14.13		201	E	394-1000	250	
	39		Employer Contributions	465.11		201	E	394-1000	260	
	40		Payroll Expenditure	5,617.08		201	E	395-1000	112	
	41		Employer Contributions	25.56		201	E	395-1000	250	
	42		Employer Contributions	909.31		201	E	395-1000	260	
	43		Payroll Expenditure	1,160.12		201	E	710-2700	118	
	44		Employer Contributions	59.08		201	E	710-2700	250	
	45		Payroll Expenditure	8,999.00		201	E	710-3400	150	
	46		Employer Contributions	40.94		201	E	710-3400	250	
	47		Payroll Expenditure	2,687.38		201	E	720-2700	118	
	48		Employer Contributions	136.85		201	E	720-2700	250	
	49		Payroll Expenditure	35,764.00		201	E	720-3500	150	
	50		Employer Contributions	482.01		201	E	720-3500	250	
	51		Employer Contributions	2.73		201	E	910-3100	260	
	52		Employer Contributions		53,002.03	201	B	101		
	53		Payroll Expenditure		366,684.63	201	B	101		
	54		Payroll Expenditure	979.17		210	E	100-2300	111	
	55		Payroll Expenditure	567.71		210	E	100-2300	115	
	56		Employer Contributions	7.04		210	E	100-2300	250	
	57		Employer Contributions		7.04	210	B	101		
	58		Payroll Expenditure		1,546.88	210	B	101		
	59		Payroll Expenditure	11,747.31		212	E	910-3100	116	
	60		Employer Contributions	631.18		212	E	910-3100	250	
	61		Employer Contributions	930.22		212	E	910-3100	260	
	62		Employer Contributions		1,561.40	212	B	101		
	63		Payroll Expenditure		11,747.31	212	B	101		
	64		Payroll Expenditure	1,332.15		213	E	280-1000	117	113
	65		Payroll Expenditure	1,991.20		213	E	280-1000	117	114
	66		Payroll Expenditure	1,865.28		213	E	280-1000	117	115
	67		Payroll Expenditure	1,118.81		213	E	280-1000	117	117
	68		Payroll Expenditure	1,127.52		213	E	280-1000	117	118
	69		Payroll Expenditure	1,724.62		213	E	280-1000	117	119
	70		Payroll Expenditure	2,029.53		213	E	280-1000	117	120
	71		Payroll Expenditure	676.16		213	E	280-1000	117	121
	72		Payroll Expenditure	673.45		213	E	280-1000	117	122
	73		Employer Contributions	6.06		213	E	280-1000	250	113
	74		Employer Contributions	9.06		213	E	280-1000	250	114
	75		Employer Contributions	8.49		213	E	280-1000	250	115
	76		Employer Contributions	5.09		213	E	280-1000	250	117
	77		Employer Contributions	5.13		213	E	280-1000	250	118
	78		Employer Contributions	7.85		213	E	280-1000	250	119
	79		Employer Contributions	9.23		213	E	280-1000	250	120
	80		Employer Contributions	3.08		213	E	280-1000	250	121
	81		Employer Contributions	3.06		213	E	280-1000	250	122
	82		Employer Contributions		6.06	213	B	101		113
	83		Payroll Expenditure		1,332.15	213	B	101		113
	84		Employer Contributions		9.06	213	B	101		114

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Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	85		Payroll Expenditure		1,991.20	213	B	101		114
	86		Employer Contributions		8.49	213	B	101		115
	87		Payroll Expenditure		1,865.28	213	B	101		115
	88		Employer Contributions		5.09	213	B	101		117
	89		Payroll Expenditure		1,118.81	213	B	101		117
	90		Employer Contributions		5.13	213	B	101		118
	91		Payroll Expenditure		1,127.52	213	B	101		118
	92		Employer Contributions		7.85	213	B	101		119
	93		Payroll Expenditure		1,724.62	213	B	101		119
	94		Employer Contributions		9.23	213	B	101		120
	95		Payroll Expenditure		2,029.53	213	B	101		120
	96		Employer Contributions		3.08	213	B	101		121
	97		Payroll Expenditure		676.16	213	B	101		121
	98		Employer Contributions		3.06	213	B	101		122
	99		Payroll Expenditure		673.45	213	B	101		122
	100		Employer Contributions	14,862.89		214	E	100-1000	210	
	101		Employer Contributions	19,737.04		214	E	100-1000	220	
	102		Employer Contributions	407.90		214	E	100-1000	240	
	103		Employer Contributions	609.12		214	E	100-2100	210	
	104		Employer Contributions	802.38		214	E	100-2100	220	
	105		Employer Contributions	16.95		214	E	100-2100	240	
	106		Employer Contributions	935.99		214	E	100-2200	210	
	107		Employer Contributions	892.76		214	E	100-2200	220	
	108		Employer Contributions	144.88		214	E	100-2200	230	
	109		Employer Contributions	25.17		214	E	100-2200	240	
	110		Employer Contributions	858.87		214	E	100-2300	210	
	111		Employer Contributions	741.82		214	E	100-2300	220	
	112		Employer Contributions	338.48		214	E	100-2300	230	
	113		Employer Contributions	23.37		214	E	100-2300	240	
	114		Employer Contributions	1,892.20		214	E	100-2400	210	
	115		Employer Contributions	1,758.66		214	E	100-2400	220	
	116		Employer Contributions	645.39		214	E	100-2400	230	
	117		Employer Contributions	50.85		214	E	100-2400	240	
	118		Employer Contributions	416.00		214	E	100-2500	210	
	119		Employer Contributions	486.23		214	E	100-2500	230	
	120		Employer Contributions	11.04		214	E	100-2500	240	
	121		Employer Contributions	593.08		214	E	100-2580	210	
	122		Employer Contributions	738.42		214	E	100-2580	230	
	123		Employer Contributions	16.78		214	E	100-2580	240	
	124		Employer Contributions	1,363.97		214	E	100-2600	210	
	125		Employer Contributions	1,661.13		214	E	100-2600	230	
	126		Employer Contributions	37.75		214	E	100-2600	240	
	127		Employer Contributions	911.48		214	E	280-1000	210	
	128		Employer Contributions	101.91		214	E	280-1000	210	113
	129		Employer Contributions	145.49		214	E	280-1000	210	114
	130		Employer Contributions	142.70		214	E	280-1000	210	115
	131		Employer Contributions	65.58		214	E	280-1000	210	117
	132		Employer Contributions	86.26		214	E	280-1000	210	118
	133		Employer Contributions	127.47		214	E	280-1000	210	119
	134		Employer Contributions	151.43		214	E	280-1000	210	120
	135		Employer Contributions	51.73		214	E	280-1000	210	121

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	136		Employer Contributions	51.52		214	E	280-1000	210	122
	137		Employer Contributions	1,238.53		214	E	280-1000	220	
	138		Employer Contributions	126.15		214	E	280-1000	220	113
	139		Employer Contributions	188.57		214	E	280-1000	220	114
	140		Employer Contributions	176.64		214	E	280-1000	220	115
	141		Employer Contributions	105.95		214	E	280-1000	220	117
	142		Employer Contributions	106.78		214	E	280-1000	220	118
	143		Employer Contributions	163.32		214	E	280-1000	220	119
	144		Employer Contributions	192.20		214	E	280-1000	220	120
	145		Employer Contributions	64.03		214	E	280-1000	220	121
	146		Employer Contributions	63.78		214	E	280-1000	220	122
	147		Employer Contributions	26.16		214	E	280-1000	240	
	148		Employer Contributions	2.66		214	E	280-1000	240	113
	149		Employer Contributions	3.98		214	E	280-1000	240	114
	150		Employer Contributions	3.73		214	E	280-1000	240	115
	151		Employer Contributions	2.24		214	E	280-1000	240	117
	152		Employer Contributions	2.26		214	E	280-1000	240	118
	153		Employer Contributions	3.45		214	E	280-1000	240	119
	154		Employer Contributions	4.06		214	E	280-1000	240	120
	155		Employer Contributions	1.35		214	E	280-1000	240	121
	156		Employer Contributions	1.35		214	E	280-1000	240	122
	157		Employer Contributions	224.34		214	E	391-1000	210	
	158		Employer Contributions	347.19		214	E	391-1000	220	
	159		Employer Contributions	7.33		214	E	391-1000	240	
	160		Employer Contributions	273.91		214	E	392-1000	210	
	161		Employer Contributions	375.06		214	E	392-1000	220	
	162		Employer Contributions	7.92		214	E	392-1000	240	
	163		Employer Contributions	230.34		214	E	394-1000	210	
	164		Employer Contributions	294.11		214	E	394-1000	220	
	165		Employer Contributions	6.21		214	E	394-1000	240	
	166		Employer Contributions	362.91		214	E	395-1000	210	
	167		Employer Contributions	531.94		214	E	395-1000	220	
	168		Employer Contributions	11.23		214	E	395-1000	240	
	169		Employer Contributions	27.83		214	E	610-1000	210	
	170		Employer Contributions	0.73		214	E	610-1000	240	
	171		Employer Contributions	87.03		214	E	710-2700	210	
	172		Employer Contributions	86.58		214	E	710-2700	230	
	173		Employer Contributions	2.32		214	E	710-2700	240	
	174		Employer Contributions	660.71		214	E	710-3400	210	
	175		Employer Contributions	852.20		214	E	710-3400	220	
	176		Employer Contributions	18.00		214	E	710-3400	240	
	177		Employer Contributions	201.59		214	E	720-2700	210	
	178		Employer Contributions	200.52		214	E	720-2700	230	
	179		Employer Contributions	5.38		214	E	720-2700	240	
	180		Employer Contributions	2,665.77		214	E	720-3500	210	
	181		Employer Contributions	2,374.88		214	E	720-3500	220	
	182		Employer Contributions	71.54		214	E	720-3500	240	
	183		Employer Contributions	868.85		214	E	910-3100	210	
	184		Employer Contributions	1,033.75		214	E	910-3100	230	
	185		Employer Contributions	23.50		214	E	910-3100	240	
	186		Employer Contributions		64,098.96	214	B	101		

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	187		Employer Contributions		230.72	214	B	101		113
	188		Employer Contributions		338.04	214	B	101		114
	189		Employer Contributions		323.07	214	B	101		115
	190		Employer Contributions		173.77	214	B	101		117
	191		Employer Contributions		195.30	214	B	101		118
	192		Employer Contributions		294.24	214	B	101		119
	193		Employer Contributions		347.69	214	B	101		120
	194		Employer Contributions		117.11	214	B	101		121
	195		Employer Contributions		116.65	214	B	101		122
	196		Payroll Expenditure	3,018.75		215	E	100-1000	112	700
	197		Employer Contributions	223.93		215	E	100-1000	210	700
	198		Employer Contributions	6.04		215	E	100-1000	240	700
	199		Employer Contributions	13.74		215	E	100-1000	250	700
	200		Employer Contributions	0.87		215	E	100-1000	260	700
	201		Employer Contributions	81.00		215	E	100-1000	280	399
	202		Payroll Expenditure	1,733.35		215	E	420-1000	117	284
	203		Employer Contributions	132.60		215	E	420-1000	210	284
	204		Employer Contributions	173.62		215	E	420-1000	220	284
	205		Employer Contributions	3.67		215	E	420-1000	240	284
	206		Employer Contributions	8.34		215	E	420-1000	250	284
	207		Employer Contributions	0.86		215	E	420-1000	260	284
	208		Payroll Expenditure	10,025.00		215	E	434-1000	111	277
	209		Payroll Expenditure	8,206.16		215	E	434-1000	117	277
	210		Employer Contributions	1,360.97		215	E	434-1000	210	277
	211		Employer Contributions	1,369.47		215	E	434-1000	220	277
	212		Employer Contributions	146.85		215	E	434-1000	230	277
	213		Employer Contributions	36.28		215	E	434-1000	240	277
	214		Employer Contributions	144.05		215	E	434-1000	250	277
	215		Employer Contributions	465.23		215	E	434-1000	260	277
	216		Payroll Expenditure	405.63		215	E	456-1000	117	281
	217		Employer Contributions	31.04		215	E	456-1000	210	281
	218		Employer Contributions	28.00		215	E	456-1000	220	281
	219		Employer Contributions	0.81		215	E	456-1000	240	281
	220		Employer Contributions	1.84		215	E	456-1000	250	281
	221		Payroll Expenditure	15,153.07		215	E	494-1000	112	280
	222		Employer Contributions	1,094.87		215	E	494-1000	210	280
	223		Employer Contributions	1,435.00		215	E	494-1000	220	280
	224		Employer Contributions	30.32		215	E	494-1000	240	280
	225		Employer Contributions	68.96		215	E	494-1000	250	280
	226		Employer Contributions		3,522.85	215	B	101		277
	227		Payroll Expenditure		18,231.16	215	B	101		277
	228		Employer Contributions		2,629.15	215	B	101		280
	229		Payroll Expenditure		15,153.07	215	B	101		280
	230		Employer Contributions		61.69	215	B	101		281
	231		Payroll Expenditure		405.63	215	B	101		281
	232		Employer Contributions		319.09	215	B	101		284
	233		Payroll Expenditure		1,733.35	215	B	101		284
	234		Employer Contributions		81.00	215	B	101		399
	235		Employer Contributions		244.58	215	B	101		700
	236		Payroll Expenditure		3,018.75	215	B	101		700
	237		Payroll Expenditure	213.72		217	E	610-1000	111	

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TOWNSEND SCHOOLS
Journal Voucher Details
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Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	238		Payroll Expenditure	150.00		217	E	610-1000	150	
	239		Employer Contributions	1.65		217	E	610-1000	250	
	240		Employer Contributions		1.65	217	B	101		
	241		Payroll Expenditure		363.72	217	B	101		
	242		Payroll Expenditure	1,100.00		218	E	100-1000	112	
	243		Employer Contributions	5.01		218	E	100-1000	250	
	244		Employer Contributions		5.01	218	B	101		
	245		Payroll Expenditure		1,100.00	218	B	101		
	246		Payroll Expenditure	2,949.62		282	E	100-2200	113	
	247		Payroll Expenditure	210.00		282	E	100-2200	120	
	248		Payroll Expenditure	472.58		282	E	100-2200	150	
	249		Employer Contributions	16.53		282	E	100-2200	250	
	250		Employer Contributions		16.53	282	B	101		
	251		Payroll Expenditure		3,632.20	282	B	101		
	252		Direct Deposit Clearing		284,108.49	286	B	101		
	253		Electronic Check		175,880.33	286	B	101		
	254		Employee Warrants	436,155.42		286	B	101		
	255		Employer Contributions	127,744.62		286	B	101		
	256		Employer Contributions		4,153.90	286	B	611		
	257		Employer Contributions		872.33	286	B	612		
	258		Employee Warrants		21,026.07	286	B	620		
	259		Warrant for tax/benefit plan		77,858.92	286	B	620		
	260		Employee Deduction		1,605.80	286	B	667		
	261		Warrant for tax/benefit plan	1,605.80		286	B	667		
	262		Employee Deduction		2,847.51	286	B	669		
	263		Warrant for tax/benefit plan	2,847.51		286	B	669		
	264		Electronic Check	28,415.36		286	B	671		
	265		Employee Deduction		28,415.36	286	B	671		
	266		Electronic Check	10,455.00		286	B	672		
	267		Employee Deduction		10,455.00	286	B	672		
	268		Electronic Check	63,628.76		286	B	673		
	269		Employee Deduction		31,814.38	286	B	673		
	270		Employer Contributions		31,814.38	286	B	673		
	271		Electronic Check	63,099.94		286	B	674		
	272		Employee Deduction		28,959.86	286	B	674		
	273		Employer Contributions		34,140.08	286	B	674		
	274		Electronic Check	10,281.27		286	B	675		
	275		Employee Deduction		4,799.04	286	B	675		
	276		Employer Contributions		5,482.23	286	B	675		
	277		Employee Deduction		3,670.00	286	B	676		
	278		Warrant for tax/benefit plan	3,670.00		286	B	676		
	279		Employer Contributions		81.90	286	B	677		
	280		Warrant for tax/benefit plan	81.90		286	B	677		
	281		Employee Deduction		17,076.20	286	B	678		
	282		Employer Contributions		51,199.80	286	B	678		
	283		Warrant for tax/benefit plan	68,276.00		286	B	678		
	284		Employee Deduction		829.60	286	B	679		
	285		Warrant for tax/benefit plan	829.60		286	B	679		
	286		Employee Deduction		548.11	286	B	681		
	287		Warrant for tax/benefit plan	548.11		286	B	681		
			Total	1,452,649.53	1,452,649.53					

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TOWNSEND SCHOOLS
Check Register
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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
36235	S	2825 A DA Z CONCRETE	2800.00	02/13/24		CL 30588	2800.00
36236	S	3686 APPTTEGY, INC.	6425.00	02/13/24		CL 30587	6425.00
36237	S	2396 ASCAP	419.00	02/13/24		CL 30643	419.00
36238	S	102 BIG B READY MIX	2806.00	02/13/24		CL 30590	2806.00
36239	S	2398 BMI RADIO	400.00	02/13/24		CL 30592	400.00
36240	S	3101 BMO HARRIS COMMERCIAL CARD	7603.84	02/13/24		CL 30634	7603.84
36241	S	119 BOB'S THRIFTWAY	1448.21	02/13/24		CL 30595	1448.21
36242	S	3521 BRITNEY BANCROFT	242.87	02/13/24		CL 30593	242.87
36243	S	3926 BROADVOICE	921.19	02/13/24		CL 30589	921.19
36244	S	3599 BROADWATER FFA	40.00	02/13/24		CL 30644	40.00
36245	S	3858 BULLDOG BUS LINES, LLC	44404.10	02/13/24		CL 30594	44404.10
36246	S	151 BURDICKS INTEGRATION GROUP	879.50	02/13/24		CL 30591	879.50
36247	S	3872 CANON FINANCIAL SERVICES, INC.	2414.80	02/13/24		CL 30599	2414.80
36248	S	169 CAPITAL COMMUNICATIONS	335.00	02/13/24		CL 30598	335.00
36249	S	3863 CARLEY RIES	74.04	02/13/24		CL 30600	74.04
36250	S	3561 CHRISTINA HARTMANN	109.88	02/13/24		CL 30596	109.88
36251	S	225 CITY OF TOWNSEND	1383.82	02/13/24		CL 30635	1383.82
36252	S	719 DAKOTA SUPPLY GROUP	51.17	02/13/24		CL 30602	51.17
36253	S	311 DENNING, DOWNEY & ASSOCIATES CPA's	885.00	02/13/24		CL 30601	885.00
36254	S	2383 EASTMAN SOUND & MUSIC, INC.	25.00	02/13/24		CL 30641	25.00
36255	S	3854 FISCHER'S TECHNOLOGY	1454.93	02/13/24		CL 30603	1454.93
36256	S	404 FRONTLINE GLASS, INC.	2368.00	02/13/24		CL 30642	2368.00
36257	S	421 GENERAL DISTRIBUTING CO.	854.95	02/13/24		CL 30604	854.95
36258	S	2674 HARRINGTON BOTTLING	766.00	02/13/24		CL 30605	766.00

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TOWNSEND SCHOOLS
Check Register
For the Accounting Period: 2/24

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
36259	S	3596 HELENA SYMPHONY	400.00	02/13/24		CL 30636	400.00
36260	S	3843 HIGH TECH SOLUTIONS	480.00	02/13/24		CL 30607	480.00
36261	S	3312 KALEVA LAW FIRM	2216.48	02/13/24		CL 30645	2216.48
36262	S	3953 KAYCE WILLIAMS	43.64	02/13/24		CL 30608	43.64
36263	S	3541 KNOWBE4	1614.60	02/13/24		CL 30609	1614.60
36264	S	3780 MACY HENZE	8459.68	02/13/24		CL 30637	8459.68
36265	S	3883 MONTANA BROOM & BRUSH - Hot Lunch	1747.90	02/13/24		CL 30614	1747.90
36266	S	749 MONTANA BROOM & BRUSH - Maintenance Acct	17256.75	02/13/24		CL 30615	17256.75
36267	S	2424 MONTANA CRIMINAL RECORDS	85.00	02/13/24		CL 30611	85.00
36268	S	3778 MONTANA DIGITAL ACADEMY	184.50	02/13/24		CL 30613	184.50
36269	S	3574 MONTANA INTERNET CORPORATION	975.00	02/13/24		CL 30612	975.00
36270	S	763 MONTANA SCHOOL BOARDS ASSOCIATION	9999.00	02/13/24		CL 30610	7499.00
						CL 30646	2500.00
36271	S	761 NORTHWESTERN ENERGY	31446.86	02/13/24		CL 30616	26032.98
						CL 30647	5413.88
36272	S	3252 PINE COVE CONSULTING	1654.00	02/13/24		CL 30617	1654.00
36273	S	921 PRICKLY PEAR ED COOPERATIVE	12314.41	02/13/24		CL 30618	12314.41
36274	S	3693 READING LEAVES BOOKS	852.41	02/13/24		CL 30621	852.41
36275	S	1697 RED ROCK SPORTING GOODS	999.50	02/13/24		CL 30638	999.50
36276	S	3819 RICHARD NABER	56.50	02/13/24		CL 30620	56.50
36277	S	3954 RUBY EIRICH	15.67	02/13/24		CL 30619	15.67
36278	S	3937 Scanningpens.com	1722.00	02/13/24		CL 30624	1722.00
36279	S	3791 STOKE	1750.00	02/13/24		CL 30622	1750.00
36280	S	3802 STRIVE	6000.00	02/13/24		CL 30625	6000.00
36281	S	3793 SUSIE HEDALEN	60.84	02/13/24		CL 30606	60.84

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TOWNSEND SCHOOLS
Check Register
For the Accounting Period: 2/24

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
36282	S	1088 SYSCO MONTANA INC.	1035.28	02/13/24		CL 30623	1035.28
36283	S	2720 TELE SYSTEM SERVICES	500.00	02/13/24		CL 30648	500.00
36284	S	3690 TEXTHELP, INC.	149.31	02/13/24		CL 30649	149.31
36285	S	2352 THE CHEMNET CONSORTIUM	125.00	02/13/24		CL 30597	125.00
36286	S	3418 TOWN & RANCH TRUE VALUE	50.97	02/13/24		CL 30627	50.97
36287	S	3661 TOWNSEND HARDWARE	219.97	02/13/24		CL 30626	219.97
36288	S	2545 TOWNSEND SCHOOLS HOT LUNCH PROGRAM	1612.11	02/13/24		CL 30639	1612.11
36289	S	3523 TOWNSEND TRAIN STATION	3600.00	02/13/24		CL 30628	3600.00
36290	S	394 USF - BILLINGS	22040.76	02/13/24		CL 30630	22040.76
36291	S	2550 VERIZON WIRELESS	277.79	02/13/24		CL 30640	277.79
36292	S	3481 VIG SOLUTIONS	1980.00	02/13/24		CL 30631	1980.00
36293	S	3804 WESTERN STATES FIRE PROTECTION	283.00	02/13/24		CL 30650	283.00
36294	S	3294 WEX BANK	2622.20	02/13/24		CL 30632	2622.20
Total for Claim Checks			213943.43				
Count for Claim Checks			60				

* denotes missing check number(s)

of Checks: 60 Total: 213943.43

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TOWNSEND SCHOOLS
Fund Summary for Claim Check Register
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Fund/Account	Amount
201 GENERAL FUND	
101	81,442.89
210 TRANSPORTATION	
101	44,404.10
212 HOT LUNCH	
101	22,632.25
213 TUITION	
101	6,244.42
214 RETIREMENT	
101	242.87
215 MISC FED FUNDS	
101	41,682.46
217 ADULT EDUCATION	
101	22.98
218 DRIVERS ED	
101	83.50
228 TECHNOLOGY FUND	
101	6,019.99
260 BUILDING FUND	
101	8,853.50
282 INTERLOCAL AGREEMENT	
101	2,314.47
Total:	213,943.43

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TOWNSEND SCHOOLS
Payroll Check Register for Accounting Period 2/24

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Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-60957	1158 JASMINE ANKERSTJERNE	3065.54	02/23/24	2/24
-60956	1043 DEBRA ARNOLD	150.06	02/23/24	2/24
-60955	416 LAURA ASCHEMAN	4250.03	02/23/24	2/24
-60954	503 ALLISON L. BAKKEN	3056.62	02/23/24	2/24
-60953	524 DENISE H. BAKKUM	7113.85	02/23/24	2/24
-60952	418 KORY BAKKUM	1468.61	02/23/24	2/24
-60951	956 BRITNEY BANCROFT	3294.83	02/23/24	2/24
-60950	977 THOMAS A. BARRETT	265.23	02/23/24	2/24
-60949	862 JEREMY BARTLETT	2696.54	02/23/24	2/24
-60948	23 GARY BAUMAN	5030.33	02/23/24	2/24
-60947	939 TODD BEATTY	1525.31	02/23/24	2/24
-60946	27 DARLENE BECK	1363.17	02/23/24	2/24
-60945	971 MAGALIE BELANGER	2338.66	02/23/24	2/24
-60944	959 MEGAN BLEILE	3017.37	02/23/24	2/24
-60943	755 JAMEE M. CAMERON	3147.86	02/23/24	2/24
-60942	943 LISA L CAMPBELL	618.87	02/23/24	2/24
-60941	471 LUKE G. CARR	3603.73	02/23/24	2/24
-60940	1109 TAMARA CHRISTENSEN	44.20	02/23/24	2/24
-60939	868 TERESA C. CONNER	999.62	02/23/24	2/24
-60938	742 EMMA A. COVARRUBIAS	2999.01	02/23/24	2/24
-60937	1138 DONNA CUTSHAW	1677.90	02/23/24	2/24
-60936	1171 COLLEEN DALES	1416.37	02/23/24	2/24
-60935	1112 ALETHA SIMONE DOMINGUEZ	949.37	02/23/24	2/24
-60934	1040 DANNIELLE DOUGLAS	2119.57	02/23/24	2/24
-60933	412 KAREE R EICHINGER	3855.66	02/23/24	2/24
-60932	1163 RUBY EIRICH	2818.11	02/23/24	2/24

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Check #	Payee #/Name	Check Amount	Date Issued	Period
				Redeemed
-60931	1105 ALIECE ESTRADA	3031.63	02/23/24	2/24
-60930	1165 JAYCEE EVINGER	700.45	02/23/24	2/24
-60929	1114 TIANA FELLER	478.51	02/23/24	2/24
-60928	1032 ALISON FERREIRA	2591.20	02/23/24	2/24
-60927	84 THERESA FISCHER	3351.30	02/23/24	2/24
-60926	1160 SAMEUL FLESCH	335.93	02/23/24	2/24
-60925	86 JEANETTE L. FLYNN	3507.87	02/23/24	2/24
-60924	542 KELSEY L. FLYNN	3535.33	02/23/24	2/24
-60923	92 LAURA L. FRAZIER	1775.22	02/23/24	2/24
-60922	1059 CARI FUNKHOUSER	48.48	02/23/24	2/24
-60921	953 JOSEPH T GILL	3023.60	02/23/24	2/24
-60920	194 KRISTINE J. GILLESPIE	3450.64	02/23/24	2/24
-60919	952 SHAYNA M. GILLESPIE	2326.54	02/23/24	2/24
-60918	97 KIMBERLY D. GILLIGAN	3827.00	02/23/24	2/24
-60917	327 ANGELA GIONO	3894.72	02/23/24	2/24
-60916	1099 KATHERINE GOODMAN	2144.43	02/23/24	2/24
-60915	103 WENDY R. GRAVELEY	4166.31	02/23/24	2/24
-60914	1106 EMILY HAERTER	1889.41	02/23/24	2/24
-60913	1125 CAITLYN HAHN	1346.43	02/23/24	2/24
-60912	1003 MOLLY HANSON	2939.55	02/23/24	2/24
-60911	499 DANIEL K. HARRIGFELD	2577.71	02/23/24	2/24
-60910	955 CHRISTINA RAE HARTMANN	7600.88	02/23/24	2/24
-60909	119 VICKI HARVEY	1081.09	02/23/24	2/24
-60908	731 DANIEL HAZLETT	3400.33	02/23/24	2/24
-60907	896 SHERI A. HEAVRIN	4467.77	02/23/24	2/24
-60906	1063 SUSAN HEDALEN	5751.81	02/23/24	2/24

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-60905	1035 TANNER HOFF	2568.86	02/23/24	2/24
-60904	1151 ELI HOHN	4796.03	02/23/24	2/24
-60903	561 JENNIFER M. HOPPE	3331.78	02/23/24	2/24
-60902	787 JOSEPH R. HORNE	2658.22	02/23/24	2/24
-60901	1013 ASHLEY HUGHES	176.81	02/23/24	2/24
-60900	1118 REBECCA HUNT	423.09	02/23/24	2/24
-60899	406 ANNE INGRAM	3103.61	02/23/24	2/24
-60898	1089 COURTNEY JOHNSON	1452.66	02/23/24	2/24
-60897	1104 DIANA KIRKPATRICK	3433.89	02/23/24	2/24
-60896	1094 ASHLEY KRUEGER	2319.40	02/23/24	2/24
-60895	1161 LATASHA LAKE	96.97	02/23/24	2/24
-60894	1022 ALLISON KAY LAMPMAN	4743.91	02/23/24	2/24
-60893	969 CHELSEY R LANDERS	1539.11	02/23/24	2/24
-60892	156 LISA LARSON	3637.36	02/23/24	2/24
-60891	979 DAVID L. LAWSON	5438.36	02/23/24	2/24
-60890	931 JAMI J. LAWSON	3741.17	02/23/24	2/24
-60889	932 JEMMA M. LOUGHERY	1939.72	02/23/24	2/24
-60888	911 MARA E MACDONALD	2182.40	02/23/24	2/24
-60887	1157 HANNAH MART	44.20	02/23/24	2/24
-60886	1176 AUDREY MARTIN	197.37	02/23/24	2/24
-60885	1111 TANCY MCDANIEL	1136.37	02/23/24	2/24
-60884	1102 OLGA MCNULTY	3210.26	02/23/24	2/24
-60883	627 LINDSEY R. MOLDENHAUER	2271.55	02/23/24	2/24
-60882	183 WANDA MOLDENHAUER	2315.76	02/23/24	2/24
-60881	1079 RICHARD NABER	1327.90	02/23/24	2/24
-60880	1162 GAVIN NELSON	339.38	02/23/24	2/24

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Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-60879	1115 STEVEN NELSON	1537.73	02/23/24	2/24
-60878	330 JOHN ODELL	4588.08	02/23/24	2/24
-60877	1172 GRACIANNA OLDS	406.34	02/23/24	2/24
-60876	197 GARY OLSEN	110.82	02/23/24	2/24
-60875	1153 STEPHANIE PRYOR	2394.97	02/23/24	2/24
-60874	1164 ASHLEY QUINTANAR	999.62	02/23/24	2/24
-60873	207 BRAD RACHT	5036.69	02/23/24	2/24
-60872	333 MARY RACHT	3723.00	02/23/24	2/24
-60871	1095 TRAVIS RAGEN	596.25	02/23/24	2/24
-60870	209 TERESA RAISLAND	784.97	02/23/24	2/24
-60869	1081 KEVIN REED	2717.79	02/23/24	2/24
-60868	222 JAMES J. RIDDLE	3249.31	02/23/24	2/24
-60867	1108 CARLEY RIES	2289.85	02/23/24	2/24
-60866	803 JAMES R. RUCHERT	1562.48	02/23/24	2/24
-60865	1177 ROSEMARY SALGADO	96.97	02/23/24	2/24
-60864	957 MICHAEL SCHNITTGEN	4619.84	02/23/24	2/24
-60863	628 ALLEN C. SEVAREID	4210.10	02/23/24	2/24
-60862	756 ANNA C. SHEARER	3262.93	02/23/24	2/24
-60861	578 JAMES R. SHINDOLL	2710.26	02/23/24	2/24
-60860	1169 HOLLY SMEDLEY	5513.50	02/23/24	2/24
-60859	1127 SANDRA SPIDELL	1741.10	02/23/24	2/24
-60858	1173 ASHLYNN STEPHENS	1474.95	02/23/24	2/24
-60857	1053 MORGAN SWAINSON	2332.03	02/23/24	2/24
-60856	1154 JASON THOMAS	3001.51	02/23/24	2/24
-60855	316 VICKI THOMASON	2784.60	02/23/24	2/24
-60854	987 APRIL M TOLL	1302.64	02/23/24	2/24

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Payroll Check Register for Accounting Period 2/24

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Check #	Payee #/Name	Check Amount	Date Issued	Period	
				Redeemed	
-60853	337 SHARI TONEY	1986.12	02/23/24	2/24	
-60852	951 DANA E. TUFFELMIRE	3792.66	02/23/24	2/24	
-60851	1082 ANDREA TULLOS	2623.05	02/23/24	2/24	
-60850	1152 LOUIS TULLOS	618.87	02/23/24	2/24	
-60849	928 LEVI T. VANZEE	3909.07	02/23/24	2/24	
-60848	1017 KATRINA WARBURTON	370.48	02/23/24	2/24	
-60847	1131 BRADI WATKINS	2717.87	02/23/24	2/24	
-60846	278 CLINTON WATSON	2969.16	02/23/24	2/24	
-60845	318 PAMELA WATSON	923.22	02/23/24	2/24	
-60844	1117 KAYCE WILLIAMS	3500.15	02/23/24	2/24	
-60843	990 SHANNON A WOODWARD	707.28	02/23/24	2/24	
-60842	1174 DEVON ZEADOW	2385.53	02/23/24	2/24	
-60841	FIT EFTPS	92044.12	02/20/24	2/24	
-60840	SIT MT DEPT OF REVENUE	10455.00	02/20/24	2/24	
-60839	TRS TRS	63099.94	02/20/24	2/24	
-60838	P.E.R.S. PERS	10281.27	02/20/24	2/24	
19288	1042 GAIL BLAIR	1365.43	02/23/24		
19289	1075 JOEL BROWN	353.64	02/23/24		
19290	510 THOMAS E. GRAHAM	1964.65	02/23/24		
19291	148 KAY INGALLS	138.52	02/23/24		
19292	1134 JENNA MAINWARING	138.52	02/23/24		
19293	1066 JOHN MENARD	2141.47	02/23/24		
19294	1136 NYKIA MONDRAGON	221.64	02/23/24		
19295	851 STEVEN P. OJALA	2155.22	02/23/24		
19296	1086 TYLER PATRICK	4934.42	02/23/24		
19297	1074 DANIELA RAGEN	484.84	02/23/24		

03/06/24
13:08:44

TOWNSEND SCHOOLS
Payroll Check Register for Accounting Period 2/24

Page: 6 of 6
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period
				Redeemed
19298	991 JERAMY D RICE	646.04	02/23/24	_____
19299	1087 SHEILA RIVERA	2037.64	02/23/24	_____
19300	249 EDWARD A. SHINDOLL	2109.14	02/23/24	_____
19301	1166 KENDRA THOMPSON	277.05	02/23/24	_____
19302	799 TIM A. WILLIAMS	2057.85	02/23/24	_____
19303	AFLAC AFLAC	819.60	02/23/24	_____
19304	ALLEGIANCE FLEX ALLEGIANCE BENEFIT PLAN	81.00	02/23/24	_____
19305	AMERIPRISE AMERIPRISE FINANCIAL SER	100.00	02/23/24	_____
19306	CAFE/FLEX ALLEGIANCE BENEFIT PLAN	2847.51	02/23/24	_____
19307	COREBRIDGE FINA COREBRIDGE FINANCIAL	2795.00	02/23/24	_____
19308	FTC FTC	100.00	02/23/24	_____
19309	HORACE MANN HORACE MANN	675.00	02/23/24	_____
19310	LIFE INSURANCE DEARBORN LIFE INSURANCE	81.90	02/23/24	_____
19311	MEA-MFT CLASS. TOWNSEND CLASSIFIED MEA	23.70	02/23/24	_____
19312	MUST MUST	65243.00	02/23/24	_____
19313	MUST DENTAL/VIS MUST INSURANCE	2952.00	02/23/24	_____
19314	TEA/MEA TEA/MEA	1582.10	02/23/24	_____
19315	UNITED WAY UNITED WAY OF THE LEWIS	10.00	02/23/24	_____
19316	WILLIAMS INVEST WILLIAMS INVESTIGATIONS	548.11	02/23/24	_____

* denotes missing check number(s)

# of Checks:	149	Total:	558873.81	Electronic Checks:	459,988.82
				Non-electronic Checks:	98,884.99

High School Baseball

3.1

Baseball Costs Starting		Baseball Costs Ongoing	
Transportation		Transportation (15 games)	
2610 miles @1.10	\$2,871	2610 miles @1.10	\$2,871
Driver	\$2,040	Driver	\$2,040
Field Maintenance?		Field Maintenance?	\$500.00
MHSA DUES		MHSA DUES	\$250.00
Equipment		Equipment	
balls	\$500.00	balls	\$300.00
Catcher Equipment	\$700.00	Catcher Equipment	\$200.00
bats	\$1,200.00	bats	\$300.00
helmets	\$1,400.00	helmets	\$300.00
Uniforms	\$6,000.00	Uniforms	\$300.00
Head Coach	\$4,036.00	Head Coach	\$4,036.00
Assitant Coach	\$2,859.00	Assitant Coach	\$2,859.00
Umps 8X\$250	\$2,000.00	Umps	\$2,000.00
	\$24,358.00		\$15,956.00
State/Tournament & Travel		State/Tournament & Travel	
Hotel	\$5,000.00	Hotel	\$5,000.00
meals	\$3,000.00	meals	\$3,000.00
Total with state	\$34,256.00	Total with state	\$19,945.00

Corebridge Financial Roth Plan

3.4

Corebridge Financial (formerly AIG Retirement Services and VALIC) would like to add a Roth (after-tax) contribution source to the Townsend Schools' 403(b) Supplemental Retirement savings plan options (a retirement savings plan for non-profits only; can contribute by way of deduction of contribution from paycheck).

A pre-tax (tax deferred) plan is already in place and has been the only option for Townsend school staff who are interested in supplemental savings (supplemental as in addition to TRS/PERS state pension plans). Many school districts are adding the Roth option so that staff have a choice to which they would like to contribute to and save within desired plan.

Pre-Tax, tax deferred plan already in place: Staff can save and build balance of funds without taxes being withheld from contribution/earnings. Later on in life, they will be taxed, typically 20% federal on distributions/withdrawals.

Roth (after-tax) addendum: Staff can save and build balance of funds after contributions are taxed (after tax dollars) before going into their savings account (taking care of taxes up front). Later on in life, they would have tax free distributions/withdrawals within retirement.

To execute this addendum, Corebridge Financial will need an updated, signed Adoption Agreement and boiler plate Plan Document (plan doc does not need to be personalized to the school district or edited in anyway) that has Roth plan included – both are added to your board books.

Any board members that have any questions at all, please contact me:

Patrick Audet – Financial Advisor

Phone: 406-606-0700

Email: patrick.audet@corebridgefinancial.com

ADOPTION AGREEMENT FOR
403(b) PLAN DOCUMENT FOR PUBLIC EDUCATION ORGANIZATIONS

Employer hereby adopts the 403(b) Plan Document for Public Education Organizations plan document (the "Plan") as modified by this Adoption Agreement and agrees that the following provisions shall be incorporated as part of the Plan document.

EMPLOYER INFORMATION

Name of Employer: *Townsend School District*

Federal Tax ID: 81-6000057

Employer's Address: *201 N. Spruce
Townsend, MT 59644*

Telephone Number: *406-441-3430* Fax: 406-441-3457

Contact Person: *Kayce Williams*

Telephone/Extension: *406-441-3471* E-mail: *kwilliams@townsend.k12.mt.us*

Type of Organization:

☒ K-12 Public School ☐ Community College ☐ Public College/University

Note: If Employer is not a public education organization, this document may not be used.

PLAN INFORMATION

1. Name of Plan: Townsend K12 School District #1 and #1 403(b) Plan

2. Effective Date: This Adoption Agreement:

- ☐ establishes a Plan effective as of _____ (the "Effective Date") and is the first 403(b) plan document established by the Employer.
- ☒ amends and restates a previously established 403(b) Plan document of the Employer. The effective date of this amended Plan is 03/20/2023 (the "Effective Date").

Default Construction Rule: If no box is checked, that feature is NOT included in the Plan.

3. Eligibility: Under the Plan document, ALL common law employees except student teachers and student workers are immediately eligible to make contributions under the Plan, unless an exception is indicated below. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject, or as determined by the Employer from year to year.

The following employees are excluded from participating in the Plan (**NOT RECOMMENDED**):

- ☐ Employees who normally work fewer than ____ hours per week (must be 20 or less and generally equivalent to 1,000 hours or less in a working year except as otherwise provided under applicable 403(b) regulations)
- ☐ Employees who are eligible to participate in another plan sponsored by the Employer that permits salary reduction contributions described under Section 403(b)(12)(A) of the Code.

Note: Excluding any employees will greatly increase the risk of violating the "universal availability" requirements of Section 403(b)(A)(ii) of the Code which may result in complete Plan failure.

4. Contributions:

Employee Contributions (in addition to pre-tax Elective Deferrals):

- ☐ Roth 403(b) Contributions are NOT permitted under the Plan
- ☒ Roth 403(b) Contributions to the Plan are permitted. If Roth 403(b) Contributions are permitted to the Plan, direct rollovers from other Roth 403(b) or 401(k) plans are ☒ , are not ☐ accepted into the Plan

Employer Contributions, if any:

- ☐ No Employer Contributions will be made.
- ☒ Employer Contributions will be made in accordance with applicable employment agreements and collective bargaining agreements, or as may be determined from year to year by the Employer.

5. 15 Years of Service Catch Up Contributions: The Plan will ☒ or will not ☐ permit employees with 15 years of service with the Employer that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service (Section 3.2 of the Plan) to increase their Elective Deferrals limitation.

6. Investment Options: Any Annuity Contracts and/or Custodial Accounts that meet the requirements of Section 403(b) of the Code offered by the organizations listed on Appendix 1 are authorized as Vendors under the Plan.

7. Exchanges Within the Plan: The Plan will ☒ or will not ☐ permit Participants to make exchanges. If permitted, exchanges may occur between:

- ☒ Those organizations listed on Appendix 1 only (organizations authorized to maintain current payroll slots).
- ☐ (1) Those organizations listed on Appendix 1 and (2) any other organization offering annuity contracts and/or custodial accounts that satisfy the requirements of Section 403(b) of the Code and executing the information sharing agreement provided by Employer for purposes of satisfying applicable compliance requirements. Administrator will maintain a list of organizations that have executed information sharing agreements and will make this list available to Vendors (Appendix 2).

8. Transfers Into the Plan: The Plan will ☒ or will not ☐ accept transfers from another employer's 403(b) plan.

9. Transfers From the Plan: The Plan will ☒ or will not ☐ permit transfers from the Plan to another employer's 403(b) plan, if requested by a former Participant.

10. Rollovers Into the Plan: The Plan will ☒ or will not ☐ accept rollovers from other eligible retirement plans. (Rollovers from the Plan are required by law.)

11. Financial Hardship Distributions: Hardship distributions are ☒ or are not ☐ available under the Plan.

12. Loans: Loans are ☒ or are not ☐ available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s).

Note: The Plan prohibits loans to any Participant who has previously defaulted on a loan from any retirement or deferred compensation plan sponsored by the Employer.

13. Plan Administration: The Plan shall be administered:

- ☒ By the Employer (Default under the Plan)
- ☐ By a designated Administrator. The Employer has named _____ to act in this capacity.
- ☐ Jointly by Employer and Vendors. The respective administrative responsibilities of Employer and Vendors may be described in a separate written administrative or service agreement. If there is no such agreement, then Employer and each Vendor shall jointly act as Administrator of the Plan. Employer shall be responsible for matters relating to the Plan document, eligibility (including providing notice of the Plan to Employees), enrollment opportunities, contributions, proper tax reporting on contributions, and payroll related issues. The Vendors are responsible for matters relating to investing contributions as directed by Participants, beneficiary designations, distributions, exchanges, transfers, rollovers, loans, withdrawals, sharing or exchanging information as required under the Plan document and post-employment compliance matters, such as tax reporting, notice requirements and withholding on distributions.

The following section may be used to insert provisions for which there were no acceptable alternatives provided. It may be used to modify any portion of the Plan or Adoption Agreement.

NOTE: Any modifications should be carefully reviewed by Employer's legal counsel to ensure that changes do not adversely affect the Plan's qualification under Section 403(b) of the Code.

Other provisions of the Plan (Attach additional pages as necessary):

EMPLOYER ACKNOWLEDGEMENT(S) AND SIGNATURE(S)

Employer acknowledges that it is an eligible public education organization under Section 170(b)(1)(A)(ii) of the Code and is authorized to offer a program qualified under Section 403(b) of the Code.

EMPLOYER

Print Name of Employer: *Townsend School District*

By: _____

Print Name of Signer: *Susie Hedalen*

Title: *Superintendent*

Dated: _____

APPENDIX 1

Authorized Vendors under the Plan Are:

Name of Organization	Contact Person	Telephone Number
<i>Corebridge Financial</i>	<i>Patrick Audet</i>	<i>406-606-0700</i>

Important Note:

As provided under the Plan, any authorized Vendor named above agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.

This Appendix is dated: 02/12/2024

403(b) Plan Document
For
Public Education Organizations

This plan document includes the IRS model language set forth in Rev. Proc. 2007-71 and has been modified to delete certain optional features and include provisions that were not included in the IRS model language. It is expected that school districts will, with the assistance of counsel, modify this plan document by selecting certain options as provided in the Adoption Agreement, the terms of which are incorporated into this plan document.

Section 1 - Definitions

The following words and terms, when used in the Plan, have the meaning set forth below.

- 1.1 **Account** means the account or accumulation maintained for the benefit of any Participant or Beneficiary under an Annuity Contract or a Custodial Account.
- 1.2 **Account Balance** means the value of the aggregate amount credited to each Participant's Account under all Accounts, including the Participant's Elective Deferrals, the earnings or loss of each Annuity Contract or a Custodial Account (net of expenses) allocable to the Participant, any transfers for the Participant's benefit, and any distribution made to the Participant or the Participant's Beneficiary. If a Participant has more than one Beneficiary at the time of the Participant's death, then a separate Account Balance shall be maintained for each Beneficiary. The Account Balance includes any account established under Section 6 for rollover contributions and plan-to-plan transfers made for a Participant, if such contributions are authorized under the Adoption Agreement, the account established for a Beneficiary after a Participant's death, and any account or accounts established for an alternate payee (as defined in section 414(p)(8) of the Code).
- 1.3 **Administrator** means, unless otherwise indicated in the Adoption Agreement, National Plan Administrators. Notwithstanding this appointment, the Employer may delegate, by separate agreement, any administrative responsibilities hereunder to one or more persons, committees, Vendor, or other organization.
- 1.4 **Annuity Contract** means a nontransferable contract as defined in section 403(b)(1) of the Code, established for each Participant by the Employer, or by each Participant individually, that is issued by an insurance company qualified to issue annuities in the state in which the Employer or Participant, as applicable, resides and that includes payment in the form of an annuity.
- 1.5 **Beneficiary** means the designated person who is entitled to receive benefits under the Plan after the death of a Participant, subject to such additional rules as may be set forth in the Individual Agreements.
- 1.6 **Custodial Account** means the group or individual custodial account or accounts, as defined in section 403(b)(7) of the Code, established for each Participant by the Employer, or by each Participant individually, to hold assets of the Plan.
- 1.7 **Code** means the Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

- 1.8 **Compensation** means all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election under Section 2 of the Plan made to reduce compensation in order to have Elective Deferrals under the Plan).
- 1.9 **Disabled** means the definition of disability provided in the applicable Individual Agreement.
- 1.10 **Elective Deferral** means the Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation. Elective Deferrals are limited to pre-tax salary reduction contributions, unless the Plan permits Roth 403(b) Contributions under Section 10.
- 1.11 **Employee** means each individual, whether appointed or elected, who is a common law employee of the Employer performing services for a public school as an employee of the Employer. This definition is not applicable unless the Employee's compensation for performing services for a public school is paid by the Employer. Further, a person occupying an elective or appointive public office is not an Employee performing services for a public school unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a state or local government.
- 1.12 **Employer** means the public education organization identified in the Adoption Agreement as the Employer.
- 1.13 **Employer Contributions** means any nonelective contributions made to the Plan by the Employer as provided in the Adoption Agreement.
- 1.14 **Funding Vehicles** means the Annuity Contracts or Custodial Accounts issued for funding amounts held under the Plan and authorized by Employer for use under the Plan.
- 1.15 **Includible Compensation** means an Employee's actual wages in box 1 of Form W-2 for a year for services to the Employer, but subject to a maximum of \$245,000 (or such higher maximum as may apply under section 401(a)(17) of the Code) and increased (up to the dollar maximum) by any compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including any Elective Deferral under the Plan). Beginning in 2009 and thereafter, such term also includes any "differential pay" that may be received from the Employer while performing qualified military service under section 414(u) of the Code. The amount of Includible Compensation is determined without regard to any community property laws.
- 1.16 **Individual Agreement** means an agreement between a Vendor and the Employer or a Vendor and a Participant that constitutes or governs a Custodial Account or an Annuity Contract.
- 1.17 **Participant** means an individual for whom Elective Deferrals or other contributions permitted under the Plan are currently being made, or for whom such contributions have previously been made, under the Plan and who has not received a distribution of his or her entire benefit under the Plan.
- 1.18 **Plan** means the name given to this Plan by the Employer in the Adoption Agreement.
- 1.19 **Plan Year** means the calendar year.

- 1.20 **Related Employer** means the Employer and any other entity which is under common control with the Employer under section 414(b) or (c) of the Code. For this purpose, the Employer shall determine which entities are Related Employers based on a reasonable, good faith standard and taking into account the special rules applicable under Notice 89-23, 1989-1 C.B. 654.
- 1.21 **Roth 403(b) Contribution** means, if authorized in the Adoption Agreement, any contribution made by a Participant which is designated as a Roth 403(b) Contribution in accordance with Section 10 of the Plan that qualifies as a Roth 403(b) Contribution under section 402A of the Code.
- 1.22 **Severance from Employment** means severance from employment with the Employer and any Related Entity. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an employee of a public school, even though the Employee may continue to be employed by a Related Employer that is another unit of the State or local government that is not a public school or in a capacity that is not employment with a public school (e.g., ceasing to be an employee performing services for a public school but continuing to work for the same State or local government employer).
- 1.23 **Vendor** means the provider of an Annuity Contract or Custodial Account, or any organization acting on their behalf under this Plan. By accepting contributions under the Plan by or on behalf of Employees, Vendor specially agrees to adhere to the terms of this Plan document.
- 1.24 **Valuation Date** means each business day of the Plan Year.

Section 2 - Participation and Contributions

- 2.1 **Eligibility.** Unless otherwise provided in the Adoption Agreement, each Employee willing to contribute at least \$200 per Plan Year, shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer. However, an Employee who is a student-teacher (i.e., a person providing service as a teacher's aide on a temporary basis while attending a school, college or university) or a student-worker is not eligible to participate in the Plan.
- 2.2 **Contributions.** (a) Elective Deferral Contributions. An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed to the Plan as an Elective Deferral on his or her behalf) and filing it with the appropriate Administrator. This Compensation reduction election shall be made on the agreement provided by the Administrator under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than \$200, and may change such minimum to a lower amount from time to time. The participation election shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed. Only an individual who performs services for the Employer as an Employee may reduce his or her Compensation under the Plan. Each Employee will become a Participant in accordance with the terms and conditions of the Individual Agreements. Unless otherwise provided

in the Plan or Adoption Agreement, all Elective Deferrals shall be made on a pre-tax basis. An Employee shall become a Participant as soon as administratively practicable following the date applicable under the employee's election.

(b) Roth 403(b) Contributions. If authorized in the Adoption Agreement and if permitted under an Employee's Individual Agreement(s), an Employee may elect to make Roth 403(b) Contributions to the Plan in accordance with Section 10 of the Plan. The Participant's election to make Roth 403(b) Contributions shall be made on the agreement provided by the Administrator and shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed.

(c) Employer Contributions. (1) If authorized in the Adoption Agreement, the Employer may make nonelective Employer contributions to Accounts of designated Employees. Employer contributions shall be determined in accordance with the Adoption Agreement. Contributions made under this Section 2.2(c) shall be deposited into each Participant's Account in accordance with Sections 2.4 and 2.5 of the Plan.

(2) Employer may make contributions into the 403(b) Accounts of former Employees, provided that any such contributions satisfy all of the following conditions:

- a. Contributions may not be made later than the fifth calendar year following the year in which the former Employee ceased to be an Employee.
- b. Contributions shall be made in accordance with applicable IRS guidance.
- c. Contributions shall be 100% vested at all times.
- d. Contributions shall be based on "includible compensation" as defined in section 403(b)(3) of the Code as modified by IRS regulations and shall be subject to the limitations of section 415(c)(1) of the Code.

Subject to (2)b. above, amounts not contributed by Employer to any former Employee's 403(b) Account due to the contribution limitations of section 415(c) of the Code shall be contributed in the next Plan Year (and each succeeding Plan Year) until the Employer contributes all amounts due to Participant. No contributions may be made after the last day of the fifth year following the Plan Year in which the Participant's Severance from Employment occurred.

2.3 **Information Provided by the Employee.** Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including any information required under the Individual Agreements.

2.4 **Change in Elective Deferral Election.** Subject to the provisions of the applicable Individual Agreements, an Employee may at any time revise his or her participation election, including a change of the amount of his or her Elective Deferrals, a change in the allocation of his or her Elective Deferrals to reflect pre-tax or Roth 403(b) Contributions (if permitted under the Plan), and/or a change to previous investment

directions. A change in the investment direction shall take effect as of the date provided by the Administrator on a uniform basis for all Employees. A change in the Beneficiary designation shall take effect when the election is accepted by the Vendor.

- 2.5 **Contributions Made Promptly.** Elective Deferrals under the Plan shall be transferred to the applicable Funding Vehicle within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant, unless an earlier date is required by applicable state law. Employer contributions shall be transferred to the applicable Funding Vehicle within a reasonable period of time but in no event later than thirty (30) days after the end of the Employer's standard work year for which such contributions were owed.
- 2.6 **Leave of Absence.** If an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall cease and a new election must be filed upon returning to work to make Elective Deferrals.

Section 3 - Limitations on Amounts Deferred

- 3.1 **Basic Annual Limitation.** Except as provided in Sections 3.2 and 3.3, the maximum amount of the Elective Deferral under the Plan for any calendar year shall not exceed the lesser of (a) the "applicable dollar amount" or (b) the Participant's Includible Compensation. The "applicable dollar amount" is the amount established under section 402(g)(1)(B) of the Code, which is \$18,500 for 2018, and is adjusted for cost-of-living thereafter as provided under section 415(d) of the Code.
- 3.2 **Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service.** If authorized in the Adoption Agreement, the applicable dollar amount under Section 3.1(a) for any "qualified employee" is increased (to the extent provided in the Individual Agreements) by the least of:
- (a) \$3,000;
 - (b) The excess of:
 - (1) \$15,000, over
 - (2) The total special 403(b) catch-up elective deferrals made for the qualified employee by the qualified organization for prior years; or
 - (c) The excess of:
 - (1) \$5,000 multiplied by the number of years of service of the employee with the qualified organization, over
 - (2) The total Elective Deferrals made for the employee by the qualified organization for prior years.

For purposes of this Section 3.2, a "qualified employee" means an employee who has completed at least 15 years of service taking into account only employment with the Employer.

- 3.3 **Age 50 Catch-up Elective Deferral Contributions.** An Employee who is a Participant who will attain age 50 or more by the end of the tax year is permitted to elect an additional amount of Elective Deferrals, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount of the age 50 catch-up Elective Deferrals for a year is \$6,000 for 2018, and is adjusted for cost-of-living thereafter as provided under the Code.
- 3.4 **Coordination.** If the Adoption Agreement authorizes contributions under Section 3.2 of the Plan, amounts in excess of the limitation set forth in Section 3.1 shall be allocated first to the special 403(b) catch-up under Section 3.2 and next as an age 50 catch-up contribution under Section 3.3. However, in no event can the amount of the Elective Deferrals for a year be more than the Participant's Includible Compensation for the year.
- 3.5 **Special Rule for a Participant Covered by Another Section 403(b) Plan.** For purposes of this Section 3, if the Participant is or has been a participant in one or more other plans under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the Elective Deferral limitations of this Section 3. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan maintained by a Related Entity shall be taken into account for purposes of Section 3.2 only if the other plan is a section 403(b) plan.
- 3.6 **Correction of Excess Elective Deferrals.** If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the Employer under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code for which the Participant provides information that is accepted by the Administrator), then the Elective Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant in accordance with applicable IRS guidance.
- 3.7 **Protection of Persons Who Serve in a Uniformed Service.** An Employee whose employment is interrupted by qualified military service under section 414(u) of the Code or who is on a leave of absence for qualified military service under section 414(u) of the Code may elect to make additional Elective Deferrals upon resumption of employment with the Employer equal to the maximum Elective Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under section 414(u) of the Code, this

right applies for five (5) years following the resumption of employment (or, if sooner, for a period equal to three (3) times the period of the interruption or leave).

- 3.8 **Annual Contribution Limits.** The aggregate annual amount contributed into a Participant's Account shall not exceed the amount permitted under section 415(c) of the Code. If any Employer Contributions cause a Participant's 403(b) Contract to exceed the annual contribution limitation of section 415(c)(1) of the Code, the excess contributions shall be segregated and treated in a manner consistent with applicable IRS guidance on excess "annual additions."

Section 4 - Loans

- 4.1 **Loans.** If authorized in the Adoption Agreement, loans shall be permitted under the Plan to the extent permitted by and in accordance with the Individual Agreements controlling the Account assets from which the loan is made and by which the loan will be secured. An Employee who has previously defaulted on a loan from any retirement plan or deferred compensation arrangement sponsored by the Employer and who has not repaid the loan, in full, shall not be permitted to take a loan from his Account under the Plan.
- 4.2 **Information Coordination Concerning Loans.** Each Vendor is responsible for all information reporting and tax withholding required by applicable federal and state law in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator shall take such steps as may be appropriate to coordinate the limitations on loans set forth in Sections 4.1 and 4.3, including the collection of information from Vendors, and transmission of information requested by any Vendor, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Administrator shall also take such steps as may be appropriate to collect information from Vendors and transmission of information to any Vendor, concerning any failure by a Participant to repay timely any loans made to a Participant under the Plan or any other plan of the Employer.
- 4.3 **Maximum Loan Amount.** No loan to a Participant under the Plan may exceed the lesser of (a) or (b) below:
- (a) \$50,000, reduced by the greater of:
 - (1) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or
 - (2) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period).
 - (b) one half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator).

For purposes of this Section 4.3, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

- 4.4 **Loan Repayments For Employees in Military Service.** Notwithstanding any other provision of the Plan or any Annuity Contract or Custodial Account, loan repayments by eligible uniformed services personnel maybe suspended as permitted under section 414(u)(4) of the Code and the terms of any loan shall be modified to conform therewith.

Section 5 - Benefit Distributions

- 5.1 **Benefit Distributions At Severance from Employment or Other Distribution Event.** Except as permitted under Section 3.6 (relating to excess Elective Deferrals), Section 5.3 (relating to withdrawals of amounts rolled over into the Plan), or Section 5.4 (relating to Hardship Distributions), distributions from a Participant's Account may not be made earlier than the earliest of the date on which the Participation has a Severance from Employment, dies, becomes Disabled, or attains age 59½. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements. Notwithstanding the above, a Participant who is on active duty for a period of at least 30 days while performing qualified military service and who is receiving differential pay from the Employer while on active duty may elect to receive a distribution of the Participant's deferrals into the Plan as permitted under section 414(u) of the Code. If a distribution of the Participant's deferrals is taken, then no deferrals into the Plan may be made by the Participant for a period of at least six (6) months from the date of the distribution.
- 5.2 **Minimum Distributions.** Each Individual Agreement shall comply with the minimum distribution requirements of section 401(a)(9) of the Code and the regulations thereunder. For purposes of applying the distribution rules of section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of Treas. Reg. §1.408-8, except as provided in Treas. Reg. § 1.403(b)-6(e). For the calendar year 2009 only, a Participant who would have been required to receive a distribution under this Section 5.2 but for the enactment of WRERA ("2009 mandatory distribution"), and who would have satisfied that requirement by receiving a distribution from the Plan will not receive a 2009 mandatory distribution. However, the Participant may affirmatively elect to receive such amount in 2009 which shall not be a mandatory distribution under this Section of the Plan.
- 5.3 **In-Service Distributions From Rollover Account.** If the Funding Vehicles in which a Participant's Account is invested has established and maintains a separate account attributable to rollover contributions to the Plan and if permitted by the applicable Individual Agreement, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in such rollover account.

- 5.4 **Hardship Distributions.** If authorized under the Adoption Agreement, (a) hardship distributions shall be authorized under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship. No Elective Deferrals to any retirement or deferred compensation plan sponsored by the Employer shall be allowed during the six (6) month period beginning on the date the Participant receives a distribution on account of hardship.

(b) No hardship distribution is permitted unless the Vendors agree to the exchange of information between the Administrator and the Vendors to the extent necessary to implement the Individual Agreements. Notwithstanding any Individual Agreement, the Plan only permits hardship distributions that satisfy the “safe harbor” standards with respect to establishing an immediate and heavy financial need (under Treas. Reg. §1.401(k)-1(d)(3)(iii)(B)). For purposes of satisfying the lack of other resources requirement (under Treas. Reg. §1.401(k)-1(d)(3)(iv)(E)), the Plan shall follow the provisions of the applicable Individual Agreements, except that all Participants shall suspend Elective Deferrals for a period of six (6) months following the date of the hardship distribution. Vendor shall notify Employer of any hardship distributions in order for the Employer to implement the resulting 6-month suspension of the Participant’s right to make Elective Deferrals under the Plan.

- 5.5 **Rollover Distributions.** (a) A Participant or the Beneficiary of a deceased Participant (or a Participant’s spouse or former spouse who is an alternate payee under a domestic relations order, as defined in section 414(p) of the Code) who is entitled to an eligible rollover distribution may elect to have any portion of an eligible rollover distribution (as defined in section 402(c)(4) of the Code) from the Plan paid directly to an eligible retirement plan (as defined in section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. In the case of a distribution to a Beneficiary who at the time of the Participant’s death was neither the spouse nor former spouse of the Participant or alternate payee under a domestic relations order, a direct rollover is payable only to an individual retirement account or individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited IRA (within the meaning of section 408(d)(3)(C) of the Code).

(b) Each Vendor shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover.

Section 6 – Rollovers, Exchanges and Transfers

- 6.1 **Eligible Rollover Contributions to the Plan.** To the extent provided in the Individual Agreements, any Employee or Participant who is entitled to receive an eligible rollover distribution from another eligible retirement plan may request to have all or a portion of the eligible rollover distribution paid to the Plan. Such rollover contributions shall be made in the form of cash only. The Vendor may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with

section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of section 402(c)(8)(B) of the Code. However, unless Roth 403(b) Contributions are authorized under the Adoption Agreement, in no event does the Plan accept a rollover contribution from a Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code or a Roth IRA described in section 408A of the Code.

6.2 **Eligible Rollover Distributions.** For purposes of Section 6.1, an eligible rollover distribution means any distribution of all or any portion of a Participant's benefit under another eligible retirement plan, except that an eligible rollover distribution does not include any installment payment payable over a period of ten (10) years or more, any distribution made as a result of a financial hardship or other distribution which is made upon hardship of the employee, or for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under section 401(a)(9) of the Code. In addition, for purposes of Section 6.1, an eligible retirement plan means an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408(b) of the Code, a qualified trust described in section 401(a) of the Code, an annuity plan described in section 403(a) or 403(b) of the Code, or an eligible governmental plan described in section 457(b) of the Code, that accept eligible rollover distributions.

6.3 **Separate Accounts.** Unless otherwise provided by the terms of applicable Individual Agreements, Vendors shall provide separate accounting for any eligible rollover distributions paid to the Plan.

6.4 **Plan-to-Plan Transfers to the Plan.** (a) If authorized under the Adoption Agreement, the Administrator may permit a transfer of assets to the Plan as provided in this Section 6.4. Such a transfer is permitted only if the other 403(b) plan provides for the direct plan-to-plan transfer of each Employee's interest therein to the Plan and the Participant is an Employee or former Employee of the Employer. The Administrator or any Vendor accepting a transfer may require such documentation from the other 403(b) plan as it deems necessary to effectuate the transfer in accordance with Treas. Reg. §1.403(b)-10(b)(3) and other applicable IRS guidance and to confirm that the other plan is a plan that satisfies section 403(b) of the Code.

(b) The amount so transferred shall be credited to the Participant's Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer.

(c) To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral by the Participant under the Plan, except that the Individual Agreement which holds any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the Individual Agreement must

impose restrictions on distributions that are not less stringent than those imposed on the transferor plan and the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Section 3.

6.5 **Plan-to-Plan Transfers from the Plan.** (a) If authorized under the Adoption Agreement, Participants and Beneficiaries may elect to have all or any portion of their Account Balance transferred to another plan that satisfies section 403(b) of the Code in accordance with Treas. Reg. § 1.403(b)-10(b)(3). A transfer is permitted under this Section 6.5(a) only if the Participants or Beneficiaries are Employees or former Employees of the Employer under the receiving plan and the other 403(b) plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for the Account of each Participant and Beneficiary after the transfer to at least equal the Account value immediately prior to the transfer.

(b) The other 403(b) plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, it shall impose restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than those imposed under the Plan. In addition, if the transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

(c) Upon the transfer of assets under this Section 6.5, the Plan's liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 6.5 (for example, to confirm that the receiving plan satisfies section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to Treas. Reg. § 1.403(b)-10(b)(3).

6.6 **Contract and Custodial Account Exchanges.** (a) If authorized in the Adoption Agreement, a Participant or Beneficiary is permitted to change the investment of his or her Account Balance among the Vendors under the Plan, subject to the terms of the Individual Agreements. However, unless otherwise indicated on the Adoption Agreement, exchanges are not permitted to Vendors that are not eligible to receive contributions under Section 2. If the Adoption Agreement authorizes exchanges to a Vendor that is not eligible to receive contributions under Section 2, the conditions in paragraphs (b) through (d) of this Section 6.6 must be satisfied.

(b) The Participant or Beneficiary must have an Account balance immediately after the exchange that is at least equal to the Account Balance of that Participant or Beneficiary immediately before the exchange (taking into account the Account Balance of that Participant or Beneficiary under both section 403(b) Annuity Contracts or Custodial Accounts immediately before the exchange).

(c) The Individual Agreement with the receiving Vendor has distribution restrictions with respect to the Participant that are not less stringent than those imposed on the investment being exchanged.

(d) The Employer enters into an agreement with the receiving Vendor for the other contract or custodial account under which the Employer and the Vendor will from time to time in the future provide each other with the following information:

(1) Information necessary for any current or former Vendor to which Plan contributions have been made in order to satisfy section 403(b) of the Code, including the following:

- A. Employer shall provide information as to whether the Participant's employment with the Employer is continuing, and notifying the Vendor when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in Section 5);
- B. if hardship distributions are authorized in the Adoption Agreement, Vendor shall notify Employer of any hardship distribution under Section 5.4 of the Plan; and
- C. Vendor shall provide information to the Employer or other Vendors concerning the Participant's or Beneficiary's Annuity Contracts or Custodial Accounts or qualified employer plan benefits (to enable a Vendor to determine the amount of any plan loans and any rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship distribution rules of Section 5.4); and

(2) Information necessary for the resulting Annuity Contract or Custodial Account and any other 403(b) contract or custodial account to which contributions have been made for the Participant by the Employer to satisfy other tax requirements, including the following:

- A. the amount of any plan loan that is outstanding to the Participant in order for a Vendor to determine whether an additional Plan loan satisfies the loan limitations of Section 4.3, so that any such additional loan is not a deemed distribution under section 72(p)(1) of the Code; and
- B. information concerning the Participant's or Beneficiary's Roth 403(b) Contributions and after-tax employee contributions in order for a Vendor to determine the extent to which a distribution is includible in gross income.

(e) If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Vendor shall enter into an information sharing agreement as described in Section 6.6(d) to the extent the Employer's relationship with the Vendor does not provide for the exchange of information described in Section 6.6(d)(1) and (2).

- 6.7 **Permissive Service Credit Transfers.** (a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in section 414(d) of the Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account balance transferred to such defined benefit governmental plan. A transfer under this Section 6.7(a) may be made before the Participant has had a Severance from Employment.
- (b) A transfer may be made under this Section 6.7 only if the transfer is either for the purchase of permissive service credit (as defined in section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which section 415 of the Code does not apply by reason of section 415(k)(3) of the Code.
- (c) If a plan-to-plan transfer under this Section 6.7 does not constitute a complete transfer of the Participant's or Beneficiary's interest in the transferor plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

Section 7 - Investment of Contributions

- 7.1 **Manner of Investment.** All Elective Deferrals, Roth 403(b) Contributions, Employer Contributions or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicles, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts. Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial Account to be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.
- 7.2 **Investment of Contributions.** Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Annuity Contract or Custodial Account in accordance with the terms of the Individual Agreements. Transfers and exchanges among Annuity Contracts and Custodial Accounts may be made under this Section 7.2 as authorized under the Adoption Agreement and to the extent provided in the Individual Agreements as permitted under applicable Income Tax Regulations.
- 7.3 **Current and Former Vendors.** The Administrator shall maintain a list of all Vendors under the Plan. Such list is hereby incorporated as part of the Plan. Each Vendor and the Administrator shall exchange such information as may be necessary to satisfy section 403(b) of the Code or other requirements of applicable law. If a Vendor is not eligible to receive Elective Deferrals, Roth 403(b) Contributions or Employer Contributions under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Elective Deferrals under the Plan and a Vendor holding assets under the Plan in accordance with Section 6.4 or 6.6), Employer shall keep Vendor informed of the name and contact

information of the Administrator in order to coordinate information necessary to satisfy section 403(b) of the Code or other requirements of applicable law.

Section 8 - Amendments to the Plan

- 8.1 **Termination of Contributions.** The Employer has adopted the Plan with the intention and expectation that contributions will be continued indefinitely. However, the Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.
- 8.2 **Amendment.** The Employer reserves the authority to amend this Plan at any time, provided that any amendment which reduces the contractual rights or benefits under an Individual Agreement shall apply prospectively only except as required under the Code and applicable regulations.

Section 9 – Miscellaneous

- 9.1 **Non-Assignability.** Except as provided in Section 9.2 and 9.3, the interests of each Participant or Beneficiary under the Plan are not subject to the claims of the Participant's or Beneficiary's creditors; and neither the Participant nor any Beneficiary shall have any right to sell, assign, transfer, or otherwise convey the right to receive any payments hereunder or any interest under the Plan, which payments and interest are expressly declared to be non-assignable and non-transferable.
- 9.2 **Domestic Relation Orders.** Notwithstanding Section 9.1, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any state ("domestic relations order"), then the amount of the Participant's Account Balance shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.
- 9.3 **IRS Levy.** Notwithstanding Section 9.1, the Administrator may direct payment from a Participant's or Beneficiary's Account in the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.
- 9.4 **Tax Withholding.** Contributions to the Plan are subject to applicable employment taxes (including, if applicable, Federal Insurance Contributions Act (FICA) taxes with respect

to Elective Deferrals and Roth 403(b) Contributions, which constitute wages under section 3121 of the Code). Any benefit payment made under the Plan is subject to applicable income tax withholding requirements (including section 3401 of the Code and the Employment Tax Regulations thereunder). A payee shall provide such information as the Administrator or Vendor may need to satisfy income tax withholding obligations, and any other information that may be required by guidance issued under the Code.

- 9.5 **Payments to Minors and Incompetents.** If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid in conformity with applicable Annuity Contracts or Custodial Accounts. If the applicable Annuity Contracts or Custodial Accounts do not address the issue of payments to minors and incompetents, then the Administrator shall direct payment of the benefit to such person as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.
- 9.6 **Mistaken Contributions.** If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one (1) year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned to the party that made the contribution.
- 9.7 **Procedure When Distributee Cannot Be Located.** The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. If, after sending the communication by certified mail to the last known address shown on the records of the Employer or the Administrator and not receiving a response within six (6) months, then the terms of the Funding Vehicle holding the Accounts of the Participant that govern payment of benefits to Participants and Beneficiaries who cannot be located shall be followed.
- 9.8 **Incorporation of Individual Agreements.** The Plan, together with the Adoption Agreement and any Individual Agreements, is intended to satisfy the requirements of section 403(b) of the Code and the Income Tax Regulations thereunder. Terms and conditions of the Adoption Agreement and applicable Individual Agreements are hereby incorporated by reference into the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Code. In such event, the Individual Agreements shall be interpreted, to the extent possible, in a manner to conform to the Plan and applicable requirements.
- 9.9 **Expenses of the Plan.** As of any Valuation Date, each Participant Account shall reflect any contributions made by or on behalf of the Participant, less any distributions or withdrawals, and shall be adjusted in accordance with the terms of the Funding Vehicles

selected by the Participant to reflect any appreciation or depreciation in the fair market value of the Participants' Accounts. The fair market value of each Participant's Account shall represent the fair market value of all property held for each Participant, plus cash and accrued earnings, less accrued expenses and proper charges against each Participant's Account as of each valuation. Participant Accounts shall be charged with the costs attributable to each Funding Vehicle in which his or her Account is invested and may be charged with administrative expenses that are directly attributable to a Participant's Account or are prorated and allocated to Participants Accounts under an administrative service agreement between Administrator and Employer, Vendors and/or Funding Vehicles.

- 9.10 **Governing Law.** The Plan will be construed, administered and enforced according to the Code and the laws of the state in which the Employer has its principal place of business.
- 9.11 **Construction.** Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof. Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.
- 9.12 **Indemnification.** If Employer appoints an Employee or a committee of Employees to act as the Administrator of the Plan, Employer shall indemnify any such Employee acting on its behalf in this capacity. Such individuals shall be indemnified from any and all liability that may arise by reason of his action or failure to act concerning this Plan, excepting any willful misconduct or criminal acts.
- 9.13 **No Employer Liability.** Employer shall have no liability for the payment of benefits under the Plan. Each Participant shall look solely to the providers of applicable Annuity Contracts and Custodial Accounts for receipt of payments or benefits under the Plan.
- 9.14 **Qualified Military Service Benefits.** Notwithstanding any other provision of this Plan, any Participant whose employment is interrupted by qualified uniformed service in the military under section 414(u) of the Code shall be entitled to all rights, benefits and protections afforded to such individuals thereunder, and such provisions are incorporated into this Plan. Uniformed services by any individual shall be determined as described in Section 3401(h)(2)(A) of the Code.

Section 10 – Roth 403(b) Contribution Provisions

- 10.1 **General Application.** This Section 10 shall apply only if the Employer has elected to permit Roth 403(b) Contributions under the Plan as indicated on the Adoption Agreement.
- 10.2 **Roth 403(b) Contributions.** Participants may make Roth 403(b) Contributions to their Accounts under the Plan if authorized by the Employer on the Adoption Agreement. Unless otherwise provided, such contributions shall be treated as Elective Deferrals and are therefore subject to the requirements and limitations imposed by section 402(g) of the

Code. A Participant's Roth 403(b) Contributions shall be allocated to a separate account maintained for such deferrals as described in Section 10.3.

- 10.3 **Separate Accounting Requirements.** Contributions and withdrawals of Roth 403(b) Contributions, and earnings or losses thereon, shall be credited and debited to each Participant's Account and shall be separately accounted for under each Employee's Account. Gains, losses, and other credits or charges shall be separately allocated on a reasonable and consistent basis for each Participant's Roth 403(b) Contributions. Except as provided in Section 10.6, no contributions other than Roth 403(b) Contributions and properly attributable earnings may be credited to each Participant's Roth subaccount.
- 10.4 **Deposit Requirements.** Roth 403(b) Contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in accordance with Section 2.5 of the Plan, unless an earlier date is required under state law.
- 10.5 **Direct Roth Rollovers From the Plan.** Notwithstanding Section 5.5 of the Plan, Participants may only make a direct rollover of a distribution of Roth 403(b) Contributions (and earnings thereon) to another 403(b) plan with Roth 403(b) Contribution features, to a Roth 401(k) plan with Roth contribution features or to a Roth IRA described in Section 408A of the Code, and only to the extent the Rollover is permitted under the rules of section 402(c) of the Code.
- 10.6 **Roth Rollovers Into the Plan.** Notwithstanding Section 6.1 of the Plan, and unless otherwise indicated on the Adoption Agreement, direct rollovers of Roth 403(b) Contributions and Roth 401(k) contributions and earnings thereon from another 403(b) plan with Roth 403(b) Contribution features or from a Roth 401(k) plan with Roth contribution features are permitted, provided that the Funding Vehicles selected by a Participant will accept Roth 403(b) and/or 401(k) rollovers. Direct rollovers shall only be permitted if the transmitting plan satisfies the conditions set forth in section 402A(e)(1) of the Code and only to the extent the rollover is permitted under the rules of section 402(c) of the Code.
- 10.7 **Correction of Excess Deferrals.** Excess Deferrals shall be corrected by first distributing the amount of Roth 403(b) contributions (plus earnings thereon) made during the Plan Year needed to correct the excess and then by distributing a Participant's pre-tax Elective Deferrals (plus earnings thereon). However, if a highly compensated employee (as defined in Section 414(q) of the Code) experiences an Excess Deferral in any Plan Year, he may designate the extent to which the excess amount is composed of Elective Deferrals and excess Roth 403(b) Contributions, provided that both types of contributions were made by the Employee during the applicable Plan Year. If the highly compensated employee does not designate which type of contributions are to be distributed, then pre-tax Elective Deferrals shall be distributed first, followed by Roth 403(b) Contributions.
- 10.8 **Definition of Roth 403(b) Contributions.** A Roth 403(b) Contribution is an Employee contribution that is designated irrevocably by the Employee on his enrollment form to be

a Roth 403(b) Contribution and is treated by the Employer as includible in the Employee's income.

- 10.9 **Roth Caveat.** Employer, Administrator and providers of Annuity Contracts and Custodial Accounts shall utilize good faith compliance efforts to conform to the requirements applicable to Roth 403(b) Contributions based on applicable IRS guidance related to Roth 403(b) Contributions. The Plan shall be administered and interpreted in the manner necessary to ensure compliance with such guidance.

The Employer has evidenced its intent to adopt this Plan by executing the Adoption Agreement which is a part of this 403(b) Plan document. This Plan document, the Adoption Agreement, and any underlying Annuity Contracts and Custodial Accounts provided by the Vendors authorized by the Employer, as well as necessary forms and administrative policies and procedures incorporated by the Employer, an Administrator or any Funding Vehicle shall constitute the entire Plan.

Classified Staff Excess Vacation

3.6

Excess Vacation Leave 2024

[illegible]

To The Townsend Schods School Board

I Jim Riddle would like to request a Leave Extension for the 2023-24 school year. I have been using up vacation hours on the 5th day when classes are not scheduled and wish to do so using my excess leave. Thank you for considering this matter.

Jim Riddle

Notice of Intent to Increase Nonvoted Levies

3.7

TOWNSEND K12 SCHOOL DISTRICT #1
NOTICE OF INTENT TO INCREASE NONVOTED LEVIES
March 31, 2024

The Townsend K12 School District #1 is committed to financial transparency. 20-9-116 MCA requires the District to provide notice of its intent to increase non-voted levies in the ensuing fiscal year for certain funds. However, understanding the District's budgets requires considering all levy-supported funds. As a result, the proposed notice contains projections for all of the District's levy-supported funds

TOTAL - ALL FUNDS USING PROJECTED TAXABLE VALUE:

Fund	2023-24 Actual Levies		2024-25 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 936,370	44.28	\$ 767,312	36.29	\$ (169,058)	(7.99)	\$ (10.79)	\$ (21.58)
General - OverBASE	\$ 932,332	44.10	\$ 932,332	44.10	\$ -	-	\$ -	\$ -
Transportation	\$ 314,716	14.89	\$ 349,681	16.54	\$ 34,965	1.65	\$ 2.23	\$ 4.46
Bus Depreciation	\$ 80,887	3.83	\$ 63,099	2.98	\$ (17,788)	(0.85)	\$ (1.15)	\$ (2.30)
* Tuition	\$ 127,471	6.03	\$ 127,471	6.03	\$ -	-	\$ -	\$ -
Adult Ed	\$ 21,141	1.00	\$ 21,141	1.00	\$ -	-	\$ -	\$ -
Technology	\$ 50,000	2.37	\$ 50,000	2.37	\$ -	-	\$ -	\$ -
Flexibility	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ 1,292,778	61.15	\$ 1,316,667	62.28	\$ 23,889	1.13	\$ 1.53	\$ 3.06
Building Reserve Permissive	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Voted	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Grand Total	\$ 3,755,695	177.65	\$ 3,627,702	171.59	\$ (127,993)	(6.06)	\$ (8.18)	\$ (16.36)

These estimates are the District's best estimates at the current time. They are based on the current year's taxable value, as required by 20-9-116 MCA. **If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here.** These estimates are preliminary and changes are expected before the final budgets are set in August.

* 2024 Tuition Formula, Revision will be presented
March 12, 2024 Regular Board meeting.

Personnel

Wendy Graveley
16 Sautter Lane
Townsend, MT 59644

February 8, 2024

To School Board and Administration,

Please accept my retirement and resignation from Townsend Schools. As you already know I have submitted my letter and resignation form for the certified teacher's retirement incentive. I am so grateful to see that I have qualified for one of the two retirement incentive packages.

I would like to express my appreciation for the wonderful opportunity of working for the Townsend School system for the past 29 years. It has been a privilege to dedicate a majority of my teaching career with this school system and to this community. I honestly have been blessed with the most amazing students and families and it will be very difficult to say goodbye to this career.

I hope that I have made positive contributions to your school and have successfully promoted brighter students in the academic field. The relationships developed through co-workers, students, and families are a treasure I will always keep close to me. Thanks again for this wonderful opportunity.

Sincerely,

Wendy Graveley

February 12, 2024

Dear Townsend Schools and Members of the Board,

On January 24, I turned in my application for the Early Retirement Incentive, so I am sure you are aware of my plans to retire.

After thirty years of teaching in this school district, I feel it is time to move on and let the next generations of educators have their chance to influence our students' young minds. As of May 31, 2024, I will be retiring from my teaching position and moving on to the next chapter of my life. I thank you for the many opportunities to grow as an educator, and the chance to mold young minds

Best Regards,

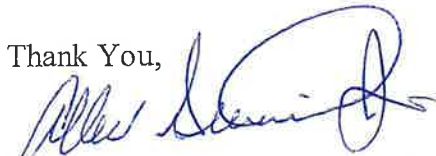

Kimberly D. Gilligan

March 5, 2024

To the Townsend School Board and Susie Hedalen, Superintendent of Townsend Schools,

I have come to the point in my career, that I have decided it is time for me to retire and start something new. My retirement date is May 31st, 2024. I have taught hundreds of students here in Townsend in the 18 years I have been here and have had a great time teaching all of those students. Past and present. I have also taught side by side with some of the best educators that I will truly miss. I have taught many different subjects, and enjoyed each and every one of them. I will always appreciate and respect Brad Raucht for all of the opportunities I was given to teach all of the different subjects I have been able to teach in the 18 years I have been here in Townsend. Not only has Mr. Raucht been one of my bosses, but I will always consider him my friend. One of the most challenging, but equally as rewarding, classes I have taught is Driver's Education. I am most proud of this class, because every class is different and unique to all of the others. As part of my rehabilitation of leaving this position and healing my Driver's Ed. Post-Traumatic Stress Disorder issues, I plan on writing a book about all of the things that have happened and I have experienced in the Driver's Ed. car all these years. I have been the President of the TEA. In this position, I have worked with 3 superintendents, 3 principals, and a number of school board members over the years, while representing the wonderful teachers of the Townsend School District. I have many staff members that have influenced me greatly over the years; Charlie Gilmore, Carla Stewart, Jim Holland, Bill Alley, Rick Neighbor, just to name a few. I will always have wonderful memories of my time here, and will always cherish some of accomplishments I have had in my career. Thank you for these last 18 years. The 7 years prior to my time in Townsend was filled with great memories as well, but Townsend is where I ended my career. It will always be special.

Thank You,



Allen Severeid, soon to be a retired Educator!

Letter of Resignation

Jennilee Bird
52 Litening Barn Ln
Townsend, Montana 59644

February 8, 2024

Townsend K-12 School District #1
201 N Spruce St.
Townsend, Montana 59644

To Whom it May Concern,

Please accept this as formal notice of my resignation from the position of Assistant Volleyball coach at Townsend High School, effective at the end of my contract date of May 31, 2024.

After careful consideration, I have made the decision to resign. It is now time for me to focus on following my kids around and support them in all of their activities. I will miss working with all the athletes in the volleyball program. Working for Townsend K-12 School District #1 has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this staff.

Sincerely,

A handwritten signature in cursive script that reads "Jennilee S Bird". The signature is written in dark ink and is positioned above the printed name.

Jennilee S Bird

To: Suzie Hedalen - Superintendent
I, Steve Ojala, am formally
Retiring from Townsend Schools
on 31 May 24.

Dated: 6 MAR 24

Steve Ojala



Townsend K-12 School District # 1 CLASSIFIED STAFF EMPLOYMENT CONTRACT

This is a Contract between, Rhoda, Hallie ("Employee") and the Board of Trustees of Townsend K-12 School District No. 1, Montana ("Board").

1. Mutual Promises: The Board agrees to employ Employee, and Employee agrees to perform duties when, where, and as assigned by the Superintendent or his/her designee and to comply with Board policy, for the specific term during the **2023-2024 fiscal year ending June 30, 2024.**

2. No Guarantee of Hours or Remuneration: Nothing in this Contract shall be construed to provide a guarantee of assignment, duties, projects, income, remuneration or hours worked other than is outlined in the Classified Master Agreement. The parties agree that the projects assigned, as well as the number of hours worked, will vary according to the nature and extent of the District's needs.

3. Compensation: The Board shall pay the Employee according to the terms of the Classified Master Agreement taking into account years of service to the district, including all benefits accruing in accordance with Title 2, chapter 18, part 6 of the Montana Code Annotated and District policy, for the assigned position of Para Professional.

4. 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.

5. Termination of Employment: The District may terminate this contract for cause at any time during its term.

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

7. 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.

8. 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.

9. Acceptance: This offer shall expire unless signed and returned to the Board or its authorized representative by 4:00 p.m., **March 8, 2024.**

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

DATED this _____ day of _____, 2024.

Employee

Date

Chair, Board of Trustees

Date

ATTEST:

Clerk

Date

Policy

MTSBA Model Policies with Required Updates Notes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MTSBA Model Policies with Recommended Updates

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

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

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

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

2
3 **THE BOARD OF TRUSTEES**

4
5 School Board Meeting Procedure

6
7 Agenda

8
9 The authority to set the board agenda lies with the Board Chair in consultation with board members
10 and the administration. The act of preparing the board meeting agendas can be delegated to the
11 Superintendent.

12
13 Any topics requested by Board members or members of the public must first be approved by the
14 Board Chair before being placed on the agenda. Citizens wishing to make brief comments about
15 school programs or procedures will follow the public comment procedures in district policy.

16
17 The agenda also must include a "public comment" portion to allow members of the general public to
18 comment on any public matter under the jurisdiction of the District which is not specifically listed on
19 the agenda, except that no member of the public will be allowed to comment on contested cases,
20 other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable
21 time limits on any "public comment" period to maintain and ensure effective and efficient operations
22 of the Board. The Board shall not take any action on any matter discussed, unless the matter is
23 specifically noticed on the agenda, and the public has been allowed opportunity to comment.

24
25 Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and
26 relevant supplementary information will be prepared and distributed to each trustee at least forty-
27 eight (48) hours in advance of a Board meeting and will be available to any interested citizen at the
28 Superintendent's office forty-eight (48) hours before a Board meeting. An agenda for other types of
29 Board meetings will be prepared if circumstances require an agenda. Agendas serving as the public
30 notice of a meeting will be posted and distributed in accordance with Policy 1400. Agendas shall
31 note the meeting will be recorded in accordance with this policy. Upon convening a meeting, the
32 Board Chair shall announce the meeting is being recorded in accordance with this policy.

33
34 Recording and Broadcast

35
36 Unless exempt as a third-class district under Section 20-6-201, MCA, and Section 20-6-301, MCA,
37 the District shall record their public meetings as described in Policy 1400 in an audio and video
38 format. The District shall make the audio and video recordings publicly available within 5 business
39 days after the meeting with a link to the recording on the District's website. If the District does not
40 maintain a website, it shall establish and maintain a social media page and provide a link to the
41 recording on the social media page.

42
43 The audio and video recordings created in accordance with this section of the policy are not required
44 to be the official record or minutes of the meeting as detailed elsewhere in the policy. If a recording
45 is not designated as the official record or minutes, the recording may be destroyed after being
46 retained online for 1 year and will no longer be subject to the requirements of Title 2, Chapter 6, for
47 public information requests upon destruction. If a recording is designated as the official record or

minutes as specified in this policy, the provisions of the policy as required by Section 2-3-212, MCA, shall apply.

The District is not required to disrupt or reschedule a meeting if there is a technological failure of the meeting recording. If the recording is not able to be made available on the District's website or social media site, the District shall prominently post a notice in the same manner as a notice of a public meeting under Policy 1400 and shall post a notice at all locations where the meeting recording links are available. The notice must explain the reason the meeting was not recorded and describe the steps taken to remedy the failure prior to the next meeting.

(Optional) If the District is capturing the audio or video recording of the meeting to be published as required by this section through a platform that is also broadcasting or streaming the meeting, the District shall arrange for the written commenting functionality of the platform to be engaged so citizens using the platform to observe the meeting also have the opportunity to comment in accordance with the provisions Policy 1420F. If the platform does not provide written commenting functionality, the District shall arrange for a dedicated public comment email address for citizens observing the meeting through the broadcast or stream to use to provide public comment. **(End Optional Language)**

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. **[(Optional)** If an audio recording of a meeting is made and designated as official, the recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the "public comment" section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting. **(end optional language)]**

1
2 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
3 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an
4 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be
5 maintained in the office of the Clerk, to be made available for inspection upon request. A written
6 copy shall be made available within five (5) working days following approval by the Board.
7

8 Quorum

9

10 No business shall be transacted at any meeting of the Board unless a quorum of its members is
11 present. A majority of the full membership of the Board shall constitute a quorum, whether the
12 individuals are present physically or electronically. A majority of the quorum may pass a resolution,
13 except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.
14

15 Electronic Participation

16

17 The Board may allow members to participate in meetings by telephone or other electronic means.
18 Board members may not simply vote electronically but must be connected with the meeting
19 throughout the discussion of business. If a Board member electronically joins the meeting after an
20 item of business has been opened, the remotely located member shall not participate until the next
21 item of business is opened.
22

23 If the Board allows a member to participate electronically, the member will be considered present
24 and will have his or her actual physical presence excused. The member shall be counted present for
25 purposes of convening a quorum. The Clerk will document it in the minutes, when members
26 participate in the meeting electronically.
27

28 Any Board member wishing to participate in a meeting electronically will notify the Chairperson and
29 Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in
30 a location with the appropriate equipment so that Board members participating in the meeting
31 electronically may interact, and the public may observe or hear the comments made. The
32 Superintendent will take measures to verify the identity of any remotely located participants.
33

34 Meeting Conduct and Order of Business

35

36 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order*
37 may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The
38 use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance.
39 Voting shall be by acclamation or show of hands.
40

41 Rescind a Motion

42

43 A motion to rescind or cancel previous action may be made anytime by any trustee. A motion to
44 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior
45 to accomplishment of the underlying action addressed by the motion.
46

47 Cross Reference: 1441 Audience Participation
48

1 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
2 adopted
3 § 2-3-202, MCA Meeting defined
4 § 2-3-212, MCA Minutes of meetings – public inspection
5 § 2-3-213, MCA Recording of meetings
6 § 20-1-212, MCA Destruction of records by school officer
7 § 20-3-322, MCA Meetings and quorum
8 § 20-3-323, MCA District policy and record of acts
9 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*

10
11 Policy History:

12 Adopted on:
13 Reviewed on:
14 Revised on:

1 _____ School District

2
3 **STUDENTS**

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page 1 of 4

4
5 Student Records

6
7 Notification to Parents and Students of Rights Concerning a Student's School Records

8
9 *This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

10
11 The District will maintain two (2) sets of school records for each student: a permanent record
12 and a cumulative record. The permanent record will include:

13
14 Basic identifying information including name
15 Academic work completed (transcripts)
16 Level of achievement (grades, standardized achievement tests)
17 Immunization records (per § 20-5-506, MCA)
18 Attendance record
19 Statewide student identifier assigned by the Office of Public Instruction
20 Record of any disciplinary action taken against the student, which is educationally related

21
22 The cumulative record may include:

23
24 Intelligence and aptitude scores
25 Health and Psychological reports
26 Participation in extracurricular activities
27 Honors and awards
28 Teacher anecdotal records
29 Verified reports or information from non-educational persons
30 Verified information of clear relevance to the student's education
31 Information pertaining to release of this record
32 Disciplinary information

33
34 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students
35 over eighteen (18) years of age ("eligible students") certain rights with respect to the student's
36 education records. They are:

- 37
38 1. **The right to inspect and copy the student's education records, within a reasonable**
39 **time from the day the District receives a request for access.**

40
41 "Eligible" students, who are eighteen (18) years of age or older, have the right to inspect
42 and copy their permanent record. Parents/guardians or "eligible" students should submit
43 to the school principal (or appropriate school official) a written request identifying the
44 record(s) they wish to inspect. The principal will make, within forty-five (45) days,
45 arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the
46 time and place the records may be inspected. The District charges a nominal fee for

copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive

written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

Student's name
Address
Telephone listing
Electronic mail address
Photograph (including electronic version)
Video and audio recording (including electronic version)
Date and place of birth
Major field of study
Dates of attendance
Grade level
Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees
Honors and awards received
Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of all the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the

decision.

3600F1
page 4 of 4

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

6. **The right to request that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Policy History:

Adopted on:

Reviewed on:

Revised on:

Student Directory Information Notification

*Please sign and return this form to the school within ten (10) days of the receipt of this form **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.*

Date

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for _____

Student's Name

Following is a list of items this District considers student directory information.
Please review School District Policy 3600P for complete information.

<ul style="list-style-type: none">-Student's name-Address-Telephone listing-Electronic mail address-<u>Photographs, Audio, Video</u>-Date and place of birth-Major field of study-Dates of attendance-Grade level	<ul style="list-style-type: none">-Enrollment status (e.g., undergraduate or graduate; full-time or part-time)-Participation in officially recognized activities and sports-Weight and height of members of athletic teams-Degrees-Honors and awards received-Most recent educational agency or institution attended
---	---

If you do NOT want directory information provided to any of the following while allow release to other entities, please check the appropriate box. If a form is returned without any box selected, no information will be provided to any entity.

Institutions of Higher Education, Potential Employers, Armed Forces Recruiters,
Government Agencies Other

NOTE: If information such as a student's name, grade level, or photograph, and other listed information is to be withheld, the student will not be included in the school's yearbook, program events, and similar School District publications or other statewide programs related to student safety, research, and scholarship. Please review School District Policy 3600P for complete information.

Parent/Eligible Student's Signature

Date

2
3 **STUDENTS**

4
5 Student Records

6
7 Maintenance of School Student Records

8
9 The District maintains two (2) sets of school records for each student – a permanent record and a
10 cumulative record.

11
12 The permanent record will include:

- 13
14 Basic identifying information including name
15 Academic work completed (transcripts)
16 Level of achievement (grades, standardized achievement tests)
17 Immunization records (per § 20-5-406, MCA)
18 Attendance record
19 Statewide student identifier assigned by the Office of Public Instruction
20 Record of any disciplinary action taken against the student, which is educationally related

21
22 Each student's permanent file, as defined by the board of public education, must be permanently kept in a
23 secure location.

24
25 The cumulative record may include:

- 26
27 Intelligence and aptitude scores
28 Health and psychological reports
29 Participation in extracurricular activities
30 Honors and awards
31 Teacher anecdotal records
32 Verified reports or information from non-educational persons
33 Verified information of clear relevance to the student's education
34 Information pertaining to release of this record
35 Disciplinary information
36 Camera footage only for those students directly involved in the incident

37
38 Information in the permanent record will indicate authorship and date and will be maintained in
39 perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained
40 for eight (8) years after the student graduates or permanently leaves the District. Cumulative records
41 which may be of continued assistance to a student with disabilities, who graduates or permanently
42 withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the
43 student has succeeded to the rights of the parents.

44
45 The building principal will be responsible for maintenance, retention, or destruction of a student's
46 permanent or cumulative records, in accordance with District procedure established by the
47 Superintendent.

48
49 Access to Student Records

50
51 The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.

In situations involving a record containing video footage, a parent of a student whose record contains the footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless the parents of the other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including student-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

2. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in

1 order to fulfill his or her professional responsibilities for the District. Access by school officials
2 to student education information will be restricted to that portion of a student's records necessary
3 for the school official to perform or accomplish their official or professional duties.

- 4
5 4. The District may grant access to or release information from student records without parental
6 consent or notification to any person, for the purpose of research, statistical reporting, or
7 planning, provided that no student or parent can be identified from the information released, and
8 the person to whom the information is released signs an affidavit agreeing to comply with all
9 applicable statutes and rules pertaining to school student records.
- 10
11 5. The District may grant release of a child's education records to child welfare agencies without the
12 prior written consent of the parents.
- 13
14 6. The District will grant access to or release information from a student's records pursuant to a
15 court order.
- 16
17 7. The District will grant access to or release information from any student record, as specifically
18 required by federal or state statute.
- 19
20 8. The District will grant access to or release information from student records to any person
21 possessing a written, dated consent, signed by the parent or eligible student, with particularity as
22 to whom the records may be released, the information or record to be released, and reason for the
23 release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be
24 mailed to the parent or eligible student by the Superintendent. Whenever the District requests
25 consent to release certain records, the records custodian will inform the parent or eligible student
26 of the right to limit such consent to specific portions of information in the records.
- 27
28 9. The District may release student records to the superintendent or an official with similar
29 responsibilities in a school in which the student has enrolled or intends to enroll, upon written
30 request from such official. School officials may also include those listed in #3 above.
- 31
32 10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will
33 provide prompt written notice to the parents or eligible student of this intended action. This
34 notification will include a statement concerning the nature and substance of the records to be
35 released and the right to inspect, copy, and challenge the contents.
- 36
37 11. The District may release student records or information in connection with an emergency, without
38 parental consent, if the knowledge of such information is necessary to protect the health or safety
39 of the student or other persons. The records custodian will make this decision, taking into
40 consideration the nature of the emergency, the seriousness of the threat to the health and safety of
41 the student or other persons, the need for such records to meet the emergency, and whether the
42 persons to whom such records are released are in a position to deal with the emergency. The
43 District will notify the parents or eligible student, as soon as possible, of the information released,
44 date of the release, the person, agency, or organization to whom the release was made, and the
45 purpose of the release.
- 46
47 12. The District may disclose, without parental consent, student records or information to the youth
48 court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act
49 or criminal laws by the student.
- 50
51 13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney

General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.

15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:

- a. Information released or made accessible.
- b. Name and signature of the records custodian.
- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

Student's name
Address
Telephone listing
Electronic mail address
Photograph (including electronic version)
Video and audio recording (including electronic version)
Date and place of birth
Major field of study
Dates of attendance
Grade level
Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees
Honors and awards received
Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. The School District will specifically include information about the missing children electronic directory photograph repository permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and information about how to request the student's directory photograph be removed from the repository.

Military Recruiters/Institutions of Higher Education/Government Agencies

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

The Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R. 99 (2011), 34 C.F.R. 99.20-22
	§ 20-5-201, MCA Duties and sanctions
	§ 40-4-225, MCA Access to records by parent
	§ 41-3-201, MCA Reports
	§ 41-5-215, MCA Youth court and department records – notification of school
	§ 20-7-104 Transparency and public availability of public school performance data -- reporting-- availability for timely

1		use to improve instruction.
2	§ 20-7-1317	Electronic Photo Repository
3	<u>Title 40, Chapter 6, Part 7 Rights of Parents</u>	
4	10.55.909, ARM	Student records
5	10.55.910, ARM	Student Discipline Records
6		
7		
8		
9	<u>Policy History:</u>	
10	Adopted on:	
11	Reviewed on:	
12	Revised on:	

1 _____ School District

2
3 **FINANCIAL MANAGEMENT**

7320
page 1 of 2

4
5 Purchasing

6
7 Authorization and Control

8
9 The Superintendent is authorized to direct expenditures and purchases within limits of the
10 detailed annual budget for the school year. The Board must approve purchase of capital outlay
11 items, when the aggregate total of a requisition exceeds \$_____, except the Superintendent
12 shall have the authority to make capital outlay purchases without advance approval when
13 necessary to protect the interests of the District or the health and safety of staff or students. The
14 Superintendent will establish requisition and purchase order procedures to control and maintain
15 proper accounting of expenditure of funds. Staff who obligate the District without proper
16 authorization may be held personally responsible for payment of such obligations.

17
18 Bids and Contracts

19
20 Whenever it is in the interest of the District, the District will execute a contract for any building
21 furnishing, repairing, or other work for the benefit of the District. If the sum of the contract or
22 work exceeds Eighty Thousand Dollars (\$80,000), the District will call for formal bids by issuing
23 public notice as specified in statute. Specifications will be prepared and made available to all
24 vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible
25 bidder, except that the trustees may reject any or all bids as per § 18-4-307, MCA as stated below
26 in the legal reference. The Board, in making a determination as to which vendor is the lowest
27 responsible bidder, will take into consideration not only the amount of each bid, but will also
28 consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to
29 promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply
30 to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a
31 physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a
32 consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an
33 accountant licensed under Title 37, Chapter 50.

34
35 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a
36 second (2nd) publication must be made not less than five (5) or more than twelve (12) days before
37 consideration of bids.

38
39 The Superintendent will establish bidding and contract-awarding procedures. Each bid and
40 procurement procedures completed by the District will comply with applicable
41 nondiscrimination laws. Each vendor or contractor awarded a contract under this policy or any
42 District procurement process shall comply with all applicable nondiscrimination laws. Bid
43 procedures will be waived only as specified in statute. Any contract required to be let for bid
44 shall contain language to the following effect:

1 *In making a determination as to which vendor is the lowest responsible bidder, if*
2 *any, the District will take into consideration not only the pecuniary ability of a*
3 *vendor to perform the contract, but will also consider the skill, ability, and*
4 *integrity of a vendor to do faithful, conscientious work and promptly fulfill the*
5 *contract according to its letter and spirit. References must be provided and will*
6 *be contacted. The District further reserves the right to contact others with whom*
7 *a vendor has conducted business, in addition to those listed as references, in*
8 *determining whether a vendor is the lowest responsible bidder. Additional*
9 *information and/or inquiries into a vendor's skill, ability, and integrity are set*
10 *forth in the bid specifications.*

11 12 Cooperative Purchasing

13
14 The District may enter into cooperative purchasing contracts with one or more districts for
15 procurement of supplies or services. A district participating in a cooperative purchasing group
16 may purchase supplies and services through the group without complying with the provisions of
17 20-9-204(4), MCA if the cooperative purchasing group has a publicly available master list of
18 items available with pricing included and provides an opportunity at least twice yearly for any
19 vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard,
20 for inclusion of the vendor's supplies and services on the cooperative purchasing group's master
21 list.

22
23
24
25

26 Legal Reference:	§§ 18-1-101, et seq., MCA	Preferences and General Matters
	§§ 18-1-201, et seq., MCA	Bid Security
	§ 18-4-307, MCA	Cancellation of invitations for bids or requests for proposals
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids - exceptions
	§ 20-10-110, MCA	School Bus Purchases – contracts- bids
	<u>Title 30, Chapter 20</u>	<u>Financial Industry Nondiscrimination</u>
34	<u>Title 49, Chapter 2, Part3</u>	<u>Prohibited Discriminatory Practices</u>

35
36

37 Policy History:

38 Adopted on:

39 Reviewed on:

40 Revised on:

2
3 **NONINSTRUCTIONAL OPERATIONS**

8110

4
5 Bus Routes and Schedules

6
7 The Superintendent's designee is responsible for scheduling bus transportation, including
8 determination of routes and bus stops. Such routes are subject to approval of the county
9 transportation committee. The purpose of bus scheduling and routing is to achieve maximum
10 service with a minimum fleet of buses consistent with providing safe and reasonably equal
11 service to all bus students.

12
13 In order to operate the transportation system as safely and efficiently as possible, the following
14 factors shall be considered in establishing bus routes:

- 15
16 1. A school bus route shall be established with due consideration of the sum total of local
17 conditions affecting the safety, economic soundness, and convenience of its operation,
18 including road conditions, condition of bridges and culverts, hazardous crossings,
19 presence of railroad tracks and arterial highways, extreme weather conditions and
20 variations, length of route, number of families and children to be serviced, availability of
21 turnaround points, capacity of bus, and related factors.
- 22
23 2. The District may extend a bus route across another transportation service area, if it is
24 necessary in order to provide transportation to students in the District's own
25 transportation service area. A district may not transport students from outside its
26 transportation service area.
- 27
28 3. No school child attending an elementary school shall be required to ride the school bus
29 under average road conditions more than one (1) hour without consent of the child's
30 parent or guardian.
- 31
32 4. School bus drivers are encouraged to make recommendations in regard to establishing or
33 changing routes.
- 34
35 5. Parents should be referred to the Superintendent for any request of change in routes,
36 stops, or schedules.

37
38 The Board reserves the right to change, alter, add, or delete any route at any time such changes
39 are deemed in the best interest of the District, subject to approval by the county transportation
40 committee.

41
42 Bus Stops

43
44 Buses should stop only at designated places approved by school authorities. Exceptions should
45 be made only in cases of emergency and inclement weather conditions.

1 bus stops shall be chosen with safety in mind. Points shall be selected where motorists
2 approaching from either direction will have a clear view of the bus for a distance of at least three
3 hundred (300) to five hundred (500) feet.

4
5 School loading and unloading zones are to be established and marked to provide safe and orderly
6 loading and unloading of students. The principal of each building is responsible for the conduct
7 of students waiting in loading zones.

8
9 The Board of Trustees shall approve all school bus stops requiring a child to cross a roadway.

10 11 Delay in Schedule

12
13 The driver is to notify the administration of a delay in schedule. The administration will notify
14 parents on routes and radio stations, if necessary.

15 16 Responsibilities - Students

17
18 Students must realize that safety is based on group conduct. Talk should be in conversational
19 tones at all times. There should be no shouting or loud talking which may distract the bus driver.
20 There should be no shouting at passersby. Students should instantly obey any command or
21 suggestions from the driver and/or his/her assistants.

22 23 Responsibilities - Parents

24
25 The interest and assistance of each parent is a valued asset to the transportation program.
26 Parents' efforts toward making each bus trip a safe and pleasant experience are requested and
27 appreciated. The following suggestions are only three of the many ways parents can assist:

- 28
29 1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
30 2. Properly prepare children for weather conditions.
31 3. Encourage school bus safety at home. Caution children regarding safe behavior and
32 conduct while riding the school bus.

33 34 Safety

35
36 The Superintendent will develop written rules establishing procedures for bus safety and
37 emergency exit drills and for student conduct while riding buses.

38
39 If the bus and driver are present, the driver is responsible for the safety of his/her passengers,
40 particularly for those who must cross a roadway prior to loading or after leaving the bus. Except
41 in emergencies, no bus driver shall order or allow a student to board or disembark at other than
42 his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of
43 all, the bus driver may hold students accountable for their conduct during the course of
44 transportation and may recommend corrective action against a student. Bus drivers are expressly
45 prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver. Each bus shall be equipped with extended stop arms as required by law.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

Compliance

To receive full state/county reimbursement, budgets must have enough funds to cover the costs of any changes to the route. The county transportation committee has authority to establish transportation service areas, should circumstances and/or geography (demographics) warrant.

Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-132, MCA	Duties of county transportation committee
	<u>§ 61-8-351, MCA</u>	<u>Meeting or passing school bus</u>
	<u>§ 61-9-402, MCA</u>	<u>Audible and visual signals</u>
	<u>Montana School Bus Standards</u>	

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 _____ **School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8125

4
5 School Bus Emergencies

6
7 In the event of an accident or other emergency, the bus driver shall follow the emergency
8 procedures developed by the Superintendent. A copy of the emergency procedures will be
9 located in every bus. To ensure the success of such emergency procedures, every bus driver will
10 conduct an emergency evacuation drill as early as possible within the first two weeks of the first
11 semester and within the first week of the second semester. Students must complete a bus safety
12 drill regardless of whether they regularly ride the bus. The District will conduct such other drills
13 and procedures as may be necessary.

14
15 Legal Reference: Montana School Bus Standards

16
17
18 Policy History:

19 Adopted on:

20 Reviewed on:

21 Revised on:

THE BOARD OF TRUSTEESDuties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee, except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item.

Unless exempt under Montana law, each trustee shall visit every school (~~except in 1st class districts~~) at least once per year to examine its management, conditions, and needs in accordance with the procedures adopted at Policy 1520.

All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall give advance notice to the Chairperson or Superintendent, of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so.

Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

Cross Reference: 1113 Vacancies

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(22), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

Policy History:

Adopted on:

Reviewed on:

Revised on:

THE BOARD OF TRUSTEES

1520

Board/Staff Communications

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

Staff Communications to the Board

All official communications or reports to the Board, from supervisors, teachers, or other staff members, shall be submitted through the Superintendent in accordance with the District organizational chart adopted in accordance with Policy 6121. This procedure shall not deny any staff member the right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

The provision does not limit or restrict employees from engaging in public comment during Board meetings as permitted by Montana law. Staff are authorized to raise concerns about potential violations of District policy and applicable laws with the Board of Trustees through the procedures and protections established by Policy 1700, Policy 5012, Policy 5015, and Policy 5125.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent in accordance with the District organizational chart adopted in accordance with Policy 6121. The Superintendent will employ all such media as are appropriate to keep staff fully informed of Board concerns and actions.

Visits to Schools

In accordance with Montana statutes, trustees shall visit every school of the District at least once each school fiscal year to examine its condition and needs. These visits are conducted with the entire Board or committees of the Board. Individual Board members interested in visiting schools without other Trustees shall request a visitation through the Board and Superintendent. If the request for an individual visit is approved by the Board, the Superintendent shall coordinate the requested visit with the principal of school. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory, evaluative or administrative purposes.

Social Interaction

Staff and Board members share a keen interest in schools and education. When they meet at social affairs and other functions, informal discussion about such matters as educational trends, issues, innovations and general District problems can be anticipated and are permitted. Official complaints, concerns, and communication shall be redirected and handled through the formal processes outlined in this policy. ~~Discussions of personalities or staff grievances are not appropriate.~~

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Cross Reference:	1700	Uniform Complaint Procedure
	5012	Sexual Harrassment
	5015	Bullying, Intimidation, and Harassment
	5125	Whistleblowing
	6121	District Organization
Legal Reference:	§ 20-3-324(21), MCA	Powers and duties
	§ 2-3-103, MCA	Public Participation
<u>Policy History:</u>		
Adopted on:		
Revised on:		

Principal's Reports



K-5 Principal Report

March 12, 2024

- 2nd grade family lunch
- LIONS Flags for 1st graders
- Teacher request form information
- 3-5 PTC - student led
- Kindergarten update
- Early Lit update
- 5th day update

Events:

- March 15, 2024 PIR
- March 19, 2024 PTC (K-2) 4:30 - 7:30
- March 21, 2024 - end of 3rd quarter
- March 22, 2024 - PLC
- March 29/April 1 - No school or 5th day

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	101.4	115.3			
1st	45.9	42.3	83	90	96.9	109.3	135.4			
2nd	32.6	60.3	101	93.6	115.5	107.5	124.7			
3rd	16.7	43.5	66	70.7	63	69.8	93.1			
4th	24.9	101	116	127.2	97.7	116	125.5			
5th	14.4	50.5	62	72.9	66.5	95.1	113.1			

Behavior Data: (blue slips)

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



Townsend K-12 School District #1

DATE: March 2024

TO: Townsend School District Board of Trustees

FROM: Brad Racht

SUBJECT: Townsend 6-8 Principal's Report

Information Items

1. Science fair
2. Test data/analysis
3. Activities/opportunities
4. Classroom visits
5. Parent/teacher conferences

Attendance

Enrollment

GRADE	SEPT 1.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
6 th	61	59	60	60	60	60	59		
7 th	62	60	60	59	60	60	60		
8 th	60	60	59	59	59	60	60		
TOTAL	183	179	179	178	179	180	179		

ABSENCES

GRADE	AUG.*	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
6 th	10.0	69.5	117.0	104.0	104.0	84.0	127.5			
7 th	21.5	77.5	99.0	108.5	79.5	134.5	121.5			
8 th	12.0	80.5	104.5	86.5	77.0	136.0	126.0			
TOTAL	33.5	227.5	320.5	299.0	260.5	354.5	375.0			

*First day of school was August 25.

Discipline

Discipline Referrals

Middle School

POINTS	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
30 day reduct.	N/A	2	2	5	5	6	6			
5 pt.	0	2	3	4	3	3	2			
10 pt.	1	0	1	0	1	2	8			
20 pt.	2	4	1	5	1	1	2			
35+pt.	0	0	3	0	0	2	0			



Townsend K-12 School District #1

Principal's Report

DATE: March 12, 2024

TO: Townsend School District Board of Trustees

FROM: Sheri Heavrin

Information Items

- Congrats to our BB Programs
- Spring sports seasons in progress
- Spring Testing- MAPS/ACT (March 19/April 10)
- Observations/Evaluations
- STRIVE
- Upcoming Activities: 3/12 MS Academic Olympics, 3/13 HS Academic Olympics, 3/14-15 FCCLA State-Bozeman, 3/21 End of Q3, 3/24-26 State SkillsUSA @ Helena, 4/2-6 State FFA Convention @ Billings, 4/10 ACT

Attendance

High School Absences/# of Days										
# of Days/Grd	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
9 th	6.5	50.5	62	63.5	60	96.5	93.5			
10 th	2	19	55.5	49.5	55.5	79	53			
11 th	4.5	50	59	58.5	56	49.5	51			
12 th	10.5	27	31	47	49	51.5	54			
Total	23.5	146.5	207.5	218.5	220.5	276.5	251.5			

# of Students	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
5-Tardies	0	4	4	8	19	21	10			
10-Tardies	0	0	2	3	1	3	1			
15-Tardies	0	0	1	5	4	5	0			
20-Tardies	0	0	0	0	2	3	0			
Total	0	4	7	16	26	32	11			

Discipline

High School Discipline Referrals										
# of Referrals	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
LI	0	7	10	4	2	2	1			
LII	0	0	2	3	0	0	2			
LIII	1	1	0	0	0	1	2			
LIV	0	0	0	0	0	0	0			
LV	0	0	0	0	0	0	0			
Total	1	8	12	7	2	3	5			