

Townsend K12 School District #1



School Board Meeting

April 9, 2024

6:00 pm

Library Community Room

Together We Inspire, We Lead, We Excel!

2023-2024

Board Chairman – Jason Noyes

Board Vice-Chairman – Chase Ragen

Student Services Committee

Activities, Attendance and Discipline, Wellness, Technology and Transportation

Vanessa Flynn, Chase Ragen (Alternate – Daniel Truesdell)

Curriculum Committee

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

Jason Noyes, Jason Kool (Alternate – Vanessa Flynn)

Operations Committee

Insurance and Facilities

Jason Noyes, Daniel Truesdell (Alternate – Jason Kool)

Community Involvement Committee

Vanessa Flynn, Daniel Truesdell (Alternate – Jason Noyes)

Negotiations

Jason Noyes, Chase Ragen (Alternate – Vanessa Flynn)

Library Board

Vanessa Flynn, Jason Kool

Townsend K-12 School District #1

Townsend Board of Trustees

Board Meeting Agenda

Tuesday, April 9, 2024

6:00 PM –Community Room

201 North Spruce Street, Townsend, MT 59644

Call to order and roll call.

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

Recognition of Individuals, Delegations, and Correspondence

- Student Council Representatives Present
- Office of the Clerk & Recorder, Angie Paulsen dated March 29, 2024

1. Items of Discussion

- 1.1 Committee Meeting Reports: Negotiations, Activities, Facilities, Calendar
- 1.2 Strategic Planning, Portrait of a Graduate, Goals

2. Consent Agenda:

- 2.1 Approval of Minutes
- 2.2 Approval of Warrants

3. Action Items

- 3.1 Approve the 2024 Spring Senior Party Proposal
- 3.2 Approve School Property Use for Billings Clinic Health Fair
- 3.3 Approve the 2024-2025 School Calendar
- 3.4 Approve Remaining Expenditures for Elementary Building Project
- 3.5 Approve Audit for FY2023 Denning, Downey & Associates, P.C.
- 3.6 Approve Records Disposal
- 3.7 Approve 2024-2025 Substitute List
- 3.8 Approve 2024 Summer Food Program

3.9 PERSONNEL

Resignations

- After School Program/5th Day Program Aide – Nykia Mondragon
- Elementary Teacher- Bradi Watkins
- Elementary Teacher – Emma Covarrubias

Employment 2023-2024

- Custodian- Mariah Romo
- MS Track Coach- April Eggers
- Substitute- Nichol Martin
- Summer 5th Day Program- Shari Toney
- Summer Custodian- Carley Ries

Employment 2024-2025

- After School Program- Shari Toney
- Contract Renewal Certified
- Contract Non-Renewal Certified
- Contract Renewal Certified Tenure
- Contract Non-Renewal Certified Tenure
- Contract Renewal Classified

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.

- Contract Renewal Activities: Fall and Winter Sports/Activities
- Contract Non-Renewal Activities: Fall and Winter Sports/Activities
- Other Contracts: Summer Counselor, Head Librarian, Extended Ag.

3.10 Policy

1st Reading

Policy 1610 – Goals and Objectives

Policy 3141 – Non-Resident Enrollment (Open Enrollment)

Policy 8132 – Activity Trips

Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds

Policy 5231 – Personnel Records

Policy 2165 – Early Literacy Targeted Intervention

Policy 2165F – Early Literacy Targeted Intervention Consent Form

Policy 7320 – Purchasing

2nd Reading

Policy 1420 – Board Meeting Procedure

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

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 Principals Reports

4.2 Superintendent Report

5. Adjourn



Tuesday, April 9, 2024
6:00 PM –Community Room
201 North Spruce Street, Townsend, MT 59644
Informational

Call to Order & Review of Agenda

Public Participation

Recognition of Individuals, Delegations, and Correspondence

- Student Council Representatives Present
- Office of the Clerk & Recorder, Angie Paulsen dated March 29, 2024

Items of Discussion

- Committee Meeting Reports: Negotiations, Activities, Facilities, Calendar
- Strategic Planning, Portrait of a Graduate, Goals

Consent Action Items

Minutes

Recommended Motion: Move to approve the Minutes as presented for Tuesday, March 12th, 2024 March, Tuesday, March 5th, 2024 March, Wednesday, March 27th, 2024 March, Friday, March 22th, 2024.

Warrants

Recommended Motion: Move to approve Warrants as presented.

Action Items

Approve the 2024 Spring Senior Party Proposal- Information will be presented at the meeting.

Recommended Motion: Move to approve the 2024 Spring Senior Party Proposal.

Approve School Property Use for Billings Clinic Health Fair- The Billings Clinic would like to do their annual Health Fair and land the MedFlight helicopter on the field.

Recommended Motion: Move to approve the use of the track and field for the Billings Clinic Health Fair.

Approve the 2024-2025 School Calendar- The Calendar committee has been meeting and suggests the attached calendar.

Recommended Motion: Move to approve the recommended calendar for 2024-2025.

Approve Remaining Expenditures for Elementary Building Project- I recommend to the Board approve the remaining expenditures with the building premium funds remaining.

Recommended Motion: Move to Approve the expenditures as presented.

Approve the FY23 Denning, Downey & Associates, P.C. Audit- I recommend to the Board to approve audit report as presented by Denning, Downey & Associates, P.C..

Recommended Motion: Move to Approve the FY23 audit report as presented.

Approve Records Disposal- See details attached.

Recommended Motion: Move to Approve the records disposal.

Approve the 2024-2025 Substitute List- list attached.

Recommended Motion: Move to Approve the substitute list.

Approve the 2024 Summer Foods Program- see attached.

Recommended Motion: Move to Approve the 2024 summer foods program.

Personnel

Resignations

- Track- Allie Lampman
- After School Program/5th Day Program Aide – Nykia Mondragon
- Elementary Teacher- Bradi Watkins

Recommended Motion: Move to approve resignations as presented.

Employment 2023-2024

- Custodian- Mariah Romo
- MS Track Coach- April Eggars
- Substitute- Nichol Martin
- Summer Program- Shari Toney
- Summer Custodian- Carley Ries

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

Employment 2024-2025

- After School Program- Shari Toney
- Contract Renewal Certified
- Contract Non-Renewal Certified
- Contract Renewal Certified Tenure
- Contract Non-Renewal Certified Tenure
- Contract Renewal Classified
- Contract Renewal Activities: Fall and Winter Sports/Activities
- Contract Non-Renewal Activities: Fall and Winter Sports/Activities
- Other Contracts: Summer Counselor, Head Librarian, Extended Ag., Dual Credit, Driver's Education

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

Policy

1st Reading

Policy 1610 – Goals and Objectives

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.

Policy 3141 – Non-Resident Enrollment

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.

Policy 8132 – Activity Trips

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

Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds

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.

Policy 5231 – Personnel Records

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.

Policy 2165 – Early Literacy Targeted Intervention

Early Literacy Targeted Intervention. This policy was created to assist districts in establishing early literacy targeted intervention programs established by HB 352. The policy is based on the new statutes and the regulations adopted by the Board of Public Education. The policy is accompanied by Policy 2165F – Early Literacy Targeted Intervention Consent Form.

Policy 2165F – Early Literacy Targeted Intervention Consent Form

This form was developed to assist districts in securing parental consent prior to early literacy evaluation.

Policy 7320 – Purchasing

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

*The previous policy had \$80,000 in the blank as attached.

2nd Reading

Policy 1420 – Board Meeting Procedure

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

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

Christina Hartmann, Elementary Principal

Brad Racht, Middle School Principal

Sheri Heavrin, High School Principal

Superintendent Report

Susie Hedalen, Superintendent

Correspondence



**OFFICE OF THE CLERK AND RECORDER
ELECTION ADMINISTRATOR
COUNTY SURVEYOR
ANGIE PAULSEN**

Broadwater County Courthouse · 515 Broadway, Townsend, MT 59644
broadwatercountymt.com · 406.266.3405

**TO: SCHOOL BOARD TRUSTEES
TOWNSEND SCHOOL DISTRICT NO. 1**

**FROM: ANGIE PAULSEN
BROADWATER COUNTY CLERK AND RECORDER
515 Broadway
Townsend, MT 56944**

DATE: March 29, 2024

**RE: NOTICE of Trustee candidates who can be placed on the school election ballot for 3 year-terms,
along with cancellation of 1-year term election to be appointed by acclamation**

Please be advised that the following candidates have officially filed to run for a School Board Trustee position and will be placed on the school election ballot:

Board Trustee 3-year term
Jason Noyes, Incumbent
Vanessa Flynn, Incumbent
Audrey Martin

NOTICE IS HEREBY GIVEN, pursuant to § 13-1-502 (4) (b) MCA, an election of Townsend School District Board Trustee 1-year term will not be held, as the number of candidates is equal to or less than the number of positions to be elected for this position.

IT IS HEREBY DECLARED, pursuant to § 13-1-304 MCA, that it is not necessary to hold a Townsend School District No. 1 Board Trustee 1-year term election and the governing body of the Townsend School District No. 1 may declare the below candidate to be elected to the position by acclamation on May 8, 2024, unless the governing body requires than an election be held:

Board Trustee 1-year term
Daniel Truesdell

Dated and effective this 29th day of March 2024

**ANGIE PAULSEN
BROADWATER COUNTY CLERK AND RECORDER**

Broadwater County CLERK & RECORDER Office · 515 Broadway · Townsend, MT 59644
Phone (406) 266-3405 · Fax (406) 266-4502
[Clerk & Recorder | Broadwater County, MT \(broadwatercountymt.com\)](http://Clerk & Recorder | Broadwater County, MT (broadwatercountymt.com))

Minutes

2.1

Minutes

Negotiations Committee Meeting

Tuesday, March 5, 2024

5:00 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 5:05

7.5 PLC days committee to plan agendas/topics

7.6 Hours for events concerts, STEAM night exchanged for PLC hours? Other ideas? Please provide list to the board.

Board: Ticket taking, and other duties how can we solve this problem? Outside of duty day challenge?

Change lane change survey from superintendent date to June 31st

172 duties days

11.2 Salary Schedule regional schools Average base \$35,478 - \$35,030 is there a way to get there?

ANB correlations?

Will raise help cover the increase in insurance? Big concern

The Board would like input on how to correct the budget? How do we put more money on the table for raises? Cuts or income, increase ANB?

Not cutting but potentially not filling all vacancies

The Board would like help with a marketing plan and action plan for increasing enrollment Alternative school, online school, other ideas?

Discussion on students in crisis that we lose.

Budget- adjustments due to ESSER funds ending that covered PD, Instructional supplies and other areas.

10.2 Group insurance changes presented language change

Adjourned at 6:45

Board Members: Noyes, Raegan

Teachers: Mrs. Lawson, Mrs. Gilligan, Mrs. Bellinger

Admin: Mrs. Hedalen

Signatures:

Board Chair _____

Superintendent _____

**REGULAR BOARD MEETING
BOARD OF TRUSTEES
TOWNSEND SCHOOLS K-12 DISTRICT #1
LIBRARY COMMUNITY ROOM
TUESDAY, MARCH 12, 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, Joe Gill, Lisa Larson, Jami Lawson, Jamee Cameron, Emma Covarrubias, Jennifer Hoppe, Gary Bauman, Le Ann Bauman, Brandon Boylan, Michelle Boylan, Keaton Boylan, Trigg Boylan, Luke Carr, Todd Beatty, and Linda Kent – MT 43 News.

Chairman Jason Noyes called the meeting to order at 6:07 p.m. and allowed for public comment.

Public Comment

Former Townsend School Staff & Community Member, Steven Nelson – Calls on the Board to reconsider the wage structure for Classified Staff within Townsend Schools. He would like a more equitable and stable wage structure for Paraprofessional staff.

Chairman, Jason Noyes clarified the current Townsend School Trustee election format. The Trustee election to be held on May 7, 2024 will be as follows:

- Two, 3-year term positions
- One, 1-year term position

Candidates must declare a term at the time of registration. Candidates from the 3-year term positions will not be considered for the 1-year term position when declaring a winner and vice versa. Additional information can be found at the Broadwater Clerk and Records Office, Main Street, Townsend.

Correspondence

- Townsend Education Association – February 9, 2024
 - Open Negotiations
- Subdivider Representative, Kristie Heinemann – February 16, 2024
 - Notice of Subdivision Proposal – Warm Spring Meadows
- Denning, Downey & Associates, P.C. – March 11, 2024
 - Audit Conclusion Governance Letter

Discussion Items

Activities Committee

Superintendent, Susie Hedalen reported on progress of the committee surrounding the information inquiries for FY25 Townsend High School Baseball and Middle School Cheer.

Curriculum Committee

Superintendent, Susie Hedalen reported on the groups identification of the following needs: Health Books, Continuation of LEXIA, Overview of Assessment Data, Opportunities for HS students and enrollment updates

Strategic Planning

Superintendent, Susie Hedalen reported on the groups collaboration of the following: Core purpose, Core values. Strategic Planning Meeting #2 scheduled for April 4, 2024 4:00 p.m. to 6:00 p.m.

Technology Committee

Superintendent, Susie Hedalen reported on the groups review of the following concerns: budget overview, 250 Chromebook procurement, and E-Rate refund receivables.

Negotiations Committee

Superintendent, Susie Hedalen reported on the Townsend Teachers Association Certified Staffs progress after the conclusion of the March 5th and 12th meetings. Meetings scheduled to resume April 4th and April 5th, 6:30 p.m. to 8:30 p.m.

Safety Committee

Superintendent, Susie Hedalen reported on the following: upcoming meeting dated to be determined and Spring grant enrollment.

Standards Based Grading

Elementary School Principal, Christina Hartmann presented on the transition to Standards Based Grading for grades kindergarten through 5th grade. Townsend School Certified Teachers Jami Lawson and Lisa Larson spoke in favor of the new format.

Hail Insurance Funds

Chairman, Jason Noyes reported on the receipt of the insurance claim funds. The hail damage roofing project is now complete.

Bond Premium Funds

Chairman, Jason Noyes reported on the remaining Bond Premium funds. The project reported financial success by not exceeding budget limits. No District funds were used to complete the project. The remaining Bond Premium dollars will be used to address the items of concern noted after project completion. Items will be presented to the Board for approval by the end of the fiscal year.

Consent Action Items

Approve the Minutes:

- February 13, 2024 Regular Board Meeting
- February 22, 2024 Special Board Meeting – Strategic Planning #1
- February 26, 2024 Activities Committee Meeting
- February 27, 2024 Curriculum Committee Meeting

Approve Warrants as presented. Claims #30651-30722 in the amount of \$191,662.04.

February/March Claims (#30651-30702)

Late Claims Submission (Claims #30703-30721)

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

Action Items

Approve 2024-2025 Broadwater High School Boys Baseball season.

Chase Ragen moved to approve the establishment of a 2024-2025 Broadwater High School Boys Baseball season pending the successful fundraising efforts by the community at minimum of \$20,000.00. Townsend School District will invest \$10,000.00 general fund dollars for the fiscal year 2025. Jason Kool seconded the motion. Terms of fundraising management have yet to be determined.

Discussion:

Superintendent, Susie Hedalen commented on the projected General Fund budget for fiscal year 2025. Trustee, Chase Ragen spoke in favor of creating opportunities for Townsend students – he is encouraged to bring baseball to the District in order to retain and recruit High School enrollment.

Daniel Truesdell moved to amend Chase Ragen’s motion as follows: “after the fundraising period, the school Board may reconsider providing financial support for Broadwater High School boys baseball based on success and popularity.” Vanessa Flynn seconded the motion.

Discussion:

Chairman, Jason Noyes spoke in disagreement of both motions as presented. He believes with the current climate of the District’s finances, funds are better spent on academics, including Certified Teaching staff. Obstacles with facilities use, administrative staffing needs, and stainable expenditure recovery will place to great of a burden on the District.

Chase Ragen call on the community to consider future levy approval in order to continue District success.

Open for Public Comment:

Several Townsend School District students appearing in support of the addition of the High School boy’s baseball program.

Community member, April Gentry spoke in favor of creating the baseball program. She believes activities such as baseball can be the anchor in student body retention.

Amendment Motion Vote

Vanessa Flynn - For, Chase Ragen - Against, Daniel Truesdell – For, Jason Kool – Against, Jason Noyes - Against. Motion fails 3 to 2.

Original Motion Vote

Vanessa Flynn - For, Chase Ragen - For, Daniel Truesdell – Against, Jason Kool – For, Jason Noyes - Against. Motion passes 3 to 2.

Approve the Discontinuation of KDGZ Radio and Notification/Transition to Streaming Platform.

Chase Ragen moved to approve the termination of Townsend School KDGZ Radio 98.3 broadcast per the terms outlined in the Townsend School & Broadwater County Disaster & Emergency Services (DES) Interlocal Agreement. Vanessa Flynn seconded the motion.

Discussion:

Chairman, Jason Noyes spoke in agreement that the long-time KDGZ Radio 98.3 broadcast must be replaced for a more modern platform. Creation of an online streaming platform to be announced in the future.

All voted in favor. Motion passed.

Approve Bus use by 4H Exchange Group.

Daniel Truesdell moved to approve the bus use by 4H Interstate Exchange Group during the week of June 16th through 22nd, 2024. 4H Interstate Exchange will provide insurance, qualified drivers, and cover for expenses incurred during the rental period. Jason Kool seconded the motion. All voted in favor. Motion passed.

Approve Corebridge Financial Roth Plan 403 (b) for Townsend Employees

Daniel Truesdell moved to approve the Corebridge Financial Roth Plan 403 (b) Adoption Agreement for Townsend School District employees. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

Approve the Termination of the Live Stream Platform - Board Meetings

Chase Ragen moved to terminate the live stream platform for all Board meetings per MTSBA Model Policy 1420. Vanessa Flynn seconded the motion.

Motion Vote

Vanessa Flynn - For, Chase Ragen - For, Daniel Truesdell – Against, Jason Kool – Against, Jason Noyes - For.
Motion passes 3 to 2.

Approve Extended Time to Use Excess Vacation

Daniel Truesdell moved to approve the extension of excess leave for Jim Riddle and Thomas Graham. Jason Noyes seconded the motion. All voted in favor. Motion passed.

Resolution of Intent to Impose an Increase in Levies

MCA 20-9-116 requirement of the District to provide notice of its intent to increase non-voted levies in the ensuring fiscal year.

Daniel Truesdell moved to approve the Notice of Intent to Increase Non-Voted Levies March 31, 2024 as presented. Vanessa seconded the motion. All voted in favor. Motion passed.

Personnel 2023-2024 School Year

Resignations

Wendy Gravely – Teacher Retirement

Kim Gilligan – Teacher Retirement

Allen Sevard – Library and Drivers Education Teacher Retirement

Jennilee Bird – Coach

Steve Ojala – Maintenance

Audrey Martin – Adult Education

Jason Kool moved to resignations as presented. Chase Ragen seconded the motion. All voted in favor. Motion passed.

Thank you and well wishes to all retirements!

Employment

Paraprofessional – Hallie Rhoda
Tennis Volunteer – Lexi Howard
K-5 Paraprofessional Substitute – Kadynce Clark

Vanessa Flynn moved to approve the hire of Hallie Rhoda, Kadynce Clark, and volunteer Lexi Howard pending successful background checks. Daniel Truesdell seconded the motion. All voted in favor. Motion passed.

Policy Review

First Reading:

Policy 1420 – Board Meeting Procedure
Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms
Policy 7320 – Purchasing – **Deferred**
Policy 8110 – Bus Routes and Schedules
Policy 8125 – School Bus Emergencies
Policy 1240 – Duties of Individual Trustees
Policy 1520 – Board Staff Communications

Jason Kool moved to approve the first reading of policies: 1420 – Board Meeting Procedure, 3600F1, 3600F2, 3600P – Student Records Procedures and Forms, 8110 - Bus Routes and Schedules, 8125 - School Bus Emergencies, 1240 – Duties of Individual Trustees, and 1520 - Board Staff Communications with amendments. Vanessa Flynn seconded the motion. All voted in favor. Motion passed.

Information Items – Discussion and Reports

Principal's Report

Elementary Principal – Christina Hartmann reported on the following:
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 Program Update
Upcoming Events
Attendance and Behavior Data

Middle School Principal – Brad Racht reported on the following:

Science Fair

Test Data/Analysis

Classroom Visits

Parent Teacher Conferences

Attendance, Absences, and Behavior Data

High School Principal – Sheri Heavrin reported on the following:

Congratulations to Basketball Programs

Spring Sports Season in Progress

Spring Testing- MAPS & ACT (March 19th, April 10th)

Observations/Evaluations

STRIVE

Upcoming Student Activity Schedule

Attendance and Behavior Data

Superintendent's Report

Superintendent – Susie Hedalen reported on the following:

Summer Drivers Ed TBD

Staffing Concerns – Retirement Announcements, Job Postings

March 15th PIR Day Agenda

Update on Indian Education for All

Portrait of a Graduate

Early Literacy Program Update

Prekindergarten Update

Safety Update – Results from Recent Fire Drill – Emergent 3 App

State of Montana New Testing Model Roll Out

State of Montana ACT Funding Removal

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

Jason Noyes – Chairman

Kayce Williams – District Clerk

**SPECIAL BOARD MEETING
BOARD OF TRUSTEES
TOWNSEND SCHOOLS K-12 DISTRICT #1
ONLINE & LIBRARY COMMUNITY ROOM
FRIDAY, MARCH 22, 2024 1:00 PM**

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

Additional participants included: Susie Hedalen and Kayce Williams, Angie Giono, and Joe Gill.

Chairman Jason Noyes called the meeting to order at 1:05 p.m.

Public Comment

No public comment.

Action Items

Approve Montana Unified School Trust 2024-2025 Benefit Renewal Plan. Open Enrollment Selection #1 April 22, 2024 through May 3, 2024.

Daniel Truesdell moved to approve the Montana Unified School Trust 2024-2025 Benefit Renewal Plan as presented. Vanessa Flynn seconded the motion. All approved. Motion passed.

Special Board Meeting adjourned at 1:09 p.m.

Jason Noyes – Chairman

Kayce Williams – District Clerk

Negotiations Board Committee Meeting Agenda
Wednesday, March 27, 2024
6:30-8:30 PM – Community Room
210 North Pine Street, Townsend, MT 59644

The scheduled Negotiations Committee Board meeting of the trustees of Townsend Schools was held on this date with the following board members present: Jason Noyes and Chase Ragen.

Additional participants included: Susie Hedalen,

Chairman Noyes called the meeting to order at 6:30 P.M. and allowed for public comment.

Public Comment

No public comment.

Items of Discussion

2.1 Certified Negotiations Proposals

The Townsend TEA discussed that the teachers are working more hours in Townsend than neighboring districts with out lunch breaks factored in.

They would like to see some PLC days removed for the additional hours worked and due to lack of funding for raises.

The Negotiations committee of the Board discussed that is was not comfortable getting rid of a majority of the PLC days because they feel they are good for education. Teachers and learners both benefit from those teacher collaborations days.

The district also said that it would not feel comfortable moving forward with negotiating of a raise if it meant putting the district far into the red. The TEA suggested the Committee look at further cuts.

Negotiations Committee Session Meeting adjourned at 8:30 p.m.

Jason Noyes – Chairman

Susie Hedalen – Superintendent

Warrants

2.2

TOWNSEND SCHOOLS
Claim Approval List
For the Accounting Period: 4/24

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30724	1423 ANGELA GIONO	131.11					
1	Mileage 03/14/24 Library Conference Butte MT	105.86		282	100-2200	582	
2	MEALS 03/14/24 Meal Reimbursement	25.25		282	100-2200	582	
30725	3908 BRITTANY GRAHAM	1,680.00					
1	006MARCH 03/29/24 MS ASL Services	1,680.00		213	280-1000	320	116
30726	3926 BROADVOICE	907.16					
1	698865 03/20/24 Monthly Phone Service	907.16*		201	100-2300	531	
30727	3858 BULLDOG BUS LINES, LLC	43,089.10					
1	APRIL 04/01/24 Regular Bus Route Contract	43,089.10		210	100-2700	513	
30728	2613 CDW GOVERNMENT INC.	9,380.00					
1	QF70016 03/18/24 SOFTWARE	9,380.00	7453	215	787-1000	682	787
CARR							
30729	3863 CARLEY RIES	6.20					
1	CARD 03/10/24 MS/HS Winco Foods - FCS	6.20		201	100-1000	610	
30730	3872 CANON FINANCIAL SERVICES, INC.	2,414.80					
1	32259231 03/12/24 imagePRESS Lite C265	281.32		201	100-5200	840	
2	32259232 03/12/24 Monthly Copier Contract	2,133.48		201	100-5200	840	
30731	311 DENNING, DOWNEY & ASSOCIATES CPA's	700.00					
1	17288 03/24/24 DCF - Prep. Data Collection Fo	700.00*		201	100-2500	330	
30732	404 FRONTLINE GLASS, INC.	665.84					
1	1-222200 03/21/24 HS 23 5/8 x 47 5/8 Mirror	215.84*		201	100-2600	440	
2	160159 01/16/24 HS Front Entry Door Repair	450.00		260	100-4500	725	301
30733	580 JOSTENS, INC.	201.20					
1	33522553 03/13/24 HS Diploma Honors Package	201.20*		201	100-2100	610	
30734	3312 KALEVA LAW FIRM	5,362.50					
1	7137 03/13/24 HS Attorney Fees	5,362.50		201	100-2300	330	

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
30735	749 MONTANA BROOM & BRUSH -	1,466.06						
1	1380198-0 03/20/24 See attached	42.02*	7441	215	737-2600	610	266	
RIDDLE								
2	1378759-0 03/18/24 See attached	31.20*	7441	215	737-2600	610	266	
RIDDLE								
3	1361611-6 03/18/24 See attached	514.00*	7441	215	737-2600	610	266	
RIDDLE								
4	1360128-0 03/25/24 See attached	650.00*	7441	215	737-2600	610	266	
RIDDLE								
5	1363509-1 03/14/24 See attached	12.00*	7441	215	737-2600	610	266	
RIDDLE								
6	1361611-5 03/11/24 See attached	216.84*	7441	215	737-2600	610	266	
RIDDLE								
30736	3574 MONTANA INTERNET CORPORATION	975.00						
1	B11433-144 03/15/24 Monthly Internet Service	880.00		201	100-2580	535		
2	B11433-144 03/15/24 Radio Monthly Internet Ser	95.00*		201	100-2580	531		
30738	3778 MONTANA DIGITAL ACADEMY	123.00						
1	INV-FC24-0 03/21/24 Flex CAP	123.00*		201	100-1000	681		
30739	2743 MONTANA STATE SCIENCE FAIR	175.00						
1	62901 03/11/24 MS State Science Fair Entry Fe	175.00		201	710-3400	582		
30740	3861 MT 43 NEWS	96.12						
1	536 02/29/24 Ad Dec. of Intent Trustee Elec	62.40		201	100-2300	540		
2	572 03/21/24 Ad Non Voted Levies	33.72		201	100-2300	540		
30741	804 NATIONAL HONOR SOCIETY	1,425.00						
1	Fall 04/01/24 HS Football Custodial Services	225.00*		201	100-2600	340		
2	Fall 04/01/24 HS Volleyball Custodial Servi	450.00*		201	100-2600	340		
3	Winter 04/01/24 HS Wrestling Custodial Servi	150.00*		201	100-2600	340		
4	Winter 04/01/24 HS Basketball Custodial Servi	600.00*		201	100-2600	340		
30742	1308 RIDDELL ALL AMERICAN SPORTS CORP	1,784.58						
1	952027445 03/07/24 HS Football Helmet Recondit	1,605.14		201	720-3500	610		
2	952031871 03/14/24 HS Football Helmet Recondit	179.44		201	720-3500	610		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30743		1365 SCHOLASTIC BOOK FAIRS - 30	3,454.04					
1		W54938551B 03/22/24 2024 Book Fair	3,454.04*		282	800-3300	610	599
30744		3661 TOWNSEND HARDWARE	48.44					
1		194825 03/27/24 HS Padlock	22.49		201	100-2600	610	
2		193947 03/14/24 District Spring Snap	13.96		201	100-2600	610	
3		193310 03/04/24 HS Shop Hex Washer	11.99		201	100-2600	610	
30745		3794 TOWNSEND AUTO PARTS LLC	87.84					
1		15622-5666 03/01/24 District '08 Chevy Door La	32.93		201	710-2700	610	
2		15622-5666 03/01/24 District '08 Chevy Door La	32.94		201	720-2700	610	
3		15622-5666 03/01/24 District Bus Wiper Blades	10.98		201	710-2700	610	
4		15622-5666 03/01/24 District Bus Wiper Blades	10.99		201	720-2700	610	
30746		3956 WILLIAM V. MACGILL	3,545.94					
1		IN0866041 03/26/24 Stop the Bleed Kit	3,545.94	7448	215	100-2300	610	499
		HARTMANN						
30747		3294 WEX BANK	377.71					
1		504945167 03/04/24 Drivers Ed Fuel	52.50*		218	100-1000	624	
2		9114805 03/01/24 MS Wrestling	169.20		201	720-2700	624	
3		873832789 03/09/24 MS Wrestling	156.01		201	720-2700	624	
30748		3883 MONTANA BROOM & BRUSH - Hot Lunch	1,192.03					
1		1373031-0 03/05/24 Food Service Supplies	89.40		212	910-3100	610	
2		1373031-1 03/08/24 Food Service Supplies	64.99		212	910-3100	610	
3		1373627-0 03/08/24 Kitchen Cleaning Supplies	139.00		212	910-3100	610	
4		1376215-0 03/13/24 Food Service Supplies	273.69		212	910-3100	610	
5		1369634-2 03/13/24 Food Service Supplies	70.00		212	910-3100	610	
6		1379783-0 03/19/24 Food Service Supplies	134.09		212	910-3100	610	
7		1373031-2 03/19/24 Food Service Supplies	224.40		212	910-3100	610	
8		1376231-0 03/14/24 Food Service Supplies	59.99		212	910-3100	610	
9		1376215-1 03/19/24 Food Service Supplies	17.36		212	910-3100	610	
10		1379783-1 03/22/24 Food Service Supplies	119.11		212	910-3100	610	
30749	C	1088 SYSCO MONTANA INC.	1,452.69					
1		443849217 03/06/24 Hot Lunch Food	445.71		212	910-3100	630	
2		443876901 03/20/24 Hot Lunch Food	630.90		212	910-3100	630	
3		443863258 03/13/24 Hot Lunch Food	289.38		212	910-3100	630	
4		443863258 03/13/24 5th Day Program	43.35*		215	434-1000	610	277
5		443863258 03/13/24 Snack Pack	43.35		215	800-3300	610	252

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30750	2674 HARRINGTON BOTTLING	800.00					
1	14055693 02/27/24 Hot Lunch Water	154.00		212	910-3100	630	
2	14056098 03/05/24 Hot Lunch Water	154.00		212	910-3100	630	
3	14056345 03/08/24 Hot Lunch Water	64.00		212	910-3100	630	
4	14056491 03/12/24 Hot Lunch Water	184.00		212	910-3100	630	
5	14056892 03/19/24 Hot Lunch Water	244.00		212	910-3100	630	
30751	119 BOB'S THRIFTWAY	983.63					
1	03-2040555 03/06/24 MS/HS Nutrition & Wellness	112.97*		215	394-1000	610	283
2	02-2600845 03/11/24 MS/HS Nutrition & Wellness	98.14*		215	394-1000	610	283
3	03-2050354 03/19/24 MS/HS Nutrition & Wellness	45.62*		215	394-1000	610	283
4	02-2596084 03/04/24 Snack Pack	117.16		215	800-3300	610	252
5	03-2052279 03/21/24 5th Day Program	41.16*		215	434-1000	610	277
6	01-2224843 03/19/24 5th Day Program	5.68*		215	434-1000	610	277
7	03-2049733 03/18/24 Snack Pack	149.28		215	800-3300	610	252
8	03-2046502 03/14/24 5th Day Program	10.05*		215	434-1000	610	277
9	01-2226416 03/21/24 MS/HS Ag Ed	11.47		201	391-1000	610	
10	02-2596647 03/05/24 Maintenance	13.14		201	100-2600	610	
11	01-2230893 03/28/24 Hot Lunch Food	13.41		212	910-3100	630	
12	02-2601094 03/11/24 Snack Pack	131.64		215	800-3300	610	252
13	02-259825 03/04/24 MS/HS Ag Ed	28.79		201	391-1000	610	
15	02-2597626 03/06/24 MS/HS Ag Ed	9.73		201	391-1000	610	
16	02-2611720 03/28/24 Snack Pack	110.36		215	800-3300	610	252
17	03-2056277 03/27/24 MS/HS Nutrition & Wellness	85.03*		215	394-1000	610	283
30753	3964 BSD7 FINE ARTS	272.00					
1	APRIL2024 04/01/24 Band Group Festival	272.00	7455	201	710-3400	582	
BAKKUM, D							
30754	225 CITY OF TOWNSEND	1,383.82					
1	APR2024 03/29/24 ELEM WATER	146.87		201	100-2600	421	
2	APR2024 03/29/24 ELEM SEWER	476.24		201	100-2600	421	
3	APR2024 03/29/24 ELEM GARBAGE	68.80		201	100-2600	421	
4	APR2024 03/29/24 HS WATER	146.87		201	100-2600	421	
5	APR2024 03/29/24 HS SEWER	476.24		201	100-2600	421	
6	APR2024 03/29/24 HS GARBAGE	68.80		201	100-2600	421	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30755		2933 EPES SOFTWARE	176.00					
1		13993 04/01/24 Web Accounting Software	176.00		201	100-2400	610	
30756		3899 FRENCHTOWN K12 SCHOOLS	100.00					
1		APRIL2024 04/01/24 2024 Academic Challenge	100.00	7457	201	710-3400	582	
		BLEILE						
30757	C	3854 FISCHER'S TECHNOLOGY	1,464.40					
1		1308119 03/29/24 Copier Contract & Overage	1,464.40		201	100-1000	320	
30758	C	421 GENERAL DISTRIBUTING CO.	399.59					
1		0001358406 03/31/24 IND CO2	86.53		201	391-1000	610	
2		0001358406 03/31/24 IND CO2	86.53		201	395-1000	610	
3		0001358406 03/31/24 IND CO2	86.53		201	100-1000	610	
4		0001357587 03/31/24 Argon & Oxygen	46.67		201	391-1000	610	
5		0001357587 03/31/24 Argon & Oxygen	46.67		201	395-1000	610	
6		0001357587 03/31/24 Argon & Oxygen	46.66		201	100-1000	610	
30759		3780 MACY HENZE	6,055.52					
1		1072 04/01/24 MS March ASL Services	6,055.52		213	280-1000	320	116
30760		761 NORTHWESTERN ENERGY	21,933.98					
1		0692977-2 03/11/24 313 N. Cedar Street	6.93		201	100-2600	412	
2		0720338-3 03/07/24 201 N Spruce Street Library	682.74		201	100-2600	412	
3		0710189-2 03/08/24 201 N Spruce Street	16,995.45		201	100-2600	411	
4		0710189-2 03/08/24 201 N Spruce Street	4,248.86		201	100-2600	412	
30761		3536 NORTHWEST EQUIPMENT MFG.	277.00					
1		19644 03/26/24 HS Ground Lift Inspection	277.00*		201	100-2600	340	
30762		3252 PINE COVE CONSULTING	1,654.00					
1		20847C 04/02/24 Network Support Agreement	1,150.00		201	100-2580	535	
2		20846C 04/02/24 Restore Onsite & Offsite	504.00		201	100-2580	535	
30763		1608 RENAISSANCE	450.00					
1		INV5320828 04/02/24 Lalilo & Freckle	450.00	7456	215	420-1000	610	284
		HARTMANN						

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
30764		3802 STRIVE	1,000.00					
1		1429 03/29/24 OnSite Literacy Support	1,000.00*		215	420-1000	320	284
30765		3791 STOKE	3,375.00					
1		1009 03/28/24 Pottery Classes March	1,750.00*		215	434-1000	320	277
2		1008 02/28/24 Pottery Classes February	1,625.00*		215	434-1000	320	277
30766		2545 TOWNSEND SCHOOLS HOT LUNCH PROGRAM	1,569.49					
1		MARCH24 03/31/24 Adult Duty Lunches	1,566.54		201	100-1000		280
2		MARCH24 03/31/24 Student Duty Lunches	2.95		201	100-1000		280
30767		2424 MONTANA CRIMINAL RECORDS	110.00					
		Kool, Clark, Howard, Romo						
1		MARCH24 03/31/24 Criminal Background Check	110.00		201	100-2300		340
30768		2550 VERIZON WIRELESS	268.34					
1		9960096552 03/25/24 Elem. Cell Phone	52.04*		201	100-2300		531
2		9960096552 03/25/24 AD Cell Phone	48.16*		201	100-2300		531
3		9960096552 03/25/24 Superintendent Cell Phone	48.16*		201	100-2300		531
4		9960096552 03/25/24 Maint. Cell Phone	69.96*		201	100-2300		531
5		9960096553 03/25/24 Radio Cell Phone	50.02		201	100-2300		530
30769		394 USF - BILLINGS	15,772.60					
1		5743616 03/04/24 Hot Lunch Food	737.59		212	910-3100		630
2		5743616 03/04/24 Snack Pack	57.19		215	800-3300		610 252
3		5798566 03/01/24 Hot Lunch Food	56.44		212	910-3100		630
4		5811298 03/06/24 Hot Lunch Food	2,045.45		212	910-3100		630
5		5811298 03/06/24 Snack Pack	242.46		215	800-3300		610 252
6		3028878 03/08/24 Hot Lunch Food	63.46		212	910-3100		630
7		3048106 03/11/24 Hot Lunch Food	2,159.80		212	910-3100		630
8		3048106 03/11/24 Snack Pack	67.93		215	800-3300		610 252
9		3048106 03/11/24 5th Day Program	67.93*		215	434-1000		610 277
10		3125984 03/13/24 Hot Lunch Food	1,395.83		212	910-3100		630
11		3213548 03/15/24 Hot Lunch Food	109.61		212	910-3100		630
12		3239270 03/18/24 Hot Lunch Food	1,974.47		212	910-3100		630
13		3239270 03/18/24 Snack Pack	238.91		215	800-3300		610 252
14		3239270 03/18/24 5th Day Program	67.93*		215	434-1000		610 277
15		3296723 03/14/24 Hot Lunch Food	91.30		212	910-3100		630
16		3310768 03/20/24 Hot Lunch Food	2,913.54		212	910-3100		630
17		3310768 03/20/24 Snack Pack	67.93		215	800-3300		610 252
18		3310768 03/20/24 5th Day Program	67.93*		215	434-1000		610 277
19		3363587 03/21/24 Hot Lunch Food	63.46		212	910-3100		630

04/03/24
13:47:25

TOWNSEND SCHOOLS
Claim Approval List
For the Accounting Period: 4/24

Page: 7 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
20		3427708 03/25/24 Hot Lunch Food	1,094.91		212	910-3100	630	
21		3427708 03/25/24 Snack Pack	171.35		215	800-3300	610	252
22		3492808 03/27/24 Hot Lunch Food	1,802.64		212	910-3100	630	
23		3492808 03/27/24 5th Day Program	214.54*		215	434-1000	610	277
		# of Claims 44	Total: 138,786.73	# of Vendors 41				
			Total Electronic Claims			3,316.68		
			Total Non-Electronic Claims			135,470.05		

04/03/24
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TOWNSEND SCHOOLS
Claim Approval Signature Page
For the Accounting Period: 4 / 24

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Report ID: AP100A

April 9, 2024 Regular Board Meeting Claims.

JASON NOYES

VANESSA FLYNN

CHASE RAGEN

JASON KOOL

DANIEL TRUESDELL

District Reports

9-0400.30 GRANT / PROJECT RECAP WORKSHEET
Office of Public Instruction (March 2013)

School: Townsend K12 School District
District No. Enter District Number
Legal Entity (LE) No. Enter LE
Month and Year: February 2024

252703.84
252703.84
0.00

County Treasurer's Balance
Clerk's fund 15 Balance
Difference

Project Reporter Code	Title of Program	Project Number	Clerk's Beg. Cash Balance	Total Receipts	Total Disbursements	Clerk's Ending Cash Balance	Notes RE reconciliation:
128	Carl Perkins 22-23	0	0.00	0.00	0.00	0.00	
129	Title I Schoolwide 22-23	0	0.00	0.00	0.00	0.00	
185	Ball Committee	0	1,359.70	0.00	0.00	1,359.70	
200	School To Work	0	5,133.55	0.00	0.00	5,133.55	
213	Advancing Ag	0	1,015.70	0.00	0.00	1,015.70	
222	Playground Donations	0	2,755.91	0.00	0.00	2,755.91	
224	Broadwater Ed Foundation	0	119.93	0.00	119.93	0.00	
252	Meals For Backpacks	0	6,016.41	0.00	1,837.44	4,178.97	
253	Community Foundation Playground	0	3,000.00	0.00	0.00	3,000.00	
254	PAX Program	0	11,285.24	0.00	152.10	11,133.14	
258	Governors COVID Relief Fund	0	618.00	0.00	172.55	445.45	
261	Rehab and Blind Services	0	25,776.90	3,000.00	1,722.00	27,054.90	
264	Football Sound System	0	950.00	0.00	0.00	950.00	
266	ELC Round 3	0	9,648.69	0.00	7,436.50	2,212.19	
267	School Safety Prof. Development	0	69.93	0.00	0.00	69.93	
268	State Vo-Ed 23	0	681.07	0.00	0.00	681.07	
270	Base Limit Increase	0	440.62	0.00	0.00	440.62	
271	Targeted Support & Improvement	0	0.25	0.00	0.00	0.25	
273	Title I, Part A	0	0.00	0.00	0.00	0.00	
274	ELO After School Grant - Spring	0	0.00	0.00	0.00	0.00	
275	ELO After School Grant - Summer	0	0.00	0.00	0.00	0.00	
276	Carl Perkins 23-24	0	-4,299.62	0.00	505.22	-4,804.84	
277	21st Century Grant	0	-18,320.69	10,751.00	25,587.33	-33,157.02	Waiting for Amendment to request previous 300 cash
278	REAP 2023	0	0.00	0.00	0.00	0.00	
279	REAP 2024	0	0.00	0.00	0.00	0.00	
280	Title I 23-24	0	-19,217.15	19,218.00	17,782.22	-17,781.37	
281	Coop Idea Part B 2024	0	-2,359.36	0.00	467.32	-2,826.68	Will receive cash from Coop in June
282	Broadwater Community Health Fnd	0	1,992.56	0.00	1,992.56	0.00	
283	State Vo Ed 23-24	0	5,428.61	0.00	2,518.76	2,909.85	
284	Targeted Support & Improvement	0	-25,563.51	25,563.00	3,815.71	-3,816.22	
285	John Henry Eldred Jr. Foundation	0	2,000.00	0.00	1,980.00	20.00	
298	Valley Lodge Elementary	0	7,499.59	35.96	421.88	7,113.67	
299	KD6Z Radio	0	1,491.51	1,200.00	0.00	2,691.51	

300	Preschool	0	2,136.11	0.00	0.00	2,136.11	0.00	0.00	0.00	2,136.11
302	Homeless Holiday Fund	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303	ESSER II - After School	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304	ESSER II - Special Ed Supplies	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	-	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
738	ARP Homeless	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
399	Flex Administration	0	37,873.33	176.95	81.00	37,969.28	81.00	0.00	0.00	37,969.28
400	UM - Interlocal	0	4,135.76	0.00	0.00	4,135.76	0.00	0.00	0.00	4,135.76
499	Miscellaneous	0	16,985.90	4,097.94	687.56	20,396.28	687.56	0.00	0.00	20,396.28
500	Ag Day Fund	0	11,264.25	0.00	0.00	11,264.25	0.00	0.00	0.00	11,264.25
522	Cotter Scholarship	0	4,560.77	32,000.00	0.00	36,560.77	0.00	0.00	0.00	36,560.77
697	Pepsi Harrington Scholarship	0	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
700	Medicaid Administrative Claiming	0	96,975.32	3,732.27	3,263.33	97,444.26	3,263.33	0.00	0.00	97,444.26
737	ELC Grant Round 1 & 2	0	7,359.69	0.00	7,349.89	9.80	7,349.89	0.00	0.00	9.80
776	ESSER III - School District Support	0	95.99	0.00	0.00	95.99	0.00	0.00	0.00	95.99
785	ARP ESSER III Base	0	-2,250.05	2,250.00	8,089.48	-8,089.53	8,089.48	0.00	0.00	-8,089.53
787	ESSER Lost Instructional Time	0	-17,735.35	17,736.00	0.00	0.65	0.00	0.00	0.00	0.65
799	AARP Radio Grant	0	3,445.90	0.00	1,100.00	2,345.90	1,100.00	0.00	0.00	2,345.90
898	Summer Camps/After School	0	21,941.96	102.30	0.00	22,044.26	0.00	0.00	0.00	22,044.26
899	Indirect Cost Fund	0	14,541.98	67.80	0.00	14,609.78	0.00	0.00	0.00	14,609.78
Total Fund 15			219,855.40	119,931.22	87,082.78	252,703.84	87,082.78	0.00	0.00	252,703.84

ending clerk
cash balance

03/26/24
10:21:42

BROADWATER COUNTY
Cash Report
For the Accounting Period: 2/24

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Report ID: L160
System: Sledger

1 / TOWNSEND K12

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
201 H.S. GENERAL						
10100 CASH	819,259.26	303,933.01	0.00	0.00	501,129.55	622,062.72
210 H.S. TRANSPORTATION						
10100 CASH	141,201.72	1,888.95	0.00	0.00	45,958.02	97,132.65
211 H.S. BUS DEPRECIATION						
10100 CASH	309,064.83	1,531.68	0.00	0.00	0.00	310,596.51
212 H.S. FOOD SERVICES						
10100 CASH	169,869.47	32,493.70	0.00	0.00	35,940.96	166,422.21
213 H.S. TUITION						
10100 CASH	45,229.43	710.83	0.00	0.00	18,840.19	27,100.07
214 H.S. RETIREMENT						
10100 CASH	327,385.25	1,256.64	0.00	0.00	66,478.42	262,163.47
215 H.S. MISCELLANEOUS						
10100 CASH	219,855.40	119,931.22	0.00	0.00	87,082.78	252,703.84
217 H.S. ADULT EDUCATION						
10100 CASH	48,484.81	273.97	0.00	0.00	388.35	48,370.43
218 H.S. TRAFFIC EDUCATION						
10100 CASH	18,613.74	1,771.45	0.00	0.00	1,188.51	19,196.68
220 H.S. LEASE-RENTAL AGREEMENT						
10100 CASH	16,679.25	1,254.02	0.00	0.00	0.00	17,933.27
221 H.S. COMPENSATED ABSENCES						
10100 CASH	34,779.89	133.50	0.00	0.00	0.00	34,913.39
224 H.S. METAL MINES TAX RESERVE						
10100 CASH	183,716.38	705.18	0.00	0.00	0.00	184,421.56
228 H.S. TECHNOLOGY						
10100 CASH	461.28	216.58	0.00	0.00	6,019.99	-5,342.13
229 H.S. FLEXIBILITY						
10100 CASH	16,237.69	62.33	0.00	0.00	0.00	16,300.02
250 H.S. DEBT SERVICE						
10100 CASH	531,565.43	7,587.71	0.00	0.00	0.00	539,153.14
260 H.S. BUILDING						
10100 CASH	88,663.87	510,932.25	0.00	0.00	8,853.50	590,742.62
261 H.S. BUILDING RESERVE						
10100 CASH	16,024.51	61.51	0.00	0.00	0.00	16,086.02
281 H.S. PRIVATE PURPOSE TRUST						
10100 CASH	470,960.77	1,807.75	0.00	0.00	0.00	472,768.52
282 H.S. INTERLOCAL AGREEMENT						
10100 CASH	322,629.73	1,238.39	0.00	0.00	5,963.20	317,904.92
286 H.S. PAYROLL CLEARING						
10100 CASH	16,751.95	0.00	563,900.04	480,508.69	0.00	100,143.30
287 H.S. CLAIMS CLEARING						
10100 CASH	394,913.33	0.00	213,943.43	600,506.66	0.00	8,350.10
Total High School	4,192,347.99	987,790.67	777,843.47	1,081,015.35	777,843.47	4,099,123.31
Totals	4,192,347.99	987,790.67	777,843.47	1,081,015.35	777,843.47	4,099,123.31
Grand Totals	4,192,347.99	987,790.67	777,843.47	1,081,015.35	777,843.47	4,099,123.31

TOWNSEND SCHOOLS
Cash Report
For the Accounting Period: 2/24

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
201 GENERAL FUND						
101 CASH	819,259.26	303,933.01	0.00	0.00	501,129.55	622,062.72
210 TRANSPORTATION						
101 CASH	141,201.72	1,888.95	0.00	0.00	45,958.02	97,132.65
211 BUS DEPRECIATION						
101 CASH	309,064.83	1,531.68	0.00	0.00	0.00	310,596.51
212 HOT LUNCH						
101 CASH	169,869.47	32,493.70	167.04	0.00	36,108.00	166,422.21
213 TUITION						
101 CASH	45,229.43	710.83	0.00	0.00	18,840.19	27,100.07
214 RETIREMENT						
101 CASH	327,385.25	1,256.64	0.00	0.00	66,478.42	262,163.47
215 MISC FED FUNDS						
101 CASH	219,855.40	119,931.22	0.00	0.00	87,082.78	252,703.84
217 ADULT EDUCATION						
101 CASH	48,484.81	273.97	0.00	0.00	388.35	48,370.43
218 DRIVERS ED						
101 CASH	18,613.74	1,771.45	0.00	0.00	1,188.51	19,196.68
220 RENTAL AGREEMENT FUND						
101 CASH	16,679.25	1,254.02	0.00	0.00	0.00	17,933.27
221 COMPENSATED ABSENCES FUND						
101 CASH	34,779.89	133.50	0.00	0.00	0.00	34,913.39
224 METAL MINES						
101 CASH	183,716.38	705.18	0.00	0.00	0.00	184,421.56
228 TECHNOLOGY FUND						
101 CASH	461.28	216.58	0.00	0.00	6,019.99	-5,342.13
229 FLEX FUND						
101 CASH	16,237.69	62.33	0.00	0.00	0.00	16,300.02
250 DEBT SERVICE						
101 CASH	531,565.43	7,587.71	0.00	0.00	0.00	539,153.14
260 BUILDING FUND						
101 CASH	88,663.87	543,218.75	0.00	32,286.50	8,853.50	590,742.62
261 BUILDING RESERVE						
101 CASH	16,024.51	61.51	0.00	0.00	0.00	16,086.02
281 ENDOWMENT FUND \$424,000						
101 CASH	270,960.77	1,807.75	0.00	0.00	0.00	272,768.52
282 INTERLOCAL AGREEMENT						
101 CASH	322,629.73	1,238.39	0.00	0.00	5,963.20	317,904.92
286 PAYROLL FUND						
101 CASH	15,301.69	0.00	563,900.04	480,508.69	0.00	98,693.04
287 CLAIMS FUND						
101 CASH	395,767.60	0.00	213,943.43	600,506.66	0.00	9,204.37
Total High School	3,991,752.00	1,020,077.17	778,010.51	1,113,301.85	778,010.51	3,898,527.32
Totals	3,991,752.00	1,020,077.17	778,010.51	1,113,301.85	778,010.51	3,898,527.32

*** 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.

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
JV 11346	3/24	03/13/24	Revenue Reimbursement - Hail Damage Insurance Claim							
			260-5200-296 \$510,524.79							
	1		Cash	260,000.00		229	B	101		296
	2		Cash		260,000.00	260	B	101		296
	3		K&K Roofing	260,000.00		260	E	100-2600	725	296
	4		K&K Roofing		260,000.00	229	E	100-2600	725	296
	5		Cash	94,629.70		261	B	101		296
	6		Cash		94,629.70	260	B	101		296
	7		K&K Roofing	94,629.70		260	E	100-2600	725	296
	8		K&K Roofing		94,629.70	261	E	100-2600	725	296
JV 11347	3/24	03/18/24	To change coding from 600 Supplies (FCCLA Shirts) to 800 Other Supplies - Carl Perkins							
	1		Credit Expenditures		384.00	215	E	451-1000	610	276
	2		Debit Expenditures	384.00		215	E	451-1000	810	276
JV 11348	3/24	03/26/24	228-80200 Credit Expenditures - Technology Fund eRate Rebate Pine Cove Consulting, LLC Funding Year 2022 BEAR Notification 202402654 ACH A101 10397-10							
	1		Pine Cove Switches - eRate		36,463.50	228	E	100-1000	682	
	2		Pine Cove Switches - eRate	36,463.50		228	B	101		
JV 11349	3/24	03/26/24	Invoice #1 - Townsend 21st Century Program 2023-2024 School Year							
	1		21st Century to TSD #1	12,978.65		215	E	434-1000	400	277
	2		Cash		12,978.65	215	B	101		277
	3		General - CUST. WAGE		4,815.00	201	E	100-2600	114	
	4		General - CUST WORK COMP		19.32	201	E	100-2600	250	
	5		General - Utilities Oil		2,000.00	201	E	100-2600	411	
	6		General - Electricity		5,000.00	201	E	100-2600	412	
	7		General - City Services		397.10	201	E	100-2600	421	
	8		Cash	12,231.42		201	B	101		
	9		Retirement - SS		313.88	214	E	100-2600	210	
	10		Retirement - PERS		423.72	214	E	100-2600	230	
	11		Retirement - Unemploy		9.63	214	E	100-2600	240	
	12		Cash	747.23		214	B	101		
PR 240300	3/24	03/20/24								
	1		Payroll Expenditure	190,578.51		201	E	100-1000	112	
	2		Payroll Expenditure	8,401.55		201	E	100-1000	117	
	3		Payroll Expenditure	7,532.50		201	E	100-1000	120	
	4		Employer Contributions	999.14		201	E	100-1000	250	
	5		Workman's Comp Discount		1,841.59	201	E	100-1000	250	
	6		Employer Contributions	31,121.11		201	E	100-1000	260	
	7		Payroll Expenditure	7,784.83		201	E	100-2100	113	
	8		Employer Contributions	35.42		201	E	100-2100	250	
	9		Workman's Comp Discount		69.37	201	E	100-2100	250	
	10		Employer Contributions	770.02		201	E	100-2100	260	
	11		Payroll Expenditure	8,954.58		201	E	100-2200	112	

TOWNSEND SCHOOLS
Journal Voucher Details
For the Accounting Period: 3/24

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	12		Employer Contributions	40.74		201	E	100-2200	250	
	13		Workman's Comp Discount		59.76	201	E	100-2200	250	
	14		Employer Contributions	1,208.91		201	E	100-2200	260	
	15		Payroll Expenditure	6,854.17		201	E	100-2300	111	
	16		Payroll Expenditure	3,778.77		201	E	100-2300	115	
	17		Employer Contributions	48.38		201	E	100-2300	250	
	18		Workman's Comp Discount		87.69	201	E	100-2300	250	
	19		Employer Contributions	1,540.91		201	E	100-2300	260	
	20		Payroll Expenditure	18,570.83		201	E	100-2400	111	
	21		Payroll Expenditure	7,323.61		201	E	100-2400	115	
	22		Employer Contributions	117.79		201	E	100-2400	250	
	23		Workman's Comp Discount		218.68	201	E	100-2400	250	
	24		Employer Contributions	6,537.06		201	E	100-2400	260	
	25		Payroll Expenditure	3,973.96		201	E	100-2500	111	
	26		Payroll Expenditure	1,685.25		201	E	100-2500	115	
	27		Employer Contributions	25.76		201	E	100-2500	250	
	28		Workman's Comp Discount		48.71	201	E	100-2500	250	
	29		Employer Contributions	2,079.91		201	E	100-2500	260	
	30		Payroll Expenditure	8,959.14		201	E	100-2580	115	
	31		Employer Contributions	40.77		201	E	100-2580	250	
	32		Workman's Comp Discount		75.09	201	E	100-2580	250	
	33		Employer Contributions	1,818.62		201	E	100-2580	260	
	34		Payroll Expenditure	18,944.72		201	E	100-2600	114	
	35		Employer Contributions	1,122.31		201	E	100-2600	250	
	36		Workman's Comp Discount		2,130.97	201	E	100-2600	250	
	37		Employer Contributions	1,862.26		201	E	100-2600	260	
	38		Payroll Expenditure	13,078.42		201	E	280-1000	112	
	39		Workman's Comp Discount		15.60	201	E	365-1000	250	
	40		Payroll Expenditure	3,666.25		201	E	391-1000	112	
	41		Employer Contributions	16.68		201	E	391-1000	250	
	42		Workman's Comp Discount		30.85	201	E	391-1000	250	
	43		Employer Contributions	1,208.91		201	E	391-1000	260	
	44		Payroll Expenditure	3,960.50		201	E	392-1000	112	
	45		Employer Contributions	18.02		201	E	392-1000	250	
	46		Workman's Comp Discount		33.33	201	E	392-1000	250	
	47		Employer Contributions	1,208.91		201	E	392-1000	260	
	48		Payroll Expenditure	3,105.67		201	E	394-1000	112	
	49		Employer Contributions	14.13		201	E	394-1000	250	
	50		Workman's Comp Discount		26.13	201	E	394-1000	250	
	51		Employer Contributions	465.11		201	E	394-1000	260	
	52		Payroll Expenditure	5,617.08		201	E	395-1000	112	
	53		Employer Contributions	25.56		201	E	395-1000	250	
	54		Workman's Comp Discount		47.28	201	E	395-1000	250	
	55		Employer Contributions	909.31		201	E	395-1000	260	
	56		Payroll Expenditure	1,311.39		201	E	710-2700	118	
	57		Employer Contributions	42.07		201	E	710-2700	250	
	58		Workman's Comp Discount		77.70	201	E	710-2700	250	
	59		Payroll Expenditure	3,143.50		201	E	710-3400	150	
	60		Employer Contributions	14.31		201	E	710-3400	250	
	61		Workman's Comp Discount		34.06	201	E	710-3400	250	
	62		Payroll Expenditure	4,811.86		201	E	720-2700	118	

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
	63		Employer Contributions	285.06		201	E	720-2700	250	
	64		Workman's Comp Discount		269.99	201	E	720-2700	250	
	65		Payroll Expenditure	4,677.50		201	E	720-3500	119	
	66		Payroll Expenditure	2,307.00		201	E	720-3500	150	
	67		Employer Contributions	31.78		201	E	720-3500	250	
	68		Workman's Comp Discount		320.05	201	E	720-3500	250	
	69		Employer Contributions	2.73		201	E	910-3100	260	
	70		Employer Contributions		53,611.69	201	B	101		
	71		Payroll Expenditure		339,021.59	201	B	101		
	72		Workman's Comp Discount	5,386.85		201	B	101		
	73		Payroll Expenditure	979.17		210	E	100-2300	111	
	74		Payroll Expenditure	567.71		210	E	100-2300	115	
	75		Employer Contributions	7.04		210	E	100-2300	250	
	76		Workman's Comp Discount		13.01	210	E	100-2300	250	
	77		Employer Contributions		7.04	210	B	101		
	78		Payroll Expenditure		1,546.88	210	B	101		
	79		Workman's Comp Discount	13.01		210	B	101		
	80		Payroll Expenditure	12,502.88		212	E	910-3100	116	
	81		Employer Contributions	655.04		212	E	910-3100	250	
	82		Workman's Comp Discount		1,234.32	212	E	910-3100	250	
	83		Employer Contributions	930.22		212	E	910-3100	260	
	84		Employer Contributions		1,585.26	212	B	101		
	85		Payroll Expenditure		12,502.88	212	B	101		
	86		Workman's Comp Discount	1,234.32		212	B	101		
	87		Payroll Expenditure	1,885.88		213	E	280-1000	117	113
	88		Payroll Expenditure	2,165.67		213	E	280-1000	117	114
	89		Payroll Expenditure	1,893.12		213	E	280-1000	117	115
	90		Payroll Expenditure	1,983.73		213	E	280-1000	117	117
	91		Payroll Expenditure	1,106.64		213	E	280-1000	117	118
	92		Payroll Expenditure	2,121.61		213	E	280-1000	117	119
	93		Payroll Expenditure	2,010.28		213	E	280-1000	117	120
	94		Payroll Expenditure	817.80		213	E	280-1000	117	121
	95		Employer Contributions	8.58		213	E	280-1000	250	113
	96		Workman's Comp Discount		12.21	213	E	280-1000	250	113
	97		Employer Contributions	9.85		213	E	280-1000	250	114
	98		Workman's Comp Discount		17.68	213	E	280-1000	250	114
	99		Employer Contributions	8.61		213	E	280-1000	250	115
	100		Workman's Comp Discount		16.44	213	E	280-1000	250	115
	101		Employer Contributions	9.03		213	E	280-1000	250	117
	102		Workman's Comp Discount		13.80	213	E	280-1000	250	117
	103		Employer Contributions	5.04		213	E	280-1000	250	118
	104		Workman's Comp Discount		9.57	213	E	280-1000	250	118
	105		Employer Contributions	9.65		213	E	280-1000	250	119
	106		Workman's Comp Discount		16.50	213	E	280-1000	250	119
	107		Employer Contributions	9.15		213	E	280-1000	250	120
	108		Workman's Comp Discount		17.87	213	E	280-1000	250	120
	109		Employer Contributions	3.72		213	E	280-1000	250	121
	110		Workman's Comp Discount		5.47	213	E	280-1000	250	121
	111		Workman's Comp Discount		3.14	213	E	280-1000	250	122
	112		Employer Contributions		8.58	213	B	101		113
	113		Payroll Expenditure		1,885.88	213	B	101		113

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	114		Workman's Comp Discount	12.21		213	B	101		113
	115		Employer Contributions		9.85	213	B	101		114
	116		Payroll Expenditure		2,165.67	213	B	101		114
	117		Workman's Comp Discount	17.68		213	B	101		114
	118		Employer Contributions		8.61	213	B	101		115
	119		Payroll Expenditure		1,893.12	213	B	101		115
	120		Workman's Comp Discount	16.44		213	B	101		115
	121		Employer Contributions		9.03	213	B	101		117
	122		Payroll Expenditure		1,983.73	213	B	101		117
	123		Workman's Comp Discount	13.80		213	B	101		117
	124		Employer Contributions		5.04	213	B	101		118
	125		Payroll Expenditure		1,106.64	213	B	101		118
	126		Workman's Comp Discount	9.57		213	B	101		118
	127		Employer Contributions		9.65	213	B	101		119
	128		Payroll Expenditure		2,121.61	213	B	101		119
	129		Workman's Comp Discount	16.50		213	B	101		119
	130		Employer Contributions		9.15	213	B	101		120
	131		Payroll Expenditure		2,010.28	213	B	101		120
	132		Workman's Comp Discount	17.87		213	B	101		120
	133		Employer Contributions		3.72	213	B	101		121
	134		Payroll Expenditure		817.80	213	B	101		121
	135		Workman's Comp Discount	5.47		213	B	101		121
	136		Workman's Comp Discount	3.14		213	B	101		122
	137		Employer Contributions	15,058.96		214	E	100-1000	210	
	138		Employer Contributions	19,953.20		214	E	100-1000	220	
	139		Employer Contributions	414.84		214	E	100-1000	240	
	140		Employer Contributions	526.01		214	E	100-2100	210	
	141		Employer Contributions	737.22		214	E	100-2100	220	
	142		Employer Contributions	15.57		214	E	100-2100	240	
	143		Employer Contributions	953.24		214	E	100-2200	210	
	144		Employer Contributions	892.76		214	E	100-2200	220	
	145		Employer Contributions	166.12		214	E	100-2200	230	
	146		Employer Contributions	25.62		214	E	100-2200	240	
	147		Employer Contributions	897.61		214	E	100-2300	210	
	148		Employer Contributions	741.82		214	E	100-2300	220	
	149		Employer Contributions	382.49		214	E	100-2300	230	
	150		Employer Contributions	24.36		214	E	100-2300	240	
	151		Employer Contributions	1,925.60		214	E	100-2400	210	
	152		Employer Contributions	1,758.66		214	E	100-2400	220	
	153		Employer Contributions	654.93		214	E	100-2400	230	
	154		Employer Contributions	51.79		214	E	100-2400	240	
	155		Employer Contributions	426.24		214	E	100-2500	210	
	156		Employer Contributions	498.01		214	E	100-2500	230	
	157		Employer Contributions	11.31		214	E	100-2500	240	
	158		Employer Contributions	637.42		214	E	100-2580	210	
	159		Employer Contributions	788.41		214	E	100-2580	230	
	160		Employer Contributions	17.91		214	E	100-2580	240	
	161		Employer Contributions	1,369.18		214	E	100-2600	210	
	162		Employer Contributions	1,667.13		214	E	100-2600	230	
	163		Employer Contributions	37.89		214	E	100-2600	240	
	164		Employer Contributions	922.32		214	E	280-1000	210	

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
	165		Employer Contributions	144.27		214	E	280-1000	210	113
	166		Employer Contributions	158.44		214	E	280-1000	210	114
	167		Employer Contributions	144.82		214	E	280-1000	210	115
	168		Employer Contributions	134.74		214	E	280-1000	210	117
	169		Employer Contributions	84.66		214	E	280-1000	210	118
	170		Employer Contributions	157.70		214	E	280-1000	210	119
	171		Employer Contributions	149.96		214	E	280-1000	210	120
	172		Employer Contributions	62.55		214	E	280-1000	210	121
	173		Employer Contributions	1,238.53		214	E	280-1000	220	
	174		Employer Contributions	178.59		214	E	280-1000	220	113
	175		Employer Contributions	205.09		214	E	280-1000	220	114
	176		Employer Contributions	179.28		214	E	280-1000	220	115
	177		Employer Contributions	187.86		214	E	280-1000	220	117
	178		Employer Contributions	104.80		214	E	280-1000	220	118
	179		Employer Contributions	200.92		214	E	280-1000	220	119
	180		Employer Contributions	190.37		214	E	280-1000	220	120
	181		Employer Contributions	77.45		214	E	280-1000	220	121
	182		Employer Contributions	26.16		214	E	280-1000	240	
	183		Employer Contributions	3.77		214	E	280-1000	240	113
	184		Employer Contributions	4.33		214	E	280-1000	240	114
	185		Employer Contributions	3.79		214	E	280-1000	240	115
	186		Employer Contributions	3.97		214	E	280-1000	240	117
	187		Employer Contributions	2.21		214	E	280-1000	240	118
	188		Employer Contributions	4.24		214	E	280-1000	240	119
	189		Employer Contributions	4.02		214	E	280-1000	240	120
	190		Employer Contributions	1.64		214	E	280-1000	240	121
	191		Employer Contributions	224.34		214	E	391-1000	210	
	192		Employer Contributions	347.19		214	E	391-1000	220	
	193		Employer Contributions	7.33		214	E	391-1000	240	
	194		Employer Contributions	273.91		214	E	392-1000	210	
	195		Employer Contributions	375.06		214	E	392-1000	220	
	196		Employer Contributions	7.92		214	E	392-1000	240	
	197		Employer Contributions	230.34		214	E	394-1000	210	
	198		Employer Contributions	294.11		214	E	394-1000	220	
	199		Employer Contributions	6.21		214	E	394-1000	240	
	200		Employer Contributions	367.47		214	E	395-1000	210	
	201		Employer Contributions	531.94		214	E	395-1000	220	
	202		Employer Contributions	11.24		214	E	395-1000	240	
	203		Employer Contributions	80.33		214	E	610-1000	210	
	204		Employer Contributions	85.23		214	E	610-1000	220	
	205		Employer Contributions	2.10		214	E	610-1000	240	
	206		Employer Contributions	93.38		214	E	710-2700	210	
	207		Employer Contributions	2.62		214	E	710-2700	240	
	208		Employer Contributions	218.53		214	E	710-3400	210	
	209		Employer Contributions	143.33		214	E	710-3400	220	
	210		Employer Contributions	6.29		214	E	710-3400	240	
	211		Employer Contributions	368.11		214	E	720-2700	210	
	212		Employer Contributions	170.70		214	E	720-2700	230	
	213		Employer Contributions	9.63		214	E	720-2700	240	
	214		Employer Contributions	534.04		214	E	720-3500	210	
	215		Employer Contributions	702.12		214	E	720-3500	220	

TOWNSEND SCHOOLS
Journal Voucher Details
For the Accounting Period: 3/24

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	216		Employer Contributions	13.97		214	E	720-3500	240	
	217		Employer Contributions	925.24		214	E	910-3100	210	
	218		Employer Contributions	1,100.25		214	E	910-3100	230	
	219		Employer Contributions	25.00		214	E	910-3100	240	
	220		Employer Contributions		59,979.24	214	B	101		
	221		Employer Contributions		326.63	214	B	101		113
	222		Employer Contributions		367.86	214	B	101		114
	223		Employer Contributions		327.89	214	B	101		115
	224		Employer Contributions		326.57	214	B	101		117
	225		Employer Contributions		191.67	214	B	101		118
	226		Employer Contributions		362.86	214	B	101		119
	227		Employer Contributions		344.35	214	B	101		120
	228		Employer Contributions		141.64	214	B	101		121
	229		Payroll Expenditure	600.00		215	E	100-1000	112	254
	230		Employer Contributions	0.91		215	E	100-1000	112	700
	231		Payroll Expenditure	3,018.75		215	E	100-1000	112	700
	232		Employer Contributions	44.20		215	E	100-1000	210	254
	233		Employer Contributions	223.71		215	E	100-1000	210	700
	234		Employer Contributions	56.82		215	E	100-1000	220	254
	235		Employer Contributions	1.20		215	E	100-1000	240	254
	236		Employer Contributions	6.04		215	E	100-1000	240	700
	237		Employer Contributions	2.73		215	E	100-1000	250	254
	238		Workman's Comp Discount		1.68	215	E	100-1000	250	254
	239		Employer Contributions	13.73		215	E	100-1000	250	700
	240		Workman's Comp Discount		25.41	215	E	100-1000	250	700
	241		Employer Contributions	81.00		215	E	100-1000	280	399
	242		Payroll Expenditure	1,941.73		215	E	420-1000	117	284
	243		Employer Contributions	148.55		215	E	420-1000	210	284
	244		Employer Contributions	188.62		215	E	420-1000	220	284
	245		Employer Contributions	3.98		215	E	420-1000	240	284
	246		Employer Contributions	9.06		215	E	420-1000	250	284
	247		Workman's Comp Discount		15.36	215	E	420-1000	250	284
	248		Employer Contributions	0.91		215	E	420-1000	260	284
	249		Payroll Expenditure	3,525.00		215	E	434-1000	111	277
	250		Payroll Expenditure	6,967.69		215	E	434-1000	117	277
	251		Employer Contributions	773.85		215	E	434-1000	210	277
	252		Employer Contributions	735.01		215	E	434-1000	220	277
	253		Employer Contributions	95.70		215	E	434-1000	230	277
	254		Employer Contributions	20.90		215	E	434-1000	240	277
	255		Employer Contributions	81.72		215	E	434-1000	250	277
	256		Workman's Comp Discount		178.61	215	E	434-1000	250	277
	257		Employer Contributions	465.11		215	E	434-1000	260	277
	258		Payroll Expenditure	415.94		215	E	456-1000	117	281
	259		Employer Contributions	31.81		215	E	456-1000	210	281
	260		Employer Contributions	39.39		215	E	456-1000	220	281
	261		Employer Contributions	0.84		215	E	456-1000	240	281
	262		Employer Contributions	1.89		215	E	456-1000	250	281
	263		Workman's Comp Discount		3.45	215	E	456-1000	250	281
	264		Payroll Expenditure	15,153.06		215	E	494-1000	112	280
	265		Employer Contributions	1,093.47		215	E	494-1000	210	280
	266		Employer Contributions	1,435.00		215	E	494-1000	220	280

TOWNSEND SCHOOLS
Journal Voucher Details
For the Accounting Period: 3/24

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	267		Employer Contributions	30.32		215	E	494-1000	240	280
	268		Employer Contributions	68.95		215	E	494-1000	250	280
	269		Workman's Comp Discount		127.53	215	E	494-1000	250	280
	270		Payroll Expenditure	1,975.00		215	E	800-3300	115	299
	271		Employer Contributions	148.24		215	E	800-3300	210	299
	272		Employer Contributions	3.95		215	E	800-3300	240	299
	273		Employer Contributions	8.99		215	E	800-3300	250	299
	274		Workman's Comp Discount		5.54	215	E	800-3300	250	299
	275		Employer Contributions		104.95	215	B	101		254
	276		Payroll Expenditure		600.00	215	B	101		254
	277		Workman's Comp Discount	1.68		215	B	101		254
	278		Employer Contributions		2,172.29	215	B	101		277
	279		Payroll Expenditure		10,492.69	215	B	101		277
	280		Workman's Comp Discount	178.61		215	B	101		277
	281		Employer Contributions		2,627.74	215	B	101		280
	282		Payroll Expenditure		15,153.06	215	B	101		280
	283		Workman's Comp Discount	127.53		215	B	101		280
	284		Employer Contributions		73.93	215	B	101		281
	285		Payroll Expenditure		415.94	215	B	101		281
	286		Workman's Comp Discount	3.45		215	B	101		281
	287		Employer Contributions		351.12	215	B	101		284
	288		Payroll Expenditure		1,941.73	215	B	101		284
	289		Workman's Comp Discount	15.36		215	B	101		284
	290		Employer Contributions		161.18	215	B	101		299
	291		Payroll Expenditure		1,975.00	215	B	101		299
	292		Workman's Comp Discount	5.54		215	B	101		299
	293		Employer Contributions		81.00	215	B	101		399
	294		Employer Contributions		244.39	215	B	101		700
	295		Payroll Expenditure		3,018.75	215	B	101		700
	296		Workman's Comp Discount	25.41		215	B	101		700
	297		Payroll Expenditure	1,050.00		217	E	610-1000	150	
	298		Employer Contributions	4.78		217	E	610-1000	250	
	299		Workman's Comp Discount		4.38	217	E	610-1000	250	
	300		Employer Contributions		4.78	217	B	101		
	301		Payroll Expenditure		1,050.00	217	B	101		
	302		Workman's Comp Discount	4.38		217	B	101		
	303		Payroll Expenditure	920.00		218	E	100-1000	112	
	304		Employer Contributions	4.19		218	E	100-1000	250	
	305		Workman's Comp Discount		5.67	218	E	100-1000	250	
	306		Employer Contributions		4.19	218	B	101		
	307		Payroll Expenditure		920.00	218	B	101		
	308		Workman's Comp Discount	5.67		218	B	101		
	309		Workman's Comp Discount		25.04	221	E	100-1000	250	
	310		Workman's Comp Discount	25.04		221	B	101		
	311		Payroll Expenditure	3,091.43		282	E	100-2200	113	
	312		Payroll Expenditure	295.32		282	E	100-2200	120	
	313		Payroll Expenditure	472.58		282	E	100-2200	150	
	314		Employer Contributions	17.57		282	E	100-2200	250	
	315		Workman's Comp Discount		32.63	282	E	100-2200	250	
	316		Employer Contributions		17.57	282	B	101		
	317		Payroll Expenditure		3,859.33	282	B	101		

TOWNSEND SCHOOLS
Journal Voucher Details
For the Accounting Period: 3/24

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
	318		Workman's Comp Discount	32.63		282	B	101		
	319		Direct Deposit Clearing		266,417.07	286	B	101		
	320		Electronic Check		162,205.26	286	B	101		
	321		Employee Warrants	399,310.42		286	B	101		
	322		Employer Contributions	123,479.47		286	B	101		
	323		Employee Warrants	7,172.16		286	B	611		
	324		Employer Contributions		3,817.24	286	B	611		
	325		Warrant for tax/benefit plan	4,461.05		286	B	611		
	326		Employer Contributions		812.96	286	B	612		
	327		Warrant for tax/benefit plan	2,476.45		286	B	612		
	328		Employee Warrants		17,810.23	286	B	620		
	329		Warrant for tax/benefit plan		85,836.79	286	B	620		
	330		Employee Deduction		1,605.80	286	B	667		
	331		Warrant for tax/benefit plan	1,605.80		286	B	667		
	332		Employee Deduction		2,847.51	286	B	669		
	333		Warrant for tax/benefit plan	2,847.51		286	B	669		
	334		Electronic Check	25,068.83		286	B	671		
	335		Employee Deduction		25,068.83	286	B	671		
	336		Electronic Check	9,564.00		286	B	672		
	337		Employee Deduction		9,564.00	286	B	672		
	338		Electronic Check	59,066.48		286	B	673		
	339		Employee Deduction		29,533.24	286	B	673		
	340		Employer Contributions		29,533.24	286	B	673		
	341		Electronic Check	58,156.53		286	B	674		
	342		Employee Deduction		26,576.16	286	B	674		
	343		Employer Contributions		31,580.37	286	B	674		
	344		Electronic Check	10,349.42		286	B	675		
	345		Employee Deduction		4,825.68	286	B	675		
	346		Employer Contributions		5,523.74	286	B	675		
	347		Employee Deduction		3,670.00	286	B	676		
	348		Warrant for tax/benefit plan	3,670.00		286	B	676		
	349		Employer Contributions		83.72	286	B	677		
	350		Warrant for tax/benefit plan	83.72		286	B	677		
	351		Employee Deduction		17,221.80	286	B	678		
	352		Employer Contributions		52,128.20	286	B	678		
	353		Warrant for tax/benefit plan	69,350.00		286	B	678		
	354		Employee Deduction		829.60	286	B	679		
	355		Warrant for tax/benefit plan	829.60		286	B	679		
	356		Employee Deduction		512.66	286	B	681		
	357		Warrant for tax/benefit plan	512.66		286	B	681		
			Total	2,087,202.51	2,087,202.51					

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99997	C	421 GENERAL DISTRIBUTING CO.	318.39	03/13/24	3/24	CL 30665	318.39
36295	S	2545 TOWNSEND SCHOOLS HOT LUNCH PROGRAM	41.20	03/12/24		CL 30694	41.20
36296	S	3678 A & E ARCHITECTS	4600.00	03/12/24		CL 30710	4600.00
36297	S	3417 ACTION PRINT	1015.70	03/12/24		CL 30651	1015.70
36298	S	1915 BIG SKY PLUMBING & HEATING	6657.84	03/12/24		CL 30711	6657.84
36299	S	3101 BMO HARRIS COMMERCIAL CARD	4653.12	03/12/24		CL 30720	4653.12
36300	S	119 BOB'S THRIFTWAY	1062.31	03/12/24		CL 30655	1062.31
36301	S	3908 BRITTANY GRAHAM	1800.00	03/12/24		CL 30654	1800.00
36302	S	3926 BROADVOICE	921.54	03/12/24		CL 30652	921.54
36303	S	3858 BULLDOG BUS LINES, LLC	44339.10	03/12/24		CL 30653	44339.10
36304	S	3872 CANON FINANCIAL SERVICES, INC.	2414.80	03/12/24		CL 30657	2414.80
36305	S	183 CAROLINA BIOLOGICAL SUPPLY CO.	731.95	03/12/24		CL 30712	731.95
36306	S	2688 CENGAGE LEARNING	1370.00	03/12/24		CL 30658	1370.00
36307	S	225 CITY OF TOWNSEND	1383.82	03/12/24		CL 30659	1383.82
36308	S	311 DENNING, DOWNEY & ASSOCIATES CPA'S	18130.00	03/12/24		CL 30660	18130.00
36309	S	2383 EASTMAN SOUND & MUSIC, INC.	25.00	03/12/24		CL 30662	25.00
36310	S	3957 eSPECIAL NEEDS	2326.08	03/12/24		CL 30663	2326.08
36311	S	3854 FISCHER'S TECHNOLOGY	1777.91	03/12/24		CL 30656	1777.91
36312	S	1303 GARY BAUMAN	435.50	03/12/24		CL 30664	435.50
36313	S	2674 HARRINGTON BOTTLING	740.00	03/12/24		CL 30666	740.00
36314	S	3701 HULTENG CCM, INC.	8764.24	03/12/24		CL 30705	8764.24
36315	S	3334 JIM DAVIES	103.60	03/12/24		CL 30661	103.60
36316	S	3421 JOE HORNE	27.76	03/12/24		CL 30667	27.76
36317	S	1766 JOHN O'DELL	544.04	03/12/24		CL 30668	209.04
						CL 30706	335.00

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
36318	S	580 JOSTENS, INC.	238.15	03/12/24	_____	CL 30669	238.15
36319	S	614 KEVIN FLYNN	657.94	03/12/24	_____	CL 30670	657.94
36320	S	3959 LATASHA WINTZ	42.77	03/12/24	_____	CL 30671	42.77
36321	S	3780 MACY HENZE	5506.92	03/12/24	_____	CL 30675	5506.92
36322	S	3895 MONIQUE PREVEL	2029.62	03/12/24	_____	CL 30684	2029.62
36323	S	3883 MONTANA BROOM & BRUSH - Hot Lunch	1299.89	03/12/24	_____	CL 30708	1299.89
36324	S	749 MONTANA BROOM & BRUSH - Maintenance Acct	1262.39	03/12/24	_____	CL 30709	1262.39
36325	S	2424 MONTANA CRIMINAL RECORDS	60.00	03/12/24	_____	CL 30679	60.00
36326	S	3778 MONTANA DIGITAL ACADEMY	2029.50	03/12/24	_____	CL 30673	2029.50
36327	S	3681 MONTANA ENERGY ALLIANCE	117.15	03/12/24	_____	CL 30677	117.15
36328	S	3574 MONTANA INTERNET CORPORATION	975.00	03/12/24	_____	CL 30678	975.00
36329	S	3960 MONTANA MASSP REGION III	25.00	03/12/24	_____	CL 30676	25.00
36330	S	763 MONTANA SCHOOL BOARDS ASSOCIATION	226.23	03/12/24	_____	CL 30707	226.23
36331	S	2743 MONTANA STATE SCIENCE FAIR	350.00	03/12/24	_____	CL 30713	350.00
36332	S	3861 MT 43 NEWS	62.40	03/12/24	_____	CL 30672	62.40
36333	S	3668 NATIONAL BUS SALES	155.90	03/12/24	_____	CL 30681	155.90
36334	S	761 NORTHWESTERN ENERGY	30708.48	03/12/24	_____	CL 30680 CL 30722	25579.22 5129.26
36335	S	3252 PINE COVE CONSULTING	1654.00	03/12/24	_____	CL 30682	1654.00
36336	S	3825 PITNEY BOWES GLOBAL FINANCIAL SERVICES L	403.74	03/12/24	_____	CL 30721	403.74
36337	S	3958 PUT-IN-CUPS	944.68	03/12/24	_____	CL 30683	944.68
36338	S	3966 RAPID FIRE PROTECTION INC	2300.00	03/12/24	_____	CL 30715	2300.00
36339	S	3693 READING LEAVES BOOKS	170.45	03/12/24	_____	CL 30686	170.45
36340	S	2277 REALITYWORKS, INC.	291.34	03/12/24	_____	CL 30687	291.34

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
36341	S	1697 RED ROCK SPORTING GOODS	2426.70	03/12/24	_____	CL 30704	2426.70
36342	S	3859 ROCKY MOUNTAIN REFRIGERATION	1424.20	03/12/24	_____	CL 30685	1424.20
36343	S	100860 ROCKY MOUNTAIN SUPPLY	38.94	03/12/24	_____	CL 30688	38.94
36344	S	3543 S&S CONTRACTING	2325.00	03/12/24	_____	CL 30689	2325.00
36345	S	3939 SCHOOL HEALTH CORP.	1429.99	03/12/24	_____	CL 30692	1429.99
36346	S	3802 STRIVE	4000.00	03/12/24	_____	CL 30691	4000.00
36347	S	3409 SW MT ACADEMIC OLYMPICS, INC.	150.00	03/12/24	_____	CL 30703	150.00
36348	S	1088 SYSCO MONTANA INC.	2042.62	03/12/24	_____	CL 30690	2042.62
36349	S	2720 TELE SYSTEM SERVICES	500.00	03/12/24	_____	CL 30716	500.00
36350	S	3933 TJ'S TRUCK REPAIR	615.00	03/12/24	_____	CL 30693	615.00
36351	S	3606 TK'S GARAGE	165.00	03/12/24	_____	CL 30696	165.00
36352	S	3418 TOWN & RANCH TRUE VALUE	46.95	03/12/24	_____	CL 30698	46.95
36353	S	3794 TOWNSEND AUTO PARTS LLC	19.99	03/12/24	_____	CL 30699	19.99
36354	S	3961 TOWNSEND EXHAUST WELDING & REPAIR	150.00	03/12/24	_____	CL 30695	150.00
36355	S	3661 TOWNSEND HARDWARE	63.44	03/12/24	_____	CL 30697	63.44
36356	S	2545 TOWNSEND SCHOOLS HOT LUNCH PROGRAM	1655.10	03/12/24	_____	CL 30717	1655.10
36357	S	394 USF - BILLINGS	16436.15	03/12/24	_____	CL 30702	16436.15
36358	S	2550 VERIZON WIRELESS	276.94	03/12/24	_____	CL 30700	226.92
						CL 30718	50.02
36359	S	100916 VICKI THOMASON	150.80	03/12/24	_____	CL 30719	150.80
36360	S	3294 WEX BANK	2049.77	03/12/24	_____	CL 30701	2049.77
36361	S	3967 BROADWATER EDUCATIONAL FOUNDATION	2000.00	03/14/24	_____	CL 30723	2000.00

Total for Claim Checks 193662.04
Count for Claim Checks 68

* denotes missing check number(s)

of Checks: 68 Total: 193662.04

TOWNSEND SCHOOLS
Fund Summary for Claim Check Register
For the Accounting Period: 3/24

Fund/Account	Amount
201 GENERAL FUND	
101	83,645.35
210 TRANSPORTATION	
101	46,472.32
212 HOT LUNCH	
101	19,669.83
213 TUITION	
101	7,306.92
215 MISC FED FUNDS	
101	21,276.79
217 ADULT EDUCATION	
101	170.45
218 DRIVERS ED	
101	87.75
260 BUILDING FUND	
101	14,308.92
282 INTERLOCAL AGREEMENT	
101	723.71
Total:	193,662.04

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-60837	1158 JASMINE ANKERSTJERNE	3031.38	03/25/24	3/24
-60836	1043 DEBRA ARNOLD	48.48	03/25/24	3/24
-60835	416 LAURA ASCHEMAN	3811.09	03/25/24	3/24
-60834	503 ALLISON L. BAKKEN	3056.62	03/25/24	3/24
-60833	524 DENISE H. BAKKUM	4561.34	03/25/24	3/24
-60832	418 KORY BAKKUM	1696.44	03/25/24	3/24
-60831	956 BRITNEY BANCROFT	4397.32	03/25/24	3/24
-60830	977 THOMAS A. BARRETT	88.41	03/25/24	3/24
-60829	862 JEREMY BARTLETT	2696.54	03/25/24	3/24
-60828	23 GARY BAUMAN	4156.95	03/25/24	3/24
-60827	939 TODD BEATTY	1471.16	03/25/24	3/24
-60826	27 DARLENE BECK	1283.09	03/25/24	3/24
-60825	971 MAGALIE BELANGER	2478.56	03/25/24	3/24
-60824	959 MEGAN BLEILE	3017.37	03/25/24	3/24
-60823	755 JAMEE M. CAMERON	3147.86	03/25/24	3/24
-60822	943 LISA I. CAMPBELL	972.51	03/25/24	3/24
-60821	471 LUKE G. CARR	3788.77	03/25/24	3/24
-60820	868 TERESA C. CONNER	1322.40	03/25/24	3/24
-60819	742 EMMA A. COVARRUBIAS	2999.01	03/25/24	3/24
-60818	1138 DONNA CUTSHAW	2067.77	03/25/24	3/24
-60817	1171 COLLEEN DALES	1587.91	03/25/24	3/24
-60816	834 DALLAS G. DIEHL	3150.93	03/25/24	3/24
-60815	1112 ALETHA SIMONE DOMINGUEZ	931.79	03/25/24	3/24
-60814	1040 DANNIELLE DOUGLAS	2075.02	03/25/24	3/24
-60813	412 KAREE R EICHINGER	3855.66	03/25/24	3/24
-60812	1163 RUBY EIRICH	2533.76	03/25/24	3/24

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-60811	1105 ALIECE ESTRADA	3031.63	03/25/24	3/24
-60810	1165 JAYCEE EVINGER	1625.88	03/25/24	3/24
-60809	1114 TIANA FELLER	1144.43	03/25/24	3/24
-60808	1032 ALISON FERREIRA	2690.92	03/25/24	3/24
-60807	84 THERESA FISCHER	3351.30	03/25/24	3/24
-60806	1160 SAMEUL FLESCH	145.45	03/25/24	3/24
-60805	86 JEANETTE L. FLYNN	3660.52	03/25/24	3/24
-60804	542 KELSEY L. FLYNN	3535.33	03/25/24	3/24
-60803	92 LAURA L. FRAZIER	1437.17	03/25/24	3/24
-60802	953 JOSEPH T GILL	3523.69	03/25/24	3/24
-60801	194 KRISTINE J. GILLESPIE	3450.64	03/25/24	3/24
-60800	952 SHAYNA M. GILLESPIE	2468.57	03/25/24	3/24
-60799	97 KIMBERLY D. GILLIGAN	4232.77	03/25/24	3/24
-60798	327 ANGELA GIONO	3894.72	03/25/24	3/24
-60797	1099 KATHERINE GOODMAN	2144.43	03/25/24	3/24
-60796	103 WENDY R. GRAVELEY	4001.63	03/25/24	3/24
-60795	1106 EMILY HAERTER	1869.41	03/25/24	3/24
-60794	1125 CAITLYN HAHN	1517.04	03/25/24	3/24
-60793	1003 MOLLY HANSON	2939.55	03/25/24	3/24
-60792	955 CHRISTINA RAE HARTMANN	4072.13	03/25/24	3/24
-60791	119 VICKI HARVEY	1167.04	03/25/24	3/24
-60790	731 DANIEL HAZLETT	3222.50	03/25/24	3/24
-60789	896 SHERI A. HEAVRIN	4467.77	03/25/24	3/24
-60788	1063 SUSAN HEDALEN	5751.81	03/25/24	3/24
-60787	1035 TANNER HOFF	2568.86	03/25/24	3/24
-60786	1151 ELI HOHN	2174.22	03/25/24	3/24

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-60785	561 JENNIFER M. HOPPE	3331.78	03/25/24	3/24
-60784	787 JOSEPH R. HORNE	2658.22	03/25/24	3/24
-60783	1013 ASHLEY HUGHES	44.20	03/25/24	3/24
-60782	1118 REBECCA HUNT	728.32	03/25/24	3/24
-60781	406 ANNE INGRAM	3103.61	03/25/24	3/24
-60780	1104 DIANA PRYCE-KIRKPATRICK	3433.89	03/25/24	3/24
-60779	1175 TODD KITTO	456.03	03/25/24	3/24
-60778	1094 ASHLEY KRUEGER	2319.40	03/25/24	3/24
-60777	1161 LATASHA LAKE	66.66	03/25/24	3/24
-60776	1022 ALLISON KAY LAMPMAN	2690.39	03/25/24	3/24
-60775	969 CHELSEY R LANDERS	1525.67	03/25/24	3/24
-60774	156 LISA LARSON	3775.71	03/25/24	3/24
-60773	979 DAVID L. LAWSON	2558.90	03/25/24	3/24
-60772	931 JAMI J. LAWSON	3741.17	03/25/24	3/24
-60771	932 JEMMA M. LOUGHERY	1939.72	03/25/24	3/24
-60770	911 MARA E MACDONALD	2182.40	03/25/24	3/24
-60769	1111 TANCY MCDANIEL	1683.05	03/25/24	3/24
-60768	1102 OLGA MCNULTY	3210.26	03/25/24	3/24
-60767	627 LINDSEY R. MOLDENHAUER	2271.55	03/25/24	3/24
-60766	183 WANDA MOLDENHAUER	2540.56	03/25/24	3/24
-60765	1079 RICHARD NABER	1346.79	03/25/24	3/24
-60764	1162 GAVIN NELSON	166.23	03/25/24	3/24
-60763	1115 STEVEN NELSON	862.38	03/25/24	3/24
-60762	330 JOHN ODELL	6126.21	03/25/24	3/24
-60761	1172 GRACIANNA OLDS	711.09	03/25/24	3/24
-60760	206 VIRGINIA POOLE	96.97	03/25/24	3/24

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-60759	1153 STEPHANIE PRYOR	2191.31	03/25/24	3/24
-60758	1164 ASHLEY QUINTANAR	770.54	03/25/24	3/24
-60757	207 BRAD RACHT	5200.46	03/25/24	3/24
-60756	333 MARY STANTON-RACHT	3723.00	03/25/24	3/24
-60755	1095 TRAVIS RAGEN	698.14	03/25/24	3/24
-60754	209 TERESA RAISLAND	436.35	03/25/24	3/24
-60753	1179 HALLIE RHODA	774.28	03/25/24	3/24
-60752	222 JAMES J. RIDDLE	3214.31	03/25/24	3/24
-60751	1108 CARLEY RIES	2289.85	03/25/24	3/24
-60750	1087 SHEILA RIVERA	2092.14	03/25/24	3/24
-60749	1177 ROSEMARY SALGADO	110.82	03/25/24	3/24
-60748	957 MICHAEL SCHNITTGEN	2497.00	03/25/24	3/24
-60747	628 ALLEN C. SEVAREID	4086.38	03/25/24	3/24
-60746	756 ANNA C. SHEARER	3262.93	03/25/24	3/24
-60745	578 JAMES R. SHINDOLL	2710.26	03/25/24	3/24
-60744	1169 HOLLY SMEDLEY	2793.73	03/25/24	3/24
-60743	1127 SANDRA SPIDELL	1686.52	03/25/24	3/24
-60742	1173 ASHLYNN STEPHENS	1586.76	03/25/24	3/24
-60741	1053 MORGAN SWAINSON	2262.86	03/25/24	3/24
-60740	1154 JASON THOMAS	3001.51	03/25/24	3/24
-60739	316 VICKI THOMASON	2622.10	03/25/24	3/24
-60738	987 APRIL M TOLL	1503.71	03/25/24	3/24
-60737	337 SHARI TONEY	2358.79	03/25/24	3/24
-60736	951 DANA E. TUFFELMIRE	3792.66	03/25/24	3/24
-60735	1082 ANDREA TULLOS	2623.05	03/25/24	3/24
-60734	1152 LOUIS TULLOS	663.07	03/25/24	3/24

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-60733	928 LEVI T. VANZEE	3909.07	03/25/24	3/24
-60732	1017 KATRINA WARBURTON	726.22	03/25/24	3/24
-60731	1131 BRADI WATKINS	2717.87	03/25/24	3/24
-60730	278 CLINTON WATSON	3253.01	03/25/24	3/24
-60729	318 PAMELA WATSON	1027.46	03/25/24	3/24
-60728	1117 KAYCE WILLIAMS	3500.15	03/25/24	3/24
-60727	990 SHANNON A WOODWARD	442.05	03/25/24	3/24
-60726	TRS TRS	58156.53	03/20/24	3/24
-60725	SIT MT DEPT OF REVENUE	9564.00	03/20/24	3/24
-60724	FIT EFTPS	84135.31	03/20/24	3/24
-60723	P.E.R.S. PERS	10349.42	03/20/24	3/24
19317	1042 GAIL BLAIR	1273.96	03/25/24	_____
19318	802 EMILY V. CHRISTENSEN	132.61	03/25/24	_____
19319	517 TIMOTHY SHAWN DINSDALE	757.80	03/25/24	_____
19320	88 KEVIN L. FLYNN	169.67	03/25/24	_____
19321	510 THOMAS E. GRAHAM	1964.65	03/25/24	_____
19322	107 HARRY HALL	1876.59	03/25/24	_____
19323	148 KAY INGALLS	138.52	03/25/24	_____
19324	159 AUBRA J. LEWIS	157.58	03/25/24	_____
19325	1134 JENNA MAINWARING	277.05	03/25/24	_____
19326	1180 JAZLYN MARTIN	263.20	03/25/24	_____
19327	1066 JOHN MENARD	1979.22	03/25/24	_____
19328	1136 NYKIA MONDRAGON	193.93	03/25/24	_____
19329	851 STEVEN P. OJALA	2155.22	03/25/24	_____
19330	1086 TYLER PATRICK	2227.46	03/25/24	_____
19331	1074 DANIELA RAGEN	96.97	03/25/24	_____

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
19332	991 JERAMY D RICE	753.71	03/25/24	_____
19333	1178 HOLDEN SAMPSON	290.90	03/25/24	_____
19334	1101 KARSYN SANGRAY	93.50	03/25/24	_____
19335	249 EDWARD A. SHINDOLL	81.08	03/25/24	_____
19336	1166 KENDRA THOMPSON	221.64	03/25/24	_____
19337	799 TIM A. WILLIAMS	2057.85	03/25/24	_____
19338	1115 STEVEN NELSON	647.12	03/25/24	_____
19339	AFLAC AFLAC	819.60	03/25/24	_____
19340	ALLEGIANCE FLEX ALLEGIANCE BENEFIT PLAN	81.00	03/25/24	_____
19341	AMERIPRISE AMERIPRISE FINANCIAL SER	100.00	03/25/24	_____
19342	CAFE/FLEX ALLEGIANCE BENEFIT PLAN	2847.51	03/25/24	_____
19343	COREBRIDGE FINA COREBRIDGE FINANCIAL	2795.00	03/25/24	_____
19344	FTC FTC	100.00	03/25/24	_____
19345	HORACE MANN HORACE MANN	675.00	03/25/24	_____
19346	LIFE INSURANCE DEARBORN LIFE INSURANCE	83.72	03/25/24	_____
19347	MEA-MFT CLASS. TOWNSEND CLASSIFIED MEA	23.70	03/25/24	_____
19348	MUST MUST	66317.00	03/25/24	_____
19349	MUST DENTAL/VIS MUST INSURANCE	2952.00	03/25/24	_____
19350	TEA/MEA TEA/MEA	1582.10	03/25/24	_____
19351	UNITED WAY UNITED WAY OF THE LEWIS	10.00	03/25/24	_____
19352	WILLIAMS INVEST WILLIAMS INVESTIGATIONS	512.66	03/25/24	_____
19353	Unempl. Insur. MSUIP	2476.45	03/20/24	_____
19354	Workers' Comp MSGIA	4461.05	03/20/24	_____

* denotes missing check number(s)

# of Checks:	153	Total:	532269.35	Electronic Checks:	428,622.33
				Non-electronic Checks:	103,647.02

2024-2025 School Calendar

3.3

Townsend Public Schools

2024-2025 District Calendar

July 2024

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Aug. 16 First Day Fall Sports Practices
- Aug. 23 & 26 Teacher PIR - No School
- Aug. 27 First Day of School (No Kindergarten)
- Aug. 28 & 29 Kindergarten 1/2 days
- Aug 30 No School

September 2024

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Sept 2 No School
- Sept. 6 School in session
- Sept 13 No School
- Sept 20 No School
- Sept 26 Midterm
- Sept 27 No students/Teacher PLC

October 2024

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Oct 4 School in session (Homecoming)
- Oct 8 P/T conferences (4-12)
- Oct 11 No School
- Oct. 17 - 18 MEA/MFT - No School
- Oct 25 - No School
- Oct 31 - End of Quarter 1

November 2024

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Nov 1 No School
- Nov 8 No students/Teacher PLCI
- Nov 12 P/T conference (K-3)
- Nov 15 No School
- Nov 22 No students/Teacher PIR
- Nov 28 & 29 No School

December 2024

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Dec 5 Midterm
- Dec 6 No students/Teacher PLC
- Dec 13 No School
- Dec 20 School in session (Out at 12)
- Dec. 23 - 31 Winter Break - No School

January 2025

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Jan. 1 Winter Break - No School
- Jan. 2 Back to School!
- Jan 3 School in session
- Jan 16 End Quarter 2/Sem 1
- Jan 17 - No students/Teacher PLC
- Jan 24 - No School
- Jan 31 - No School

February 2025

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- Feb. 7 No School
- Feb 11 P/T conferences (4-12)
- Feb 14 No School
- Feb 20 Midterm
- Feb 21 No students/Teacher PLC
- Feb. 28 No School

March 2025

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Mar. 7 No School
- Mar. 14 - Teacher PIR - No School
- Mar 18 P/T Conferences (K-3)
- Mar 21 No School
- Mar. 27 End Quarter 3
- Mar 28 No students/Teacher PLC

April 2025

S	M	T	W	R	F	S
	1	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Apr. 4 No School
- April 10 Kindergarten round-up (no school for kindergarten)
- Apr. 11 No student/Teacher PLC
- April 18 No School
- April 21 No School

May 2025

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- May 1 Midterm
- May 2 No Students/Teacher PLC
- May 9 No School
- May 16 No School
- May 23 - 26 No School
- May 30 School in session

June 2025

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- June 1 Graduation
- June 5 Last Day (Out at 12)

Notes: Student Day for (3-12) 8:00 - 3:50 Student Day for (K-2) 8:00 - 3:18 Teachers Day 7:45 -4:15
 PTC = 4:30 pm - 7:30 pm PLC = 8:00 - 4:00 (30 min lunch) PIR = 6 hours (8-3/1 hour lunch)

No School
 Teacher PIR Day
 P/T Conferences
 1st & last day
 No students/PLC

Elementary Building Project

3.4

**FY23 Denning, Downey
& Associates, P.C.**

3.5

AUDIT PUBLICATION STATEMENT

An audit of Townsend Public Schools has been conducted by Denning, Downey & Associates, CPA's, P.C. The audit covered the fiscal year ended June 30, 2023. Section 2-7-521, MCA, requires the publication of the following summary of significant findings.

Summary of Significant Findings

The audit report for Townsend Public Schools for the fiscal year ended June 30, 2023, were unmodified.

The audit report also contained several other auditors' reports. Following is a list of the reports and a summary of the findings included in each. This is only a summary and is not intended to be used as an audit report.

1. Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. This report contained findings in the following matters:
 - a) 2023-001 Unrecorded Accounts Payable
2. Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance. This report contained findings in the following matters:

None were reported in the audit
3. Report on Prior Audit Report Recommendations. This report summarized the findings from the prior audit report, and noted the action taken on them.
 - a) 2022-001 Cash Balancing (Implemented)
 - b) 2022-002 Journal Voucher Controls (Implemented)
 - c) 2022-003 Emergency and Second School Emergency Relief Fund (ESSER) Cash Requested (Implemented)
 - d) 2022-004 – Required Supplementary Information (Implemented)
 - e) 2022-005 – Budget Overdraft (Implemented)

Public Inspection of Audit Report

The complete audit report is on file in its entirety and open to public inspection at the Townsend Public Schools Business Office.

Very Truly Yours,

Kayce Williams – Business Manager
Townsend Public Schools

Records Disposal

3.6

Certificate of Transfer/Destruction/Disposition Comments (Requesting Agency Use Only)

I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated.

Name:

Title:

Date:

Signature:

2024-2025 Substitute List

3.7

TOWNSEND SCHOOLS**Employee List - Substitute**

Name	Hire Date	Title
ARNOLD, DEBRA	09/10/20	SUBSTITUTE
AXELSON, JENNIFER A.	09/13/16	SUBSTITUTE
BARRETT, THOMAS A.	04/21/17	SUBSTITUTE
CAMPBELL, LISA L	10/20/15	SUBSTITUTE
CHRISTENSEN, EMILY V.	01/02/12	SUBSTITUTE
CHRISTENSEN, TAMARA	08/25/22	SUBSTITUTE
DRISCOLL, CASSIDY	10/19/21	SUBSTITUTE
FELLER, TIANA	09/12/22	SUBSTITUTE
FLYNN, GRACE	09/09/22	SUBSTITUTE
FRAZIER, JENNA	08/25/22	SUBSTITUTE
FUNKHOUSER, CARI	04/23/21	SUBSTITUTE
GILLESPIE, JUDY R.	02/08/08	SUBSTITUTE
HUGHES, ASHLEY	11/05/18	SUBSTITUTE
HUNT, REBECCA	09/20/22	SUBSTITUTE
JOHNSON, JERI	09/20/22	SUBSTITUTE
MAUGHAN, TRACI JO	03/01/23	SUBSTITUTE
MEISSNER, MELISSA	10/10/23	SUBSTITUTE
POOLE, VIRGINIA	09/12/82	SUBSTITUTE
RAGEN, DANIELA	08/23/21	SUBSTITUTE
RAINS, LORI	08/18/80	SUBSTITUTE
RAISLAND, TERESA	08/23/77	SUBSTITUTE
SAMPSON, HOLDEN	02/12/24	SUBSTITUTE
TULLOS, LOUIS	08/21/23	SUBSTITUTE
WARBURTON, KATRINA	03/08/19	SUBSTITUTE
WOODWARD, SHANNON A	10/02/17	SUBSTITUTE

2024 Summer Food Program

3.8

Townsend K-12 School District #1



201 N. Spruce • Townsend, MT 59644

Superintendent's Office

Phone (406) 441-3454

Fax (406) 441-3457

DATE: April 10, 2024

TO: Broadwater County
Sanitation Department
515 Broadway Street
Townsend, MT 59644

High School Office

Phone (406) 441-3430

Fax (406) 441-3466

FROM: Townsend K12 School District #1
201 N. Spruce Street
Townsend, MT 59644 406-441-3471

Elementary Office

Phone (406) 441-3431

Fax (406) 441-3475

RE: Notification of Operation: Summer Food Service Program (SFSP) Sites

The Townsend K12 School District #1 plans to operate a U.S. Department of Agriculture Summer Food Service Program during the 2024 summer. We plan to operate this food service program at the following sites:

Site Name	Meals Offered	Time of Meal Service	Days of the Week	Dates of Operation
Heritage Park 200 South Pine Townsend, MT 59644	<input type="checkbox"/> Breakfast	11:00 a.m. to 1:00 p.m.	S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F	June 10, 2024 through August 9, 2024*
	<input checked="" type="checkbox"/> Lunch		S	
	<input type="checkbox"/> Snack		S M T W R F	
	<input type="checkbox"/> Supper		S	
			S M T W R F	
			S	
			S M T W R F	

**Potential No Service Dates – June 24th -28th, July 15th – 19th, and July 29th – August 2nd, 2024*

CC: Montana Office of Public Instruction MAPS

Ref: 7 CFR 225.16 (a)
Last Updated: February 2019



Personnel

3.9

Received
3/28
CH

Letter of resignation

This is my letter to Mrs. Hartmann, I'm resignating from the after school program due to moving away from Montana. I have really enjoyed working for the program and getting to know the kids and my co-workers.

I would recommend working at the After School program to those who love working with kids. It's an amazing job and I'll be sad to leave it.

- Nykia Mandragon

Townsend School Board
201 N Spruce St
Townsend MT 59644

Emma Covarrubias
PO Box 1528
East Helena, MT 59635

March 29, 2024

Dear Members of the Board,

Due to a variety of personal and professional reasons, I have decided to submit my resignation to the board at this time. While continuing to fulfill my current contract, I am resigning effective the end of the 23-24 school year.

Thank you for the opportunity to be part of the Townsend School community, and I look forward to pursuing other prospects.

Sincerely,

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

Emma Covarrubias

Teacher	Status	Teacher	Status
Ascheman, Laura		Racht, Missy	
Bakken, Allison		Schnittgen, Micheal	
Bakkum, Denise		Shearer, Anna	
Bancroft, Britany		Shindoll, James	
Bartlet, Jeremy		Tuffelmire, Dana	
Bauman, Gary		Van Zee, Levi	
Beck, Darlene		Watson, Clint	
Bleile, Megan			
Cameron, Jamee			
Eichinger, Karee		Belanger, Magalie	Tenure
Fischer, Terri			
Flynn, Jill		Ankerstjerne, Jasmine	non-tenure
Flynn, Kelsey		Estrada, Aliece	non-tenure
Gillespie, Kristine		Goodman, Katherine	non-tenure
Gillespie, Shayna		Haerter, Emily	non-tenure
Giono, Angela		Hoff, Tanner	non-tenure
Hanson, Molly		Hohn, Eli	non-tenure
Hazlett, Daniel		Kirkpatrick, Diana	non-tenure
Hoppe, Jennifer		Kruger, Ashley	non-tenure
Horne, Joe		McNulty, Olga	non-tenure
Ingram, Anne		Patrick, Tyler	non-tenure
Lampman, Allie		Pryor, Stephanie	non-tenure
Larson, Lisa		Ries, Carley	non-tenure
Lawson, David		Smedley, Holly	non-tenure
Lawson, Jami		Swainson, Morgan	non-tenure
Loughery, Jemma		Thomas, Jason	non-tenure
MacDonald, Mara		Tullos, Andrea	non-tenure
Moldenhauer, Lindsey			
O'Dell, John			

Name	Position	Name	Position
Bakkum, Kory	Custodial	Douglas, Danielle	Kitchen
Beatty, Todd	Para/ Activity Bus Driver	Evinger, Jaycee	Paraprofessional
Blair, Gail	Paraprofessional	Ferreira, Alison	State Reporter/Elem. Admin. Assistant
Byrne, Lida	Activity Bus Driver	Frazier, Laura	Office Aide
Carr, Luke	Technology Support	Gill, Joseph	Tech Assistant
Conner, Teresa	Kitchen	Graham, Thomas	Custodian
Cutshaw, Donna	Admin. Assistant	Hahn, Caitlyn	Public Librarian
Dales, Colleen	Paraprofessional	Harvey, Vicki	Public Librarian
Diehl, Dallas	Activity Bus Driver	Kitto, Todd	Activity Bus Driver
Dominguez, Aletha Simone	Paraprofessional	Landers, Chelsey R.	Paraprofessional
		McDaniel, Tancy	Paraprofessional

Menard, John	Custodian/ Main.	Romo, Mariah	Custodian
Moldenhauer, Wanda	High School Secretary	Shindoll, Ed	Bus Maintenance
Naber, Richard	Paraprofessional	Spidell, Sandra	Kitchen Cook
		Stephens, Ashlynn	Paraprofessional
Quintanar, Ashley	Kitchen	Thomason, Vicki	Head Cook
Ragen, Travis	Paraprofessional	Toll, April	Kitchen
Rhoda, Hallie	Paraprofessional	Toney, Shari	Paraprofessional
Rice, Jeramy	Activity Bus Driver	Watson, Pamela	District Clerk
Riddle, James	Head Maintenance	Williams, Kayce	District Clerk
Rivera, Sheila	Playground Aide/Para	Williams, Tim	Custodian

2024-2025 Fall & Winter Sports/Activities

Activity	Coach	Contract Signed	Month Paid
Junior High Football	13 Justin Hoveland		Oct.
	8 Gary Bauman		Oct.
Junior High Cross Country	0 Missy Racht		Oct.
	Mara MacDonald		
High School Cross Country	12 Brooke Dolan		Oct.
	0 Louis Ingalls		Oct.
Head High School Football	13 Joe Horne		Nov.
	6 Justin Sell		Nov.
	0.5 2 Josh Leonard		Nov.
	0.5 3 Dan Hazlett		Nov.
	0 Micheal Vandiest		Nov.
High School Volleyball	4 Megan Bleile		Nov.
	1 Aliece Estrada		Nov.
Junior High Volleyball	1 Cayla Rueb		Oct
	1 Jeramiah Rueb		Oct
Junior High Girls B-Ball	1 Jeramiah Rueb		Dec
	2 Courtney Johnson		Dec
High School Girls B-Ball	1 David Lawson		Mar
	1 Kevin Reed		Mar
			Mar
Fall Cheerleading	0 Allie Lampman		Nov.
Fall Play	2 Denise Bakkum		Dec.
Speech & Drama	8 Denise Bakkum		Feb.
	1 Allie Lampman		Feb.
Junior High Boys B-Ball	21 Gary Bauman		Feb
	1 Courtney Johnson		Feb
High School Wrestling	0 Eli Hohn		Feb.
	5 Mike Schnittgen		Feb.
	0.5 0 James Ruchert		Feb.
	0.5 24 John O'Dell		Feb.
High School Boys B-Ball	1 Tyler Patrick		Mar.

	0	Dan Harrigfeld		Mar.
	0	Devon Zeadow		Mar.
Public Librarian	18	Angela Giono		Year
Junior High Wrestling	40	Harry Hall		Mar.
	3	John O'Dell		Mar.
Winter Cheerleading	0	Holly Smedley		
Athletic Director	2	John O'Dell		Nov&Mar
Nat'l Honor Society	6	Laura Ascheman		April
Concessions	2	Britney Bancroft		Nov&Mar
Pep Band	1	Denise Bakkum		Nov&Mar.
Annual	9	Joe Horne		April
Student Council	2	Allie Lampman		April
JH Student Council	0	Andrea Tullos		April
FCCLA	1	Carly Ries		April
SKILLS USA	28	Clint Watson		April
BPA	9	Joe Horne		April
FFA	8	Jemma Loughery		
Ag Extra		Jemma Loughery		
COUNSELOR EXTRA DUTY		Mike Schnittgen		Aug/June
Dual Credit - Statistics		Laura Ascheman		
Dual Credit - Algebra		Laura Ascheman		
Dual Credit - Public Speaking			x	
Dual Credit - Writing		Darlene Beck		

Received
2/21

Christina,

I would please like to work full time at the Summer Camp program. Also I Please would like to work M-Thurs. Next year @ the After School program.

Thank you

Jhari Toney
2-20-2024



Susie Hedalen <shedalen@townsend.k12.mt.us>

Part-Time Summer Employment Opportunity - 2024

1 message

Carley Ries <cries@townsend.k12.mt.us>
To: Susie Hedalen <shedalen@townsend.k12.mt.us>

Tue, Mar 19, 2024 at 9:22 AM

Good morning,

I, Carley Ries, am extremely interested in working for Townsend School District during the summer season. As a part-time employee, I will assist with groundskeeping maintenance, custodial services, rental repairs, as well as other duties upon request. Thank you in advance for your consideration.

Best,

Carley RiesBroadwater High School
Family and Consumer Sciences Teacher
FCCLA Advisor

Policy

3.10

1 _____ School District

2
3 **THE BOARD OF TRUSTEES**

1610

4
5 Annual Goals and Objectives

6
7 Each year, ~~during the month of _____~~ (OPTIONAL), the Board will formulate or
8 review the goals of the District that reflect the district's strategic plan of education. At the
9 conclusion of each school year, the [Superintendent] [Principal] shall report to the Board
10 information which reflects the accomplishments towards the goals of the District.

11
12 The Chairperson may appoint a committee of the Board, to include the District Administrator
13 [~~Superintendent~~] [~~Principal~~] (CHOOSE) to annually review the goals and report to the Board.

14
15 Integrated Action Plan

16 The Board shall develop, with stakeholder input, an integrated strategic action plan to which the
17 district graduate profile is aligned. The Board shall implement, monitor, and evaluate the District
18 action plan and make the plan publicly available on the District website. The District plan shall
19 be updated at least every three years based on a comprehensive needs assessment with
20 meaningful stakeholder input and feedback that comply, at a minimum, with Policies 1400 and
21 1420. The plan must clarify what specific steps must be taken to achieve the district graduate
22 profile and reflect a continuous improvement process.

23 The integrated action plan shall include:

24 (a) a school district graduate profile as defined in 10.55.602 ARM and consistent with
25 Policy 2410P;

26 (b) the school district's educational goals consistent with Policy 2000;

27 (c) a description of planned progress toward implementing all content and program area
28 standards consistent with Policy 2110 and Policy 2120;

29 (d) a description of strategies for assessing student progress toward meeting all content
30 standards consistent with Policy 2120;

31 (e) a professional development component consistent with Policy 5121;

32 (f) a description of how the district will meet programmatic requirements of state and
33 federal grants;

34 (g) a description of strategies for addressing the needs of gifted and talented students
35 consistent with Policy 2166, children with disabilities consistent with Policy 2161 and
36 Policy 2162, English learner students consistent with Policy 2500, and at-risk students as
37 defined in 20-1-101, MCA and served by Policy 3610.

38 The District shall report and submit their adopted integrated strategic action plan to the
39 Superintendent of Public Instruction.

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<u>Cross Reference:</u>	<u>MTSBA Strategic Governance Policy Series – 1000SG</u>	
	<u>Policy 2410P</u>	<u>Graduation</u>
	<u>Policy 2000</u>	<u>Goals</u>
	<u>Policy 2110</u>	<u>Objectives</u>
	<u>Policy 2120</u>	<u>Curriculum and Assessment</u>
	<u>Policy 2161</u>	<u>Section 504</u>
	<u>Policy 2162</u>	<u>Special Education</u>
	<u>Policy 2166</u>	<u>Gifted and Talented</u>
	<u>Policy 2500</u>	<u>English Learners</u>
	<u>Policy 3610</u>	<u>At Risk Student Programs</u>
	<u>Policy 5121</u>	<u>Professional Development</u>

<u>Legal Reference:</u>	<u>Section 20-1-101, MCA</u>	<u>Definitions</u>
	<u>10.55.701(2)(a), ARM</u>	<u>Board of Trustees</u>
	<u>10.55.601, ARM</u>	<u>Accreditation Standards: Procedures</u>
	<u>10.55.602, ARM</u>	<u>Definitions</u>
	<u>10.55.603, ARM</u>	<u>Curriculum and Assessment</u>
	<u>10.55.714, ARM</u>	<u>Professional Development</u>
	<u>10.55.804, ARM</u>	<u>Gifted and Talented</u>
	<u>10.55.805, ARM</u>	<u>Children with Disabilities</u>
	<u>10.55.806, ARM</u>	<u>English Learners</u>

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

1 **School District**

2
3 **STUDENTS**

3141

4
5 Nonresident Student Enrollment

6
7 For the purposes of this policy, except as provided in Section 20-9-707, MCA, a student's district
8 of residence must be determined on the basis of the provisions of Section 1-1-215, MCA.

9
10 Mandatory Nonresident Enrollment for Extenuating Circumstances

11
12 The District shall enroll a student who resides outside of the District whenever the extenuating
13 circumstances listed in Section 20-5-321, MCA, exist.

14
15 Applying for Nonresident Enrollment with No Extenuating Circumstances

16
17 Whenever the extenuating circumstances listed in Section 20-5-321, MCA do not exist and
18 mandatory enrollment of a student who resides outside the District is not required, the District
19 may enroll the nonresident student at the request of the student's parent or guardian as specified
20 in this policy. The District shall serve children who are residents of the district and nonresident
21 children seeking mandatory enrollment for extenuating circumstances prior to enrolling
22 nonresidents students seeking to apply when extenuating circumstances do not exist.

23
24 Every nonresident student who seeks to enroll in the District shall apply for admission for the
25 succeeding school year by (date). All applications shall be submitted using the form found at
26 Policy 3141F as developed by the Superintendent of Public Instruction. **(Optional)** For planning
27 purposes, late applications shall not be considered. **(End Optional Language)** Nonresident
28 students shall reapply for admission each school year. Admission in one school year does not
29 infer or guarantee admission in subsequent years. Each application shall be assigned a unique
30 number distinct from a student identification number that does not disclose a student's personally
31 identifiable information consistent with Policy 3600. Within 10 days of the initial application for
32 an agreement, the District shall notify the parent or guardian of the child and district of residence
33 involved in the out-of-district attendance agreement of the anticipated date for approval or
34 disapproval of the agreement.

35
36 The Board of Trustees authorizes the District Administrator to review the applications for
37 nonresident enrollment consistent with his policy and Section 20-3-320, MCA. Not more than
38 30 days following the application deadline, the District Administrator shall submit a list of
39 students to the Board of Trustees who are recommended for enrollment. The Board of Trustees
40 shall make the decision to approve or deny requests for nonresident enrollment during a meeting
41 of the Board. Each application shall be considered during a closed session consistent with Policy
42 1400 after giving prior notice to the parents that their application will be considered by the Board
43 of Trustees in a closed session of the Board. Any motion on an application shall be made
44 referring to the distinct application number.

1 In reviewing and determining whether to approve an application for attendance by a nonresident
2 child, the District Administrator shall recommend for approval and Board of Trustees shall
3 approve the application unless the Board of Trustees find that the impact of approval of the
4 application will negatively impact the quality of education for resident pupils by grade level, by
5 school, or in the District in the aggregate in one or more of the following ways:

- 6
7 1. The approval would result in exceeding limits of:
8 A. building construction standards pursuant to Title 50, chapter 60, MCA;
9 B. capacity and ingress and egress elements, either by individual room or by
10 school building, of any fire code authorized by Title 50, chapter 3; or
11 C. evacuation elements of the district's adopted school safety plan.

12 The Board authorizes the District Administrator to coordinate with the local fire
13 marshal, law enforcement, health department, and first responders when developing
14 standards under this Subsection 1. Findings shall be adopted by the Board in the
15 District's strategic plan or plan for continuous improvement specified in Policy 1620.

16 2. The approval would impede meeting goals, standards, or objectives of quality
17 education adopted by the Board in the District's strategic plan or plan for continuous
18 improvement specified in Policy 1620.

19 3. The approval would risk jeopardizing the educational quality adopted by the Board in
20 the District's strategic plan or plan for continuous improvement specified in Policy 1620
21 because the nonresident child who is applying was:

- 22 A. truant as defined in Section 20-5-106, MCA, in the last school district
23 attended;
24 B. expelled by another school district at any time; or
25 C. suspended in another school district in any of the 3 school fiscal years
26 preceding the school fiscal year for which attendance is requested. This
27 Subsection C does not apply to a student who is eligible for special education or
28 related services.

29
30 Review and consideration of applications and the records of applicants as well as decisions
31 regarding admission cannot be inconsistent with District policies regarding nondiscrimination. In
32 the event the District receives more applications than the District can accommodate, the District
33 shall prioritize applications on the basis of the quality of education for students who are residents
34 of the district of attendance and the obligations of resident taxpayers. This priority may include
35 applications from children of District employees as well as children with siblings who have
36 previously enrolled in the District as nonresident students. This priority is specifically
37 established and shall be implemented on a rational basis to provide a quality education to
38 students enrolled in the District.

39
40 Within 10 days of approval or disapproval of an application for non-resident enrollment, District
41 shall provide copies of the approved or disapproved attendance agreement to the parent or
42 guardian and to the district of residence. In the case of a disapproval, the District shall provide
43 the specific allowable reason for the disapproval consistent with this policy and supporting
44 documentation.

45
46 For an approved application and out-of-district attendance agreement the District shall provide a
47 copy of the completed agreement to the county superintendent of schools of the county of

1 residence, county superintendent of schools of the county of attendance, and the Superintendent
2 of Public Instruction. Whenever a student enrolls in and attends a school outside of the student's
3 district of residence under the provisions of this policy, by July 15 following the year of
4 attendance, the district of attendance shall notify the district of residence of an obligation under
5 Section 20-5-323, MCA.

6
7 If an out-of-district attendance agreement is disapproved or no action is taken, the parent or
8 guardian may appeal the disapproval or lack of action in accordance with Montana law.

9
10 Unless otherwise agreed by the district of residence and the district of attendance, the family of a
11 nonresident child whose application for attendance has been approved is responsible for
12 transportation of the child and the child is not an eligible transportee as defined in Section 20-10-
13 101, MCA. The district of attendance may discretionarily provide transportation pursuant to
14 Section 20-10-122, MCA.

15
16 Discretionary Nonresident Student Attendance Policy

17
18 ~~This policy shall terminate and expire on June 30, 2024, to be replaced in its entirety by a policy~~
19 ~~governing non-resident student enrollment consistent with Chapter 368 (2023).~~

20
21 ~~1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at~~
22 ~~its discretion.~~

23
24 ~~2. The Superintendent will recommend to the Board any nonresident student admission in~~
25 ~~accordance with this policy, with the Board making the final decision on admission.~~

26
27 ~~3. The District will examine a student's records from this district and other school districts~~
28 ~~before any Board approval for admission. Review of the records and decisions regarding~~
29 ~~admission cannot be inconsistent with district policies regarding nondiscrimination. Any~~
30 ~~priority among the applications shall be on a rational basis that prioritizes the quality of~~
31 ~~education for students who are residents of the district of attendance and the obligations~~
32 ~~of resident taxpayers.~~

33
34 ~~4. The District will not admit nonresident students when doing so would cause the district~~
35 ~~to exceed the class size standards under 10.55.712 and 10.55.713, ARM.~~

36
37 ~~5. Every nonresident student who attends District schools must reapply for admission for~~
38 ~~the succeeding school year by June 15. Admission in one school year does not infer or~~
39 ~~guarantee admission in subsequent years.~~

40
41 ~~6. Nonresident students enrolled under this policy are subject to all district policies, rules,~~
42 ~~regulations on the same basis as resident students.~~

43
44 ~~7. All resident students who become nonresidents because their parents or guardians move~~
45 ~~out of the District may continue attendance for the school year, barring registration in~~
46 ~~another District. At the completion of the school year, a student must apply as a~~

1 ~~nonresident student in accordance with #5.~~

2
3 8. ~~[OPTIONAL] The Board will not admit any student who is expelled from another~~
4 ~~school district.~~

5
6 9. ~~(OPTIONAL Use only if the district currently charges tuition) The Board reserves~~
7 ~~the right to charge tuition for nonresident students. At its discretion, the Board may~~
8 ~~charge or waive tuition for all students whose tuition is required to be paid by one kind of~~
9 ~~entity, defined as either a parent or guardian or a school district. Any waiver of tuition~~
10 ~~will be applied equally to all students whose tuition is paid by the same kind of entity~~
11 ~~(i.e., if the District charges tuition in those circumstances where a resident district pays~~
12 ~~but waives tuition in those circumstances where a parent or guardian is responsible for~~
13 ~~tuition, the tuition waiver will be applicable to all students whose parents or guardians~~
14 ~~bear the responsibility for payment).~~

15
16 10. ~~All nonresident students will be considered ineligible transportees for school~~
17 ~~transportation services (§ 20-10-101, MCA).~~

18
19 11. ~~(Optional) As part of the District's strategic planning process, the Board of Trustees may~~
20 ~~adopt provisions within the plan of continuous improvement related to the following aspects of~~
21 ~~the District's facilities, operations, and compliance with accreditation standards:~~

- 22 (A) ~~building construction standards pursuant to Title 50, chapter 60;~~
23 (B) ~~capacity and ingress and egress elements, either by individual room or by~~
24 ~~school building, of any fire code authorized by Title 50, chapter 3;~~
25 (C) ~~evacuation elements of the district's adopted school safety plan;~~
26 (D) ~~and establish goals, standards and objectives of quality for delivery of~~
27 ~~education and related services;~~
28 (E) ~~educational quality within the district for expectations related to truancy,~~
29 ~~expulsion, or suspension, as specified in state law;~~

30
31 Cross Reference: 2161 – 2161P Special Education
32 3110 Entrance, Placement, and Transfer
33 3125 Education of Homeless Children
34 3210 Equal Education, Nondiscrimination and Sex
35 Equity
36 3600 Student Records
37 1400 Board Meetings

38
39 Legal Reference: § 20-5-314, MCA Reciprocal attendance agreement with adjoining
40 state or province
41 § 20-5-320, MCA Out-of-district attendance by parent or guardian
42 request with no extenuating circumstances.
43 § 20-5-321, MCA Attendance with mandatory approval – tuition and
44 transportation
45 § 20-5-322, MCA Residency determination – notification – appeal for
46 attendance agreement

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§ 20-5-323, MCA
10.55.712, ARM
10.55.713, ARM

Tuition and transportation rates
Class Size Elementary
Teacher Load and Class Size – High School

Policy History:

Adopted on:

Reviewed on:

Revised on:

2
3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Activity Trips

6
7 Transportation

8
9 The Board authorizes the Superintendent or designee to utilize a passenger vehicle that is
10 designed to transport 8 to 15 passengers and is the size and style of vehicle necessary to meet
11 the needs of the district insured in accordance with the minimum coverage requirements to
12 transport students to and from school sponsored events and activities. Drivers for vehicles under
13 this section shall be licensed as required by state standards for the vehicle in use. The
14 Superintendent or designee is authorized to complete a driving record background check for
15 designated drivers.

16
17 The use of school buses is strictly limited to school activities. Buses may not be loaned or leased
18 to non-school groups, unless permission is specifically granted by the Board. Buses will be
19 operated by a qualified bus driver on all activity runs, and only authorized activity participants,
20 professional staff, and chaperones assigned by the administration may ride the bus.

21
22 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will
23 remain with the professional staff member in charge on the bus, and one (1) copy will be given
24 to the Secretary before the bus departs.

25
26 Staff shall not use personal vehicles to transport students for any purpose without the
27 documented authorization of the Superintendent or designee.

28
29 Lodging

30
31 Students and staff shall be lodged at safe and suitable hotels or rental properties for all District-
32 approved or sponsored activities, events, and trips. When utilizing a rental property, the premises
33 shall be reviewed by the administration to confirm it is in an appropriate location and that the
34 host/owner does not reside in the property or will otherwise have access to students. Steps shall
35 be taken to ensure students do not engaged in improper conduct including review of the floorplan
36 to ensure separation and placement of supervisors. The rental platform should have terms of
37 service which shall permit the district to cancel or seek redress in the event the property is
38 unsatisfactory or unsafe. Students and staff shall not be lodged in private residences without the
39 authorization of the administration and consent of parents. Any person present in a private
40 residence lodging students and staff shall comply with the provisions of Policy 5430.

41
42 Optional: When practicable, the principal shall take necessary precautions to avoid having
43 students sharing beds in hotel rooms during school sponsored trips. End Optional Language
44

1 Optional: The District shall not share hotel rooms with other schools unless there is an executed
2 cooperative or cost-sharing agreement which details behavior expectations and supervisory
3 responsibility for all students within the hotel room. End Optional Language

4 5 Room Assignments

6
7 The District shall promptly notify parents if, and provide the opportunity to consent before, the
8 parent's student would share a room or sleeping quarters with an individual of the opposite sex
9 on a school-sponsored trip. A child whose parent does not provide consent must be permitted to
10 attend the trip and must be provided with reasonable accommodations that do not require the
11 child to share a room or sleeping quarters with an individual of the opposite sex.

12 13 District Policy

14
15 All student and staff policies and procedures will be in effect during District-approved or
16 sponsored activities, events, and trips. Each chaperone present on the activity, trip or event shall
17 comply with Policy 5430 and complete a volunteer agreement form at Policy 5430F. No
18 improper conduct is permitted under any circumstances.

19
20 Legal Reference: Title 40, Chapter 6, Part 7 Rights of Parents

21 22 Policy History:

23 Adopted on:

24 Reviewed on:

25 Revised on:

1 _____ School District

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3 **NONINSTRUCTIONAL OPERATIONS**

8210
Page 1 of 2

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5 Procurement Policy for School Food Purchases and Use of Federal Funds

6
7 The School District will adhere to the following requirements for any procurement related to food service:

8
9 *Below are samples only and other language can be used, adjusted, or utilized. Please feel free to make*
10 *changes, additions or add any other necessary items to meet the needs of your district.*

11
12 **Purchase Procedures & Thresholds:**

13
14 *Definition/Instructions*

15 ***Micro-Purchase:** Micro-purchases may be awarded without soliciting competitive price or rate*
16 *quotations if the non-Federal entity considers the price to be reasonable. To the maximum extent*
17 *practicable, the non-Federal entity should distribute micro-purchases equitably among qualified*
18 *suppliers. The school district is responsible for determining and documenting an appropriate*
19 *micro-purchase threshold based on internal controls, an evaluation of risk, and its documented*
20 *procurement procedures.*

21 *School districts may use the Federal micro-purchase threshold of up to \$10,000 or may establish*
22 *a higher threshold, up to \$50,000 if the district self-certifies (CFR 200.320 (a)(1)(iv)).*

23
24 **School District's Established Micro-Purchase threshold (choose one):**

25
26 The School District's Micro Purchase Threshold is: \$ _____ (up to \$10,000).

27 OR

28 The School District self-certifies a threshold of \$ _____ (up to \$50,000 according to CFR
29 200.320 (a)(1)(iv)) and maintains documentation to be made available to the Federal awarding
30 agency and auditors in accordance with § 200.334. The self-certification must include a
31 justification, clear identification of the threshold, and supporting documentation of any of the
32 following:

- 33 ○ A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most
34 recent audit;
35 ○ An annual internal institutional risk assessment to identify, mitigate, and manage financial
36 risks; or,
37 ○ For public institutions, a higher threshold consistent with State law.

38
39 *Definition/Instructions*

40 ***Small Purchase:** Informal purchase method for open competitive purchases. For purchases*
41 *higher than the micro-purchase threshold (\$10,000 or SFA's higher amount if self-certified) but*
42 *does not exceed the simplified acquisition threshold (\$80,000).*

- 43 • *If small purchase procedures are used, price or rate quotations must be obtained from an*
44 *adequate number of qualified sources as determined appropriate by the non-Federal*
45 *entity. Documentation of the procurement process (vendor name, contact method, name*
46 *of person providing price quote, price quoted, date price quote obtained, duration of*
47 *price quote).*

48 **Small Purchases greater than \$ _____ (Instructions: SFA may select up to \$10,000 or up to**
49 **\$50,000 if self-certified) up to \$ _____ (Instructions: SFA may select up to \$80,000).** \$80,000 is
50 the small purchase threshold for the state of Montana per Section 20-9-204, MCA.

- Small purchases will be handled in a fair and equitable manner consistent with district policy on purchasing.
- The District will obtain two or more quotes from qualified sources.
- The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Definition/Instructions

Formal Purchase: If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.

Formal Purchases greater than \$ _____ (SFA may select up to \$80,000):

- If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.
- The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Bid Specifications: (OPTIONAL)

The School District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language. The district must take care that any bids for services and supplies are written in the broadest possible terms to allow for participation by the largest number of potential vendors.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

Geographic Preference: (OPTIONAL)

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Buy American:

The District will adhere to "Buy American" for the food service program 7 CFR 210.21(d). Therefore, Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals

1 served in our Child Nutrition Program. There are two limited exceptions when non-domestic foods
2 may be purchased. These exceptions are determined by the SFA:

- 3 • The food or food product is not produced or manufactured in the United States in sufficient and
4 reasonably available quantities of a satisfactory quality; or
- 5 • Competitive bids reveal the cost of a United States food or food product is significantly higher
6 than the nondomestic product—Food preferences can only be met with foreign goods.
- 7 • SFA must document exceptions and keep records.

8
9 **Contracting with small and minority businesses, women's business enterprises, and labor surplus
10 area firms. 2 CFR 200.321(a):**

- 11 • The non-Federal entity must take all necessary affirmative steps to assure that minority
12 businesses, women's business enterprises, and labor surplus area firms are used when possible.

13
14 **Standards of Conduct for District Employees:**

- 15 • The School District maintains the following code of conduct for any employees engaged in award
16 and administration of contracts supported by Federal Funds:
17
18 • No District employee will engage in any procurement when there is a conflict of interest, real or
19 perceived, and District employees cannot solicit or accept any gratuities, favors or anything of
20 monetary value from prospective vendors. This shall not preclude district personnel from serving
21 on boards or participating in organizations that support the district's need to obtain quality
22 services and supplies.
23
24 • No District employee shall participate in the selection, award or administration of a contract when
25 any of the following persons have a financial interest in the firm selected for award:
26 ○ The employee
27 ○ Any member of his/her immediate family
28 ○ People with whom there is an intimate personal relationship
29 ○ An organization which employs or is about to employ any of the above
30
31 • The District would like all employees to behave with the utmost integrity and never be self-
32 serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and
33 avoid any compromising situations.
34
35 • Employees found to be in violation of this policy are subject to disciplinary action, up to and
36 including termination.

37
38
39
40 Policy History

41 Adopted on:

42 Reviewed on:

43 Revised on:

1 _____ **School District**

2
3 **PERSONNEL**

5231

4
5 Personnel Records

6
7 The District maintains a complete confidential and permanent personnel record for every current
8 and former employee. The employees' personnel records will be maintained in the District's
9 administrative office, under the Superintendent's direct supervision. Employees will be given a
10 copy of their personnel record upon request.

11
12 Employees shall maintain an accurate mailing address with the District which will be held in the
13 personnel file. Employees shall promptly notify the District of any change in mailing address.

14
15 The District may release public information regarding the professional qualifications, degrees,
16 and experience of teachers and the qualifications of paraprofessionals to parents upon request.
17 Access to other information is governed by Policy 4340.

18
19 Personnel records must be kept for 10 years after separation of employment.

20
21 Cross Reference: 4340 Public Access to District Records

22
23 Legal Reference: 10.55.701, ARM Board of Trustees
24 § 20-1-212(2), MCA Destruction of records by school officer.
25 § 2-6-1001, MCA Definitions

26
27 Policy History:

28 Adopted on:

29 Reviewed on:

30 Revised on:

2
3 **INSTRUCTION**

4
5
6
7 Early Literacy Targeted Interventions

8
9 Purpose and Goals

10
11 The Board of Trustees finds the ability to read at or above grade level is essential for educational
12 success. The purposes of this policy are to:

- 13
14 (a) provide parents with voluntary early literacy interventions for their children;
15
16 (b) increase the number of children in the District who are reading proficient at the end of
17 3rd grade and in so doing help those children develop their full educational potential
18 pursuant to Article X, section 1(1), of the Montana Constitution; and
19
20 (c) foster a strong economic return for the state on early literacy investment through
21 enhancing the District’s skilled workforce and decreasing future reliance on social
22 programs and the criminal justice system.
23

24 The Board of Trustees intends to collaborate with the Board of Public Education and Office of
25 Public Instruction to achieve the purposes of this policy by gathering, analyzing, and making
26 available outcome data and by continually refining the interventions to increase the efficacy and
27 efficiency of each intervention.
28

29 Compliance

30
31 The early literacy targeted intervention strategies, programs, and services established, authorized,
32 and implemented by this policy shall be in accordance with early childhood education standards
33 at Title 10 Chapter 63 ARM. The early literacy targeted intervention strategies, programs, and
34 services established, authorized, and implemented by this policy shall include, at minimum:
35

- 36 (a) ongoing evaluation of student progress used to tailor instruction to specific student needs;
37 (b) strategies to encourage, enhance, and honor parental involvement;
38 (c) methods to employ and assign qualified staff to deliver programming who have
39 completed a fingerprint based criminal background check in accordance with Policy 5120
40 and Policy 5122 and receive regular professional development in accordance with Policy
41 5121;
42 (d) adherence to eligibility standards;
43 (e) organization, when applicable, of classrooms which satisfy physical, supervision, safety,
44 and capacity standards; and
45 (f) dedicated Trustee and administrative leadership in accordance with Policy 6110.
46
47

1
2 Child Evaluation

3
4 An eligible child is defined as a child who has been determined, through evaluation
5 methodologies selected by the Board of Public Education, to be below a trajectory leading to
6 reading proficiency at the end of 3rd grade. An eligible child may receive early literacy targeted
7 intervention provided by the District for the subsequent school year in accordance with this
8 policy.

9
10 The Board of Trustees authorizes the District staff to administer evaluation methodologies in
11 April, May, or June of each year to a child who will be 4 years of age or older on or before the
12 following September 10 and who has not yet entered 3rd grade.

13
14 A child shall not be evaluated to determine eligibility for early targeted literacy intervention
15 without written parental consent.

16
17 OPTIONAL Classroom Based Programming

18
19 The Board of Trustees has established a (select option) full time or half time classroom based
20 early literacy targeted intervention program. The Board of Trustees authorizes the District staff
21 to admit, enroll, and serve an eligible child who is 4 years of age or older on or before September
22 10 of the year in which the child is to participate in the program and who is not entering and who
23 has not completed kindergarten in the District's classroom-based early literacy targeted
24 intervention program. If a full-time program is established the District will allow a parent or
25 guardian to enroll their child on a half-time basis. The classroom based program shall foster
26 parental engagement and be research-based and proven effective at developing early literacy
27 skills in populations at risk of not being reading proficient at the end of 3rd grade

28
29 OPTIONAL Home-Based Programming

30
31 The Board of Trustees has established a home-based early literacy targeted intervention program.
32 The Board of Trustees authorizes the District staff to serve an eligible child who is 4 years of age
33 or older on or before September 10 of the year in which the child is to participate in the program
34 and who has not yet completed 2nd grade in the District's home-based program.

35
36 Any home-based program available in the District shall be operated by a non-profit entity
37 previously selected by the Board of Public Education. The home based program shall foster
38 parental engagement and be research-based and proven effective at developing early literacy
39 skills in populations at risk of not being reading proficient at the end of 3rd grade. The home-
40 based program shall have a cost of no more than \$1,000 a year for each child.

41
42 OPTIONAL Jumpstart Programming

43
44 The Board of Trustees has established a jumpstart early literacy targeted intervention program.
45 The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child

1 who is 5 years of age or older on or before September 10 of the year in which the child is to
2 participate in the program and who has not yet completed 3rd grade.

3
4 The District’s jumpstart program shall take place during the time between the end of one school
5 calendar year and the start of the next school calendar year, as set by the Board of Trustees in
6 accordance with Policy 2100, preceding a child's entry into kindergarten, 1st grade, 2nd grade, or
7 3rd grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120
8 instructional hours. The jumpstart program shall be designed in a manner to increase the
9 likelihood of a child being evaluated at the end of the ensuing school year to be at or above a
10 trajectory leading to reading proficiency at the end of 3rd grade.

11
12
13 Reporting and Funding (SELECT PROVISIONS CONSISTENT WITH ABOVE SECTION)

14
15 The Board of Trustees authorizes the District administration to include an eligible child
16 participating in a classroom-based program in accordance with this policy in enrollment counts
17 for the purpose of ANB calculations in the manner described in Policy 3121.

18
19 The Board of Trustees authorizes the District administration to report the number of eligible
20 children participating in a home-based program to superintendent of public instruction for
21 purposes of receiving payment for provided programming.

22
23 The Board of Trustees authorizes the District administration to include an eligible child
24 participating in a jumpstart program in accordance with this policy in enrollment counts on a
25 quarter-time basis for the purpose of ANB calculations in the manner described in Policy 3121.

26
27 The Board of Trustees shall monitor the early literacy intervention programs and authorizes the
28 District administration to report annually to the superintendent of public instruction on the
29 efficacy of the program no later than July 15 of each year.

30
31 Cross Reference: Policy 2100 – School Calendar
32 Policy 3121- Enrollment and Attendance Calculation
33 Policy 5120- Hiring Practices
34 Policy 5121 –Professional Development
35 Policy 5122 -Fingerprint Background Checks
36 Policy 6110- Superintendent Responsibilities

37
38 Legal Reference: Article X, section 1(1), of the Montana Constitution
39 Title 20, Chapter 7, Part 18 – Early Literacy Targeted Interventions
40 Title 10 Chapter 63 ARM – Early Childhood Standards
41 Section 20-9-311, MCA – Calculation of ANB

42
43 Policy History:

44 Adopted on:
45 Reviewed on:
46 Revised on:

Policy 2165F – Early Literacy Targeted Intervention Consent

Dear Parent/Guardian,

The School District is providing notice required under the provisions of District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA. Copies of these provisions are available upon request. This notice is being provided to inform you of the opportunity to have your child evaluated for an early literacy targeted intervention programs and services which will be provided to children as described in Policy 2165 whose parents who provide written consent.

Notice of Your Rights

This notice is intended to inform parents that the following early literacy evaluation will be provided at the school: _____. This evaluation will be provided on _____ at _____ in _____.

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

Early Literacy Evaluation Consent Form

A family who wants their student to receive an early literacy evaluation offered at the school may provide consent to such evaluation by completing this form.

I, _____, Parent or Guardian of, _____, request my child receive an early literacy evaluation for _____ to be held at the above noted date and time. This request will be handled in a manner consistent with the methods identified by the School District as specified in of District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA. The results of the evaluation will be provided to the parent.

I understand my student will receive the early literacy evaluation. I also understand my student may be eligible receive any services from school district staff based on the results of the evaluation. I understand I will be provided information about those services prior to my child receiving any literacy services. I agree to accept responsibility for my student's participation in the evaluation and services. Participation is strictly voluntary.

A student seeking such services whose parents have not completed this form will not receive the evaluation.

I acknowledge I have received notification of my rights in this area under District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA and have been provided an opportunity to review related information and materials on this topic.

I provide consent for my student to receive the evaluation described above at the School District.

Parent

Date

Received by:

School Official

Date

1 **Townsend 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 \$80,000, except the Superintendent shall
12 have the authority to make capital outlay purchases without advance approval when necessary to
13 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>
	<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 **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

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

3
4 The District is not required to disrupt or reschedule a meeting if there is a technological failure of
5 the meeting recording. If the recording is not able to be made available on the District's website or
6 social media site, the District shall prominently post a notice in the same manner as a notice of a
7 public meeting under Policy 1400 and shall post a notice at all locations where the meeting recording
8 links are available. The notice must explain the reason the meeting was not recorded and describe the
9 steps taken to remedy the failure prior to the next meeting.

10
11 ~~(Optional) If the District is capturing the audio or video recording of the meeting to be published as~~
12 ~~required by this section through a platform that is also broadcasting or streaming the meeting, the~~
13 ~~District shall arrange for the written commenting functionality of the platform to be engaged so~~
14 ~~citizens using the platform to observe the meeting also have the opportunity to comment in~~
15 ~~accordance with the provisions Policy 1420F. If the platform does not provide written commenting~~
16 ~~functionality, the District shall arrange for a dedicated public comment email address for citizens~~
17 ~~observing the meeting through the broadcast or stream to use to provide public comment. (End~~
18 ~~Optional Language)~~

19 20 Consent Agenda

21
22 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes
23 those items considered to be routine in nature. Any item that appears on the consent agenda may be
24 removed by a member of the Board. Any Board member who wishes to remove an item from the
25 consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items
26 will be voted on by a single motion. The approved motion will be recorded in the minutes, including
27 a listing of all items appearing on the consent agenda.

28 29 Minutes

30
31 Appropriate minutes of all meetings required to be open must be kept and must be available for
32 inspection by the public. ~~(Optional)~~ If an audio recording of a meeting is made and designated as
33 official, the recording constitutes the office record of the meeting. If an official recording is made, a
34 written record of the meeting must also be made and must also include:

- 35
36 • Date, time, and place of the meeting;
37 • Presiding officer;
38 • Board members recorded as absent or present;
39 • Summary of discussion on all matters discussed (including those matters discussed during the
40 "public comment" section), proposed, deliberated, or decided, and a record of any votes
41 taken;
42 • Detailed statement of all expenditures;
43 • Purpose of recessing to closed session; and
44 • Time of adjournment.

45
46 If the minutes are recorded and designated as the official record, a log or time stamp for each main
47 agenda item is required for the purpose of providing assistance to the public in accessing that portion
48 of the meeting. ~~(end optional language)~~ SH seeking clarification.

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**

3600F1
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

1
2
3
4 copying, but no one will be denied their right to copies of their records for inability to pay
5 this cost.

6
7 The rights contained in this section are denied to any person against whom an order of
8 protection has been entered concerning a student.

9
10 **2. The right to request amendment of the student's education records which the**
11 **parent(s)/guardian(s) or eligible student believes are inaccurate, misleading,**
12 **irrelevant, or improper.**

13
14 Parents/guardians or eligible students may ask the District to amend a record they believe
15 is inaccurate, misleading, irrelevant, or improper. They should write the school principal
16 or records custodian, clearly identifying the part of the record they want changed and
17 specify the reason.

18
19 If the District decides not to amend the record as requested by the parent(s)/guardian(s) or
20 eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the
21 decision and advise him or her of their right to a hearing regarding the request for
22 amendment. Additional information regarding the hearing procedures will be provided to
23 the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

24
25 **3. The right to permit disclosure of personally identifiable information contained in**
26 **the student's education records, except to the extent that FERPA or state law**
27 **authorizes disclosure without consent.**

28
29 Disclosure is permitted without consent to school officials with legitimate educational or
30 administrative interests. A school official is a person employed by the District as an
31 administrator, supervisor, instructor, or support staff member (including health or
32 medical staff and law enforcement unit personnel); a person serving on the Board; a
33 person or company with whom the District has contracted to perform a special task (such
34 as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside
35 parties to whom an educational agency or institution has outsourced institutional services
36 or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s)
37 or student serving on an official committee, such as a disciplinary or grievance
38 committee, or assisting another school official in performing his or her tasks.

39
40 A school official has a legitimate educational interest if the official needs to review an
41 education record in order to fulfill his or her professional responsibility.

42
43 Upon request, the District discloses education records, without consent, to officials of
44 another school district in which a student has enrolled or intends to enroll, as well as to
45 any person as specifically required by state or federal law. Before information is
46 released to individuals described in this paragraph, the parent(s)/guardian(s) will receive

1
2
3
4 written notice of the nature and substance of the information and an opportunity to
5 inspect, copy, and challenge such records. The right to challenge school student records
6 does not apply to: (1) academic grades of their child, and (2) references to expulsions or
7 out-of-school suspensions if the challenge is made at the time the student's school student
8 records are forwarded to another school to which the student is transferring.

9
10 Disclosure is also permitted without consent to: any person for research, statistical
11 reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified;
12 any person named in a court order; and appropriate persons if the knowledge of such
13 information is necessary to protect the health or safety of the student or other persons.

14
15 **4. The right to a copy of any school student record proposed to be destroyed or**
16 **deleted.**

17
18 **5. The right to prohibit the release of directory information concerning the parent's/**
19 **guardian's child.**

20
21 Throughout the school year, the District may release directory information regarding
22 students, limited to:

23
24 Student's name
25 Address
26 Telephone listing
27 Electronic mail address
28 Photograph (including electronic version)
29 Video and audio recording (including electronic version)
30 Date and place of birth
31 Major field of study
32 Dates of attendance
33 Grade level
34 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
35 Participation in officially recognized activities and sports
36 Weight and height of members of athletic teams
37 Degrees
38 Honors and awards received
39 Most recent educational agency or institution attended
40

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

1 *decision.*

5 A parent or student 18 years of age or an emancipated student, may not opt out of
6 directory information to prevent the district from disclosing or requiring a student to
7 disclose their name [identifier, institutional email address in a class in which the student
8 is enrolled] or from requiring a student to disclose a student ID card or badge that
9 exhibits information that has been properly designated directory information by the
10 district in this policy.
11

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

14
15 Pursuant to federal law, the District is required to release the names, addresses, and
16 telephone numbers of all high school students to military recruiters and institutions of
17 higher education upon request.
18

19 Parent(s)/guardian(s) or eligible students may request that the District not release this
20 information, and the District will comply with the request.
21

22 **7. The right to file a complaint with the U.S. Department of Education, concerning**
23 **alleged failures by the District to comply with the requirements of FERPA.**
24

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

26
27 Family Policy Compliance Office
28 U.S. Department of Education
29 400 Maryland Avenue, SW
30 Washington, DC 20202-4605
31

32 Policy History:

33 Adopted on:

34 Reviewed on:

35 Revised on:
36

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

1 _____ **School District**

2
3 **STUDENTS**

3600P

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
2 1. The District or any District employee will not release, disclose, or grant access to information
3 found in any student record except under the conditions set forth in this document.
4
5 2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy
6 information in the child's school records. Such requests will be made in writing and directed to
7 the records custodian. Access to the records will be granted within fifteen (15) days of the
8 District's receipt of such request. Parents are not entitled to records of other students. If a record
9 contains information about two students, information related to the student of the non-requesting
10 parent will be redacted from the record.
11

12 In situations involving a record containing video footage, a parent of a student whose record
13 contains the footage is allowed to view the footage contained in the record but is not permitted to
14 receive a copy unless the parents of the other involved students provide consent. The footage is
15 not a record of students in the background of the image or not otherwise involved in the
16 underlying matter.
17

18 Where the parents are divorced or separated, both will be permitted to inspect and copy the
19 student's school records, unless a court order indicates otherwise. The District will send copies
20 of the following to both parents at either one's request, unless a court order indicates otherwise:
21

- 22 a. Academic progress reports or records;
23 b. Health reports;
24 c. Notices of parent-teacher conferences;
25 d. School calendars distributed to parents/guardians; and
26 e. Notices about open houses and other major school events, including student-parent
27 interaction.
28

29 A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible
30 student has the right to access and inspect their student records. An eligible student may not
31 prevent their parents from accessing and inspecting their student records if they are a dependent
32 of their parents in accordance with Internal Revenue Service regulations.
33

34 Access will not be granted to the parent or the student to confidential letters and
35 recommendations concerning admission to a post-secondary educational institution, applications
36 for employment, or receipt of an honor or award, if the student has waived his or her right of
37 access after being advised of his or her right to obtain the names of all persons making such
38 confidential letters or statements.
39

- 40 2. The District may grant access to or release information from student records without prior written
41 consent to school officials with a legitimate educational interest in the information. A school
42 official is a person employed by the District in an administrative, supervisory, academic, or
43 support staff position (including, but not limited to administrators, teachers, counselors,
44 paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also
45 include a volunteer or contractor not employed by the District but who performs an educational
46 service or function for which the District would otherwise use its own employees and who is
47 under the direct control of the District with respect to the use and maintenance of personally
48 identifying information from education records, or such other third parties under contract with the
49 District to provide professional services related to the District's educational
50 mission, including, but not limited to, attorneys and auditors. A school official has a legitimate
51 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

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

3
4 14. The District charges a nominal fee for copying information in the student's records. No parent or
5 student will be precluded from copying information because of financial hardship.

6
7 15. A record of all releases of information from student records (including all instances of access
8 granted, whether or not records were copied) will be kept and maintained as part of such records.
9 This record will be maintained for the life of the student record and will be accessible only to the
10 parent or eligible student, records custodian, or other person. The record of release will include:

- 11
12 a. Information released or made accessible.
13 b. Name and signature of the records custodian.
14 c. Name and position of the person obtaining the release or access.
15 d. Date of release or grant of access.
16 e. Copy of any consent to such release.

17
18 Directory Information

19
20 The District may release certain directory information regarding students, except that parents may
21 prohibit such a release. Directory information will be limited to:

- 22
23 Student's name
24 Address
25 Telephone listing
26 Electronic mail address
27 Photograph (including electronic version)
28 Video and audio recording (including electronic version)
29 Date and place of birth
30 Major field of study
31 Dates of attendance
32 Grade level
33 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
34 Participation in officially recognized activities and sports
35 Weight and height of members of athletic teams
36 Degrees
37 Honors and awards received
38 Most recent educational agency or institution attended
39

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

46
47 Military Recruiters/Institutions of Higher Education/Government Agencies

48
49 Pursuant to federal law, the District is required to release the names, addresses, and telephone
50 numbers of all high school students to military recruiters and institutions of higher education upon
51 request.

1
2 The Montana Superintendent of Public Instruction may release student information to the Montana
3 Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes
4 after entering into agreement with Commissioner and Department. If the Superintendent of Public
5 Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally
6 identifiable information may be released to colleges, state-contracted testing agencies, and scholarship
7 organizations with student consent.

8
9 The notification to parents and students concerning school records will inform them of their right to
10 object to the release of this information.

11
12 Student Record Challenges

13
14 The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge
15 content of the student's education records on the grounds that the information contained in the education
16 records is inaccurate, misleading, or in violation of the privacy rights of the student.

17
18 The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

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

29
30 The parent or eligible student has:

- 31
- 32 • The right to present evidence and to call witnesses;
- 33 • The right to cross-examine witnesses;
- 34 • The right to counsel;
- 35 • The right to a written statement of any decision and the reasons therefor;

36
37 The parents may insert a written statement of reasonable length describing their position on disputed
38 information. The school will maintain the statement with the contested part of the record for as long as
39 the record is maintained and will disclose the statement whenever it discloses the portion of the record to
40 which the statement relates.

41

42 Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R.
43	99 (2011), 34 C.F.R. 99.20-22
44	§ 20-5-201, MCA Duties and sanctions
45	§ 40-4-225, MCA Access to records by parent
46	§ 41-3-201, MCA Reports
47	§ 41-5-215, MCA Youth court and department records – notification of
48	school
49	§ 20-7-104 Transparency and public availability of public school
50	performance data -- reporting-- availability for timely

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use to improve instruction.
§ 20-7-1317 Electronic Photo Repository
Title 40, Chapter 6, Part 7 Rights of Parents
10.55.909, ARM Student records
10.55.910, ARM Student Discipline Records

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

2
3 **NONINSTRUCTIONAL OPERATIONS**

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.
46

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 Delay in Schedule

11
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 Responsibilities - Students

16
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 Responsibilities - Parents

23
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 Safety

34
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.

1 The bus driver is responsible for the use of the warning and stop signaling systems and the
2 consequent protection of his/her passengers. Failure to use the system constitutes negligence on
3 the part of the driver. Each bus shall be equipped with extended stop arms as required by law.
4

5 Inclement Weather

6
7 The Board recognizes the unpredictability and resulting dangers associated with weather in
8 Montana. In the interest of safety and operational efficiency, the Superintendent is empowered
9 to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of
10 school, in accordance with his or her best judgment. The Board may develop guidelines in
11 cooperation with the Superintendent to assist the Superintendent in making such decisions.
12

13 Compliance

14
15 To receive full state/county reimbursement, budgets must have enough funds to cover the costs
16 of any changes to the route. The county transportation committee has authority to establish
17 transportation service areas, should circumstances and/or geography (demographics) warrant.
18
19
20

21	Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
22		§ 20-10-121, MCA	Duty of trustees to provide transportation – types of 23 transportation – bus riding time limitation
24		§ 20-10-132, MCA	Duties of county transportation committee
25		<u>§ 61-8-351, MCA</u>	<u>Meeting or passing school bus</u>
26		<u>§ 61-9-402, MCA</u>	<u>Audible and visual signals</u>
27		<u>Montana School Bus Standards</u>	
28			

29 Policy History:

30 Adopted on:
31 Reviewed on:
32 Revised on:

1 _____ **School District**

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NONINSTRUCTIONAL OPERATIONS

8125

School Bus Emergencies

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

Legal Reference: Montana School Bus Standards

Policy History:

- Adopted on:
- Reviewed on:
- Revised on:

THE BOARD OF TRUSTEES

Duties 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:

1 **Townsend Public Schools**

2
3 **THE BOARD OF TRUSTEES**

1520

4
5 Board/Staff Communications

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

9
10 Staff Communications to the Board

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

17
18 The provision does not limit or restrict employees from engaging in public comment during
19 Board meetings as permitted by Montana law. Staff are authorized to raise concerns about
20 potential violations of District policy and applicable laws with the Board of Trustees through the
21 procedures and protections established by Policy 1700, Policy 5012, Policy 5015, and Policy
22 5125.

23
24 Board Communications to Staff

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

29
30 Visits to Schools

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

39
40 Social Interaction

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

1
2 Cross Reference: 1700 Uniform Complaint Procedure
3 5012 Sexual Harrassment
4 5015 Bullying, Intimidation, and Harassment
5 5125 Whistleblowing
6 6121 District Organization
7
8 Legal Reference: § 20-3-324(21), MCA Powers and duties
9 § 2-3-103, MCA Public Participation
10
11 Policy History:
12 Adopted on:
13 Revised on:

Principal's Report

4.1



K-5 Principal Report

April 9, 2024

- 3rd grade family lunch
- Kindergarten update
- PTA - "Kiss the Pig"; lost and found; etc
- Arbor Day Poster
- Field trips
- MAESP meeting
- 5th day update

Events:

- April 25, 2024 - Midterm
- April 25, 2024 - Kindergarten Round-up
- April 26, 2024 - Kindergarten Round-up and PLC
- May 3, 2024 - Child Find

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	106.7		
1st	45.9	42.3	83	90	96.9	109.3	135.4	115.9		
2nd	32.6	60.3	101	93.6	115.5	107.5	124.7	109.3		
3rd	16.7	43.5	66	70.7	63	69.8	93.1	73.6		
4th	24.9	101	116	127.2	97.7	116	125.5	110.7		
5th	14.4	50.5	62	72.9	66.5	95.1	113.1	92.6		

Behavior Data: (blue slips)

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Level 2	0	2	2	2	2	3	3	2		
Level 3	0	0	5	7	1	2	2	9		



Townsend K-12 School District #1

DATE: April 2024

TO: Townsend School District Board of Trustees

FROM: Brad Racht

SUBJECT: Townsend 6-8 Principal's Report

Information Items

1. Testing dates - April 30, May 1, May 6, May 8
2. Holocaust Remembrance
3. Test data review
4. Requisitions

Attendance

Enrollment

GRADE	SEPT 1.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
6 th	61	59	60	60	60	60	59	59	
7 th	62	60	60	59	60	60	60	60	
8 th	60	60	59	59	59	60	60	60	
TOTAL	183	179	179	178	179	180	179	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	103.5		
7 th	21.5	77.5	99.0	108.5	79.5	134.5	121.5	88.5		
8 th	12.0	80.5	104.5	86.5	77.0	136.0	126.0	97.0		
TOTAL	33.5	227.5	320.5	299.0	260.5	354.5	375.0	286.0		

*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		
5 pt.	0	2	3	4	3	3	2	4		
10 pt.	1	0	1	0	1	2	8	1		
20 pt.	2	4	1	5	1	1	2	1		
35+pt.	0	0	3	0	0	2	0	1		



Townsend K-12 School District #1

Principal's Report

DATE: April 9, 2024

TO: Townsend School District Board of Trustees

FROM: Sheri Heavrin

Information Items

- Shoutout to FCCLA, SkillsUSA, BPA and FFA
- Staffing and Projections for the HS
- Job Shadows
- STRIVE PLC Update
- Supaman
- Upcoming Activities: 4/10 ACT, 4/12-13 District Music Festival @ Helena, 4/15 FFA Awards Banquet-6:30PM, 4/22-27, Safe As a Bulldog Week, 4/27 Prom, 4/29-30 HS Spring Play-7PM, 5/1 Supaman, 5/3-4 State Music Festival, 5/ 6-10 Teacher Appreciation Week, 5/ 6-7 Divisional Golf @ Anaconda, 5/6 MS/HS Spring Concert-7PM, 5/10 HS Track Districts @ Belgrade, 5/13-15 State Golf @ Shelby

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	65.5		
10 th	2	19	55.5	49.5	55.5	79	53	46.5		
11 th	4.5	50	59	58.5	56	49.5	51	22		
12 th	10.5	27	31	47	49	51.5	54	65.5		
Total	23.5	146.5	207.5	218.5	220.5	276.5	251.5	199.5		

# of Students	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
5-Tardies	0	4	4	8	19	21	10	7		
10-Tardies	0	0	2	3	1	3	1	4		
15-Tardies	0	0	1	5	4	5	0	1		
20-Tardies	0	0	0	0	2	3	0	0		
Total	0	4	7	16	26	32	11	12		

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	2		
LII	0	0	2	3	0	0	2	2		
LIII	1	1	0	0	0	1	2	0		
LIV	0	0	0	0	0	0	0	0		
LV	0	0	0	0	0	0	0	0		
Total	1	8	12	7	2	3	5	4		