



# CASCADE

PUBLIC SCHOOLS MT DIST. 3&B  
HOME OF THE BADGERS



## The Core Purpose of Cascade Public School District:

*Through collective efforts of our community and school,  
we strive to be an innovative educational system  
committed to excellence and focused on  
developing responsible citizens.*

*Approved by the Cascade Board of Trustees January 2016*



**Align your governance with the 8 characteristics of effective school boards through MTSBA model policy:**

1.	2.	3.	4.	5.	6.	7.	8.
<b>Commit</b> to a vision of high expectations for student achievement and quality instruction. Define clear goals for that vision.	<b>Share</b> strong beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.	<b>Accountability driven,</b> spending less time on operational issues and more time focused on policies to improve student achievement.	<b>Collaborative</b> relationships with staff and the community. Establish a strong communications structure to inform and engage both internal and external stakeholders in setting end achieving district goals.	<b>Data savvy.</b> Embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.	<b>Align and sustain resources,</b> such a professional development, to meet district goals.	<b>Lead as a united team</b> with the superintendent, each from their respective roles, with strong collaboration and mutual trust.	<b>Take part in team development and training</b> to build shared knowledge, values and commitments for their improvement efforts.

# Special Meeting of the Board of Trustees

6:00 p.m.

August 7, 2018

Cascade Public Schools  
321 Central Avenue West  
Cascade, Montana 59421-0529

## Agenda

**Call to Order**

**9:00**

**Public Comments on Non-Agenda Items**

**Public Comment on Agenda Items is encouraged when the item is being considered on the agenda.**

**Old Business (A)**

**9:05**

**Informational**

**New Business (A)**

**9:20**

- A. Schoolhouse IT
- B. SY 2018-19 Calendar
- C. Policy 3145 Foreign Exchange Students–First Reading
- D. Policy 7320 Financial Management–First Reading
- E. Policy 1332 Authorization of Signatures–First Reading
- F. Policy 7540F1, F5 Rental Agreement and Rules–Second Reading

**Superintendent Report (I)**

- A. Policy 1105 Membership
- B. Maintenance Supervisor Pay

**Adjournment (A)**

**9:30**

# Old Business (A)

## Informational

### New Business (A)

#### A. Schoolhouse IT

**Category:** Technology

**Presented by:** Mr. Miller

**Attachments:** Proposed contract attached next page

**Facts to Consider:** The technology director position remains vacant and with the school year quickly approaching we are in need of technology services to aid our staff and students. The advantages to having Schoolhouse IT as our contractor has been discussed at the previous board meeting. One other advantage is the need to purchase a new server. Our servers are currently out of warranty. Schoolhouse IT will provide us with a new server at no charge that will be under warranty. This is an additional savings of \$6,000 to \$7,000. Schoolhouse IT is also familiar with our phone, camera, bell, and PA systems. These systems will be covered in our contract as well as the computer network. I have asked Jeff Paterson to come to the meeting to answer any questions you may have.

**Superintendent Recommendation:** Approve the recommendation to contract with Schoolhouse IT.

#### B. SY 2018-19 Calendar

**Category:** Calendar

**Presented by:** Mr. Miller

**Attachments:** Corrected calendar attached

**Facts to Consider:** Badger Invite is on Nov 30, not Dec 7 as was previously approved

**Superintendent Recommendation:** Approve the changes to the SY2018-19 Calendar.

### 2018-19 Cascade School Event Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
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				

July	
4	Independence day

January 2019						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January	
7	Classes Resume
17	End Quarter 2
18	PIR (Semester grades)- NO SCHOOL
21	MLK Day- NO SCHOOL
24	JH/HS Parent Teacher Conferences

August 2018						
Su	M	Tu	W	Th	F	Sa
			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	
8	New Student Registration
16	New Staff Orientation/Sub Training 9:00 am
17	Back to School Staff Picnic 5:00 pm
20-21	PIR- NO SCHOOL
21	Back to School Night 5:30 pm
22	First Day Of School for Students

February 2019						
Su	M	Tu	W	Th	F	Sa
					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		

February	
14-15	District Basketball Tournaments - NO SCHOOL
18	Presidents Day- NO SCHOOL

September 2018						
Su	M	Tu	W	Th	F	Sa
						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						

September	
3	Labor Day- NO SCHOOL
6	Elementary Parent Info 6:30pm
14	PIR- NO SCHOOL

March 2019						
Su	M	Tu	W	Th	F	Sa
					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						

March	
10	Daylight Savings Time
14	End Quarter 3
15	PIR- NO SCHOOL
26 & 28	Elementary Parent Teacher Conferences

October 2018						
Su	M	Tu	W	Th	F	Sa
	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			

October	
18-19	MEA Conference (Billings)- NO SCHOOL
26	End Quarter 1

April 2019						
Su	M	Tu	W	Th	F	Sa
	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				

April	
11	EK-K Pre Registration 10-11am
19-22	Spring Break- NO SCHOOL
21	Easter Sunday

November 2018						
Su	M	Tu	W	Th	F	Sa
				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	

November	
1	JH/HS Parent Teacher Conferences
4	Daylight Savings
6 & 8	Elementary Parent Teacher Conferences
9	PIR- NO SCHOOL
21-23	Thanksgiving Break- NO SCHOOL
30	Badger Invitational- NO SCHOOL

May 2019						
Su	M	Tu	W	Th	F	Sa
			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	
19	Senior Graduation 2 pm
22	Kindergarten graduation 1:00 pm
22	8th grade graduation 6:00 pm
23	End Quarter 4- Last Day for Students
24	PIR (Staff Check Out)- NO SCHOOL
27	Memorial Day

December 2018						
Su	M	Tu	W	Th	F	Sa
						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					

December	
24-31	Winter Break

June 2019						
Su	M	Tu	W	Th	F	Sa
						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	

\*Calendar subject to change due to weather related emergencies

July 9, 2018

Dear Superintendent Miller:

It has been nice to get to know you over the past couple of years! While we have not worked closely together, I have enjoyed spending a bit of time with you at different events.

Thank you for the opportunity to present Cascade Public Schools with a more formal introduction to the Schoolhouse IT philosophy. We are a team-driven, support-first organization. We believe deeply that technology always follows curriculum, and never the other way around. We put the student and the educator in the center of each decision to ensure that the right choice is made for the right reasons.

Enclosed please find several different types of engagement proposals from Schoolhouse IT. We use a common pricing calculator to ensure schools get fair pricing based on size and complexity.

The Schoolhouse IT engagement model is a full technology managed service partner. In this model, Schoolhouse IT becomes an integral member of the successful Cascade Public Schools team. With the growing complexity and demand for advanced technologies in learning environments, having members of your team specialized with training and experience to handle these complexities is more critical than ever. With a fully managed environment, Schoolhouse IT brings decades of successful experience partnering with schools all over Montana and helping them to reach these educational objectives. Small schools can't hire a full staff of technology specialists, but with a managed partnership agreement with Schoolhouse IT, Cascade Public Schools can have an experienced staff of professionals on the team for a fraction of the cost of a single full-time tech engineer.

At Schoolhouse IT, we believe that good technology is like a musical instrument. We believe that selecting the right technology partner is like hiring the right musician to play the instrument and is generally an even more important decision than the quality of instrument purchased. At Schoolhouse IT, we will work hard every day to maximize the opportunities of the investments in technology that Cascade has made up to this point and chooses to continue to make.

The annual proposed contracts include a logical network transition at no additional cost: the Schoolhouse IT team will come in and ensure that all systems are running at their best possible performance. Additional projects, such as the hardwiring of the speaker system, may be considered by Cascade at an additional cost.

We are at your service and sincerely hope to partner with you and Cascade in expanding opportunities for your students and staff. We have excellent references from administrators and teachers around the state if this assists while making these critical decisions.

Sincerely,

Jeff Patterson, CEO  
[jeffp@schoolhouseit.com](mailto:jeffp@schoolhouseit.com), 788-7538 (cell)  
Schoolhouse IT Inc.

Ongoing Engagement Options	Pricing
<p><b>OPTION 1: MANAGED PARTNER</b></p> <p>Fully managed technology service provider for Environment as a Service (EaaSY) solutions, including wired network, wireless network, server, Google Apps for Education, Student Information Systems, backup and recovery management, and architectural support for all other technology systems. Includes a leased server at no cost (under separate lease agreement) should new server hardware be required. Includes optimizing existing wireless access points and network routing.</p> <p>Live-person tech support calls, Monday - Friday, 8am-5pm.</p> <p>Includes <b>one day per week</b> boots-on-the-ground technician.</p>	<p>\$40,800 / year (\$3,400 / month)</p>
<p><b>OPTION 2: MANAGED PARTNER (variant)</b></p> <p>As per option 1, but onsite <b>two days per month</b>.</p>	<p>\$34,200 / year (\$2,850 / month)</p>
<p><b>OPTION 3: MANAGED PARTNER (variant)</b></p> <p>As per option 1, but onsite <b>one day per month</b>.</p>	<p>\$27,600 / year (\$2,300 / month)</p>

Ala Carte Projects	Pricing
<p><b>Hardwire all wireless speakers</b></p> <p>A project to wire in all (currently) wireless speakers to eliminate quality of service concerns and to inject power through the new LAN wire (if supported).</p>	<p>\$To Be estimated</p>
<p><b>Provide wireless access points in all classrooms</b></p> <p>Densify Unifi WAPs by adding new devices and wiring.</p>	<p>\$To be estimated</p>
<p><b>Other interesting one-time projects</b></p> <p>Other Cascade-driven priorities.</p>	<p>\$Per Project</p>



## Proposal Executive Summary

This proposal revolves around two things: 1) delivering a fantastic 21st century learning environment for the students of Cascade Public Schools and 2) controlling budget.

Schoolhouse IT Inc., a Great Falls based K-12 technology consulting firm, respectfully submits this proposal.

The proposal, in short, is to **deliver Cascade Public Schools with a supercharged 21st century learning environment**, including:

- Physical and logical network management
- Desktop computer management
- Google Apps for Education collaboration suite management
- Enterprise Wireless Networking management
- Print service management to simplify printers and help control print jobs
- Empowerment to Cascade Public Schools staff to simply and quickly resolve most computer technical issues
- Architectural and technical depth to help roadmap out the best possible technology roadmap with available resources
- Vendor and partner management - we know the K12 industry and all of the major players, both in the state and at a national level

**All of this while controlling costs for Cascade Public Schools.**

### ***How do we propose to accomplish this?***

Schoolhouse IT provides a solution we call the EaaSY Suite. This suite of solutions includes all of the core functionality required for delivering the service listed above. The EaaSY Suite (detailed below) is a service offering, not a project offering - Schoolhouse IT is guaranteeing a certain level of service. This is an ongoing partnership designed to be a high-performing, budget-controlled, hassle free approach to technology management at Cascade.

Now is the perfect time to revisit the strategic plan concerning technology solutions at Cascade. We propose that Cascade realigns district resources to contract with Schoolhouse IT for the EaaSY Suite services listed above. Schoolhouse IT will work hand-in-hand with administration and building personnel to architect and supercharge the Cascade ecosystem.

If EaaSY (or a modification) is the right solution for Cascade, the full Schoolhouse IT architectural team will get to work right away at overhauling and supercharging the Cascade Public Schools network and technology ecosystem. Professional staff development will accompany the overhaul so teachers and staff are supported and involved the entire time.

Schoolhouse IT is different than other technology service providers. Our organization is made stronger and more profitable by ensuring that our partner's systems are working as efficiently as possible. Other vendors make money by selling hardware or by "the hour" - Schoolhouse IT is fundamentally different. By charging a fixed service rate for the EaaSY Suite, we are guaranteeing to work as many hours as it takes to maintain your excellent service. This is an absolute strong motivator for us to install and configure rock-solid solutions.

We feel this is truly a win-win situation where Cascade Public Schools gets a technology ecosystem that will rival any in the state while maintaining an understood and controlled budget. Cascade will be critically involved in the successful steering and operations of technologies. And Schoolhouse IT gains a new EaaSY partner.

We remain at your service for any questions or discussion.

Respectfully submitted,

CEO:Jeff Patterson (cell 406-788-7538) & CIO:James Krippes (cell 406-564-7586)



## Summary of Proposal

The EaaSY (pronounced "Easy") Suite is Schoolhouse IT's unique offering of "Ecosystem As A Service per Year" (EaaSY). This Suite is a full technology ecosystem management solution. Cascade Public Schools will have the district's entire core technology infrastructure updated, configured and installed, and managed for one low and static (no surprises) monthly fee. This allows complete peace-of-mind for one budgetable line item.

Cascade already has some of the elements of Schoolhouse IT's EaaSY suite in place. For other items in the suite, Cascade is not currently in a position to desire or require these at this time. For this reason, the following proposal is a modification to our flagship service to better suit the needs of Cascade at this time.

This fee includes not only the professional services provided by Schoolhouse IT, but ALSO includes leases on a new server. Cascade Public Schools will not have to size a server, nor will Cascade have to manage any vendor relationships.

Included in this proposal is management of a secured and robust wired network, enterprise wireless network, as well as core network operating systems and servers, and configuration and management of cloud collaboration tools (Google Apps) including enterprise integration. Also included are desktop imaging and management systems (though desktop hardware cost is not included) and controlled printer management. With the BaaS Service (Boots-on-the-ground), Cascade Public Schools can opt for dedicated tech support specialists on premises.

Not included in the EaaSY suite is the cost of wireless and/or wired network equipment and installation, desktop hardware and software licenses, Internet connectivity fees, and any WAN connectivity fees, or the price for software licenses per year. The wiring infrastructure will be maintained but not expanded. The current hardware price will depend on make, model and refresh age determination. As an extension of the DaaS module (desktop management), Schoolhouse IT will provide several refresh strategy options with varying budgets for Cascade's choice.

This proposal does not include any costs associated with required asbestos removal and/or abatement, or any other regulatorily-required costs not typically associated with the needed technology. Phone systems management and hardware are not covered.

The offerings cover all core technical needs within a K-12 educational environment while still leaving wide district customization for applications and instructional tools. This proposal is a platform - a strong foundation - on which any K-12 instruction can be constructed.

## Details of Proposal

The EaaSY Suite is comprised of several modules, each of which builds out one aspect of a solid technology ecosystem. Each will be explained in detail.

### **NaaS**

Network as a Service per Year (NaaS) is the foundation of the enterprise environment and is comprised of a high-quality server with full redundant systems. The server or servers are leased to Cascade Public Schools as an extension of this service. This means that the server will not easily fail, even with hardware problems. The system can be remotely monitored and when issues are proactively determined, Schoolhouse IT will service the server in a non-intrusive way (whether off-hours or merely in non-disruptive ways).

VMware will be used to partition the server into several "virtual machines," allowing independent management of servers to maximize effective use of solutions and hardware.

Included in NaaS is a managed installation of Windows Server 2016, the latest enterprise operating system offered by Microsoft. This installation will run Active Directory for centralized management of network users and computers. This server will also be responsible for DNS and DHCP, two core networking functions required in enterprise environments.

Antivirus for security, Windows and Macintosh Updates and other software deployment packages as needed.

Backups of all critical server information is included as is a disaster recovery strategy covering catastrophic events but not user data.

Should Cascade Public Schools choose to continue with the EaaSY annual agreement, at the end of the third year of any purchased hardware the lease will end and Cascade Public Schools will take ownership of the server. Schoolhouse IT will continue to manage the network for as long as Cascade Public Schools contracts EaaSY, but should Cascade Public Schools terminate the service contract after three years, the hardware will be the property of Cascade Public Schools. Should Cascade Public Schools choose to terminate contract prior to the three year lease expiration, Cascade would simply buy out the leased hardware from Schoolhouse IT and own the hardware immediately.

### **DaaS**

Desktop management as a Service per Year (DaaS) allows for worry-free desktop management. This solution will manage the refresh strategy for all end-user computers in use in the ecosystem, as well as provision all newly acquired computers and reimage all broken computers. Break-fix for hardware is included for all machines six (6) years old and newer.

While this service does not include the price of end-user computers, it does offload the need to determine which computers should be refreshed and when, as well as the headache of vendor relations and supply chain management. Bills for new computers will still be approved and paid for by Cascade Public Schools on a timetable and budget of Cascade's choosing, but implementation of the plan will be done by Schoolhouse IT's staff.

Rapid provisioning of endpoints is handled through imaging systems. Computers suffering from issues are rebuilt with the imaging system to restore function.

### **WaaS**

Wireless as a Service / Year service includes management of hardware and/or software capable of providing pervasive wireless throughout the campus building. The wireless network will provide at least two SSIDs - one private SSID attaching wireless clients to the trusted NaaS network, and one guest network isolating guests from the private network. The private SSID will allow only those clients with proper access (either 802.1x or WPA2-Enterprise authorization) access to the wireless network. Note that procurement and installation of hardware is outside the scope of this contract.

### **CaaS**

Collaboration as a Service per Year (CaaS) covers all collaboration system needs, including email, calendaring, shared document storage, and collaborative websites. These solutions will be provided through the Google Apps for Education suite.

CaaS also offers enterprise integration with NaaS, allowing users to be automatically provisioned to Google Apps for Education. It also allows for synchronization of passwords with Google Apps, allowing single username and password for logging in to computers, email, calendars, and even mobile phone attachment to email and calendars.

CaaS also provides technical support for email and calendaring issues, should any arise.

### **PaaS**

Printer management as a Service per Year (PaaS) covers centralized management of printers. Included in this module is print server installation and configuration for all shared printers, networking high-capacity and high-quality printers, and managing printer loads through centralized print accounting software.

This level of management allows tracking of prints by budget (department), individual or all users. You can quota students or users and once that quota is reached, no more printing is possible.

PaaS also covers printer troubleshooting and basic repair on all networked laser printers (no stand-alone or inkjet printers). Cascade Public Schools pays for all actual parts and hardware.

### **CLaaS**

Cloud Backup as a service / year (CLaaS) is a service that guarantees offsite, secure cloud storage for server and "critical desktop" backups. This service, provided through Carbonite, is managed by Schoolhouse IT but owned exclusively by the school district. Included in the cost is 1 terabyte (sufficient for most implementations) - additional storage can be purchased for \$100 / 100 gig / year.

### **BaaS**

Boots on the ground as a Service (BaaS) is a service that guarantees that technicians will spend time at Cascade Public Schools. This time will be spent on end-user support issues. These tech support specialists will be from the trained and managed Schoolhouse IT team. There are several variations of this proposal each containing different technician time per month.

Benefits of BaaS extend beyond simply having tech support at Cascade Public Schools. Technical training and mentorship is covered by the Schoolhouse IT staff, freeing Cascade Public Schools from having to manage technical training. Hiring and firing, as well as employee performance management is handled by Schoolhouse IT, freeing Cascade Public Schools from human resource management. Benefits and retirement contributions are also managed and paid by Schoolhouse IT.

## Proposal Review

To review, this management proposal covers the following items:

- NaaS (Network as a Service / Year) - Core network services (DNS, AD, DHCP)
- DaaS (Desktop as a service / year) - Windows/Macintosh update strategy, refresh strategy, vendor management, antivirus strategy, supply chain management, imaging
- CaaS (Collaboration as a Service / Year )
- PaaS (Printer management as a Service / Year)
- CLaaS (Cloud Backup managed as a Service / Year)
- BaaS (Boots on the ground - tech support in the building)

**C. Policy 3145 Foreign Exchange Students–First Reading**

**Category:** Policy

**Presented by:** Mr. Miller

**Attachments:** Policy 3145 on following pages

**Facts to Consider:** The current policy stipulates a two student limit on foreign exchange students. There is the possibility of a third exchange student in the district from a different exchange program. MTSBA advised that in order to have more students, the policy will need to be changed to reflect accommodating more students. The Board will need to have a first reading and then a second meeting to vote.

**Superintendent Recommendation:** Approve the first reading of Policy 3145 Foreign Exchange Students.

**D. Policy 7320 Financial Management–First Reading**

**Category:** Policy

**Presented by:** Mr. Miller

**Attachments:** Policy 7320 on following pages

**Facts to Consider:** The current policy authorizes the Superintendent to direct expenditures and purchases of stipulated amounts without advance Board approval. Mr. Miller recommends lowering the stipulated amounts, which are struck out and edited in bold.

**Superintendent Recommendation:** Approve the first reading of Policy 7320 Financial Management.

**E. Policy 1332 Authorization of Signatures–First Reading**

**Category:** Policy

**Presented by:** Mr. Miller

**Attachments:** Policy 1332 on following pages

**Facts to Consider:** The current policy authorizes the Superintendent to direct expenditures and purchases of stipulated amounts without advance Board approval. Mr. Miller recommends lowering the stipulated amounts, which are struck out and edited in bold.

**Superintendent Recommendation:** Approve the first reading of Policy 1332 Authorization of Signatures.

**F. Policy 7540F1,F5 Rental Agreement and Rules–Second Reading**

**Category:** Policy

**Presented by:** Mr. Miller, Val Fowler

**Attachments:** Policy 7540 on following pages

**Facts to Consider:** Joe Brott, Policy Director at MTSBA has updated the District housing rental agreement and rules pertaining to district employees and non district employees.

**Superintendent Recommendation:** Approve the second reading of Policy 7540F1,F5.

## **Cascade School District**

### **STUDENTS**

3145  
page 1 of 3

#### Foreign Exchange Students

The District finds that foreign exchange students add to the richness of the high school setting for both District and foreign students. Thus, the District is willing to enroll a manageable number of foreign exchange students.

To protect the interests of the District and students, the District has adopted the following policies (it should be remembered that foreign exchange students are educated at the expense of the taxpayers of the District and the state of Montana):

1. The foreign exchange student must be eighteen (18) years of age or younger at the time of enrollment;
2. The foreign exchange student must reside with a legal resident of the District. Exceptions may be granted.
3. The foreign exchange student must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.
  - a. The District may administer an English proficiency test of its choosing, which will supersede all other tests.
  - b. If an organization places a student who, on arrival, is deemed by the District to be deficient in English language proficiency, the organization will either terminate the student's placement or provide and pay for tutorial help until the student reaches proficiency, as determined by the District.

#### Academic Standards and Graduation

1. A foreign exchange student will be expected to meet all appropriate standards required of any student enrolled in the District.
2. Foreign exchange students may not graduate or receive a diploma from Cascade High School. However, they may participate in ceremonies and receive a certificate of attendance.

#### Orientation by the Exchange Organization

1. Orientation, both pre-departure and upon arrival in the United States, must be provided to the exchange student.

2. Orientation must also be provided to the host family in advance of the exchange student's arrival. The family should be advised of potential problems in hosting an exchange student and provided with suggestions for coping with these problems.
3. The student's host family and the District must be provided written information which includes at least:
  - a. Name, address, and phone number of both local and area coordinators for the exchange organization.
  - b. A twenty-four-(24)-hour emergency telephone number for immediate assistance by the exchange organization.

#### Supervision

1. The sponsoring foreign student exchange organization must assume the final responsibility of resolving problems, including, if necessary, the changing of host families or the early return home of the exchange student because of personal, family, or school difficulties.
2. The sponsoring foreign student exchange organization must contact the exchange student and host family periodically throughout the exchange visit to ensure that problems are dealt with promptly and effectively.
3. The host family must be available and willing to meet with school personnel when functions or conditions require it.

#### Student Opportunities and Responsibilities

1. Required Courses. Foreign exchange students will be expected to enroll in the following academic classes while attending Cascade High School:
  - a. One (1) English class;
  - b. One (1) United States history class or one (1) government class;
  - c. Maintain enrollment in at least six (6) classes.
2. Athletic Program. Foreign exchange students are eligible to participate in the Cascade High School Activities Program. Guidelines for participation are set by District policy and by the Montana High School Association, as follows:
  - a. RECOGNITION. The student must be a participant of an "official Foreign



Exchange Program” as defined in the publication from the National Association of Secondary School Principals, entitled, “Advisory List of International Educational Travel and Exchange Programs”.

- b. GRADUATION. The student cannot have graduated or received a diploma in his/her own country.
3. Student Fees. Foreign exchange students are expected to pay all yearbook fees, lab fees, prom tickets, athletic fees, cap and gown fees, lunch prices, and all other school-incurred expenses that are expected of other students enrolled in Cascade High School.
4. Achievement and Discipline. Foreign exchange students must maintain passing grades in all classes, follow rules and regulations of District student policies, and show satisfactory discipline and attendance. Failure to comply with these expectations may result in dismissal of the student from the District Foreign Exchange Program.
5. Scholarship(s). The District will not include names of foreign exchange students in its formal class-rank listing based on cumulative grade point average, nor will foreign exchange students be eligible to apply for any local scholarship.

#### Placement Quotas for Foreign Student Exchange Organizations

1. ~~Cascade High School will accept a maximum of two (2) individually sponsored exchange students, on a first-come, first-served basis.~~  
**Cascade High School will not accept foreign exchange students when doing so would require hiring additional staff or providing educational services not currently offered or would create crowding of existing classes. Individually sponsored exchange students will be accepted on a first-come, first-served basis. The maximum number of students will be determined by the Superintendent.**
2. The fact that a foreign exchange organization has located a host family within the District does not infer the District will automatically enroll the student. While the organization may develop such an agreement with a host family, the family should be advised it is contingent upon admission to Cascade High School.

Legal Reference: 20 U.S.C. 221, et seq.

#### Policy History:

Adopted on: March 18, 2008

Revised on:

## Cascade School District

### FINANCIAL MANAGEMENT

7320  
page 1 of 2

#### Purchasing

##### Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds ~~\$50,000~~ **\$15,000** (*cannot exceed \$80,000 \$20,000*), except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

##### Bids and Contracts

Whenever any building furnishing, repairing, or other work for the benefit of the District or purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds Eighty Thousand Dollars (\$80,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

*In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and*



## **Cascade School District**

### **THE BOARD OF TRUSTEES**

1332

#### Authorization of Signatures

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District. The Chair and Clerk are authorized to use a facsimile signature plate or stamp.

**Warrants:** The Chair and Clerk are authorized to sign all District warrants by facsimile signature on behalf of the Board.

**Claim Forms:** The Superintendent is authorized to certify voucher or invoice claims against or for the District.

**Checks:** The school clerk is designated as the custodian of each school building extra-curricular fund account. The school clerk is designated as the custodian of all District petty cash accounts. Staff employed by the District in the following designated positions are authorized to sign on behalf of the Board checks drawn on any specific petty cash account: Superintendent, administrative secretary, school clerk, and assistant clerk.

**Contracts for Goods and Services and Leases:** The Superintendent is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under ~~Fifty Thousand and 00/100 Dollars (\$50,000)~~ **Fifteen Thousand and 00/100 Dollars (\$15,000)** without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

**Classified Contracts:** The Board Chair and Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature.

**Negotiated Agreements:** Negotiated agreements shall be signed for the District by the Board Chair and the Clerk.

#### Policy History:

Promulgated on: May 15, 2001

Revised on: October 16, 2007

Reviewed on: Nov 17, 2016

1 **Cascade School District**

2  
3 **FINANCIAL MANAGEMENT**

7540F1  
Page 1 of 7

4  
5  
6 **RENTAL AGREEMENT AND RULES**

7  
8 MANAGEMENT:

9  
10 TENANT:

11  
12 PREMISES:

13  
14 THE PARTIES AGREE THAT each term and provision of this Agreement constitutes a  
15 condition on Tenant's right to possession of the Premises. Any failure by Tenant to comply with  
16 one or more of such terms or provisions shall constitute a default hereunder, and Management  
17 may terminate this Agreement and Tenant's right to possession of the Premises, in any manner  
18 provided by law. Each Tenant is jointly and severally liable for the performance under this  
19 Agreement, including the payment of rent. The headings of each paragraph are provided for  
20 convenience only, and shall not be construed as a material provision of the Agreement. The  
21 Parties further agree, as follows:

22  
23 **1. Term of Tenancy.** The term of this tenancy shall be a yearly tenancy; (month-to month  
24 thereafter), commencing on the day of July 1st, 20\_\_ . Tenant shall give Management written  
25 notice at least thirty (30) days prior to the Tenant's anticipated termination date after the tenancy  
26 becomes month to month. Tenant's surrender of the leased Premises before expiration of the  
27 above stated term is not effective to discharge Tenant of the obligations set forth herein, unless  
28 the Management provides the Tenant with written acceptance of this surrender.

29  
30 **2. Breach of Agreement.** If the Tenant breaches any term or provision of this Agreement,  
31 including, but not limited to, leaving the Premises vacant for a period in excess of seven (7) days  
32 without notifying management in advance, failing to pay rent when due, or violating any subpart  
33 of Mont. Code Ann. § 70-24-321, the Management, at its option, may terminate this Agreement,  
34 retake possession of the Premises, and use any other remedies available to it under the law. Such  
35 termination, however, does not prejudice the Management's rights to recover from Tenant the  
36 balance of any rental or other payments then due or other payments that will become due during  
37 the term of this lease.

38  
39 **3. Terms of Payment.** Tenant shall pay Management a monthly rental of \_\_\_\_\_. Tenant  
40 shall pay this sum in advance, without demand by Management, on the 1st day of each month.  
41 Tenant shall mail or deliver payment to the District Clerk. No cash payments are permitted.

42  
43 Late Fees: Rent payments not received in the office by 5:00 p.m. on the 5th day of the month  
44 will be charged a late fee of 5% of monthly rent amount due. Tenant shall pay rent on last  
45 business day before of the month if the 5th of the month falls on a Saturday, Sunday or Holiday.

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Any payment the 5th received after the 5th of the month will be considered late, and late charges assessed accordingly. Tenant's tender of a dishonored check will be considered as nonpayment and late fees will be assessed accordingly, in addition to the dishonored check fee of \$30.00 which Management may assess pursuant to Mont. Code Ann. §27-1-717.

**4. Utilities.** Tenant shall be responsible for the following utilities: Tenant shall have all utilities for which he/she is responsible, placed in his/her name within three (3) days after the date of this Agreement. Tenant is responsible for the utilities throughout the term of this lease, including the last 30 days, regardless of whether Tenant is actually occupying the premises. Management shall insure that the fuel tank is full within 30 days of moving in or sooner in case of inclement weather.

**5. Non-Assignment; Subletting.** Tenant shall not assign his/her rights under this Agreement, sublet the Premises, or otherwise permit the use of the Premises for any other purpose other than as a private dwelling solely for the Tenant and occupants, Persons authorized to reside in the premises are:

\_\_\_\_\_. (Name of Tenant(s))

**6. Security Deposit.** Tenant acknowledges receipt of a copy of the written statement of condition of the Premises, which is attached addendum. Tenant shall deposit with Management the sum of \_\_\_\_\_ to secure Tenant's compliance with all conditions of this Agreement. TENANT MAY NOT USE DEPOSIT AS LAST MONTH'S RENT. "See"- Montana Code Annotated Title 70 Chapter 25 – Residential Tenant's Security Deposits.

In the event of Tenant's breach of the terms or conditions of this Agreement, Management may deduct the amount necessary from the deposit to compensate Management for all loss, injury, or damage to the Premises caused by Tenant, his/her family, or guests, plus all unpaid rent, cleaning charges, unpaid utilities, late charges, any fees or charges provided for in this Agreement, including attorney's fees, and other monies owed to Management and as allowed by law.

Upon termination of the tenancy, or Tenant's surrender of the Premises, whichever occurs first, Tenant shall provide Management with his/her forwarding address. Management will deliver to Tenant a written list of any deductions, if any, from the security deposit and payment of the balance due to Tenant. If deposit is insufficient to satisfy the charges listed, the Management may collect the deficiency from the Tenant as provided by law. If there are no such charges, Management shall return deposit to Tenant within 10 days after termination of tenancy. Management may not deduct cleaning charges until written notice of any necessary cleaning has been given to the Tenant. Upon Management's delivery of this written notice, Tenant has 24 hours to bring the Premises to condition at time of renting. Management shall return any remaining balance of deposit, less deductions, within 30 days after termination of tenancy or surrender.

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**7. Tenant’s General Responsibilities.** Tenant shall be responsible for the following:

- a) Compliance with all obligations imposed upon Tenant by applicable provisions of building and housing codes materially affecting health and safety;
- b) Keeping the part of the Premises he/she occupies and uses as reasonably clean, habitable and safe permits;
- c) Disposal from his/her dwelling unit of garbage, ashes, and other waste in a clean and safe manner;
- d) Keeping all plumbing fixtures in the dwelling unit or used by the Tenant as clean as their condition permits;
- e) Using, in a reasonable manner, all electrical, plumbing, sanitary, heating, ventilating, air conditioning, appliances and facilities on the Premises;
- f) conducting himself/herself, his/her guests and invitees, and requiring that any other persons on the Premises with his/her consent conduct themselves in a manner that will not disturb his/her neighbors’ peaceful enjoyment of the Premises; and
- g) Using all parts of the Premises, including but not limited to the living room, dining room, bedroom, kitchen, and bath in a reasonable manner consistent with the purpose for which they were designed and intended.
- h) Contacting the Board Chair or designee to request any repairs or replacement of fixtures or equipment, prior to any repairs or replacement of fixtures or equipment taking place.
- i) Maintaining proper care of lawn and landscape.

If, determined by the Board, that Tenant has failed to honor the responsibilities outlined in this Section, the District will seek to enforce remedies available in accordance with Montana law.

**8. Tenant’s Duties Upon Termination.** Upon termination of the tenancy, Tenant shall return Premises to the same condition in which it was received, ordinary wear and tear excepted, and free of Tenant’s personal property, trash, and debris. Upon letting the premises, the carpeting was professionally cleaned and upon vacating Tenant shall cause the carpets to be professionally shampooed. By agreement, Tenant and Management may inspect premises in a walk-through inspection, 1 week prior to the termination of tenancy. If there is no agreement to inspect; a 24hr notice will be provided unless there is an emergency. If necessary after inspection, Management

1 will provide Tenant with a written list of the cleaning necessary to return the Premises to the  
2 same condition as when rented. Tenant has 24 hours to complete any cleaning. Tenant is  
3  
4  
5

8 responsible for removing their name off of the utilities upon termination of the lease. Tenant is  
9 responsible for refilling fuel tank upon termination of the lease.  
10

11 **9. Abandoned Property.** After five (5) days following Tenant's surrender of the Premises or  
12 termination of tenancy in any manner except by court order, and if Management reasonably  
13 believes that Tenant has abandoned any personal property remaining on the Premises, Landlord  
14 may remove the property to a place for safekeeping, and take any steps reasonable and proper  
15 under Mont. Code Ann. § 70-24-430. Management shall be entitled to reimbursement from  
16 Tenant for actual costs of storage and safekeeping of the property.  
17

18 **10. Pets.** Tenant shall not bring, keep, or allow to be kept, any pet on the Premises without the  
19 written consent of the Management and completion of pet addendum and pet agreement  
20 contained herein (7540-F4). If applicable, Tenant has read and received the Agreement, as well  
21 as any exhibits and disclosures attached hereto and agree to comply with all terms and provisions  
22 contained herein.  
23

24 **11. No Alteration of Premises.** Tenant shall not change or alter any part of the Premises, in any  
25 form, except with the written permission of the Management. The building, placing, or  
26 constructing of any permanent structure or item is prohibited. Tenant shall not build any  
27 enclosed porches, sheds, or rooms on the Premises. Any structural change, which is not approved  
28 by Management in writing, will be subject to removal at Tenant's expense.  
29

30 **12. Vehicles on Premises; Parking.** Tenant shall not park or drive vehicles on the lawn at any  
31 time, including for the loading or unloading of furniture from moving trucks. Tenants and their  
32 guests shall drive in a safe and prudent manner in all parking lots on the Premises. Tenant shall  
33 not park any unlicensed, unregistered, or inoperative vehicle on the Premises. No major  
34 overhauling or working on cars is permitted on the Premises. Tenant shall not park any trailer,  
35 boat, or RV on the Premises, unless it is stored inside the Tenant's garage.  
36

37 Tenant is allowed parking space(s) on the Premises. Please list the following information with  
38 respect to all Tenants' vehicles:  
39

40 \_\_\_\_\_  
41 Model / Make Year Color License Plate – State & Number  
42

43 \_\_\_\_\_  
44 Model / Make Year Color License Plate – State & Number  
45



1 **13. Keys; Security System.** Tenant shall keep the doors of the unit locked during Tenant's  
2 absence. Management will not be responsible for any article lost, missing, or stolen from the  
3 Premises. Tenant has received house keys. Tenant shall not install different locks on any doors or  
4

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7 Page 5 of 7  
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9 windows in the unit without written permission from the Management. Tenant must obtain  
10 written authorization from Management to install a security alarm system. If Management  
11 provides this written authorization, Tenant must also provide Management with information  
12 indicating where and how the sensors are installed, provide Management with a current access  
13 code, and list Management as an authorized person to enter the unit with the alarm company.  
14

15 **14. No Smoking.** Smoking is not allowed inside the Premises.  
16

17 **15. Hazardous Materials.** Tenant's use or storage of gasoline, hazardous materials, or other  
18 flammable or explosive materials on the Premises is prohibited. Barbecue grills are to be used  
19 outside only, and while in use, Tenant must keep the grill at least one (1) foot away from the  
20 outside walls.  
21

22 **16. Waterbeds.** Tenant shall not keep a waterbed on the Premises without the written approval  
23 of Management. Management will only provide such authorization if Tenant carries waterbed  
24 insurance and provides proof of insurance to the Management.  
25

26 **17. Nails.** Tenant shall not drive nails or screws into trim, doors, or cabinets. Tenant may use  
27 small nails or pins for hanging pictures. Ceiling hooks are not permitted. Tenant shall not install  
28 any outside satellite dish or antenna without Management's written authorization.  
29

30 **18. Tenant's Extended Absence.** Tenant shall notify Management, in writing if he/she will be  
31 absent from the Premises for more than seven (7) days, no later than the first day of this extended  
32 absence.  
33

34 **19. Guests.** Tenant must receive written authorization from Management for any person staying  
35 in the unit for more than 7 days who is not a party to this Agreement. Management may withhold  
36 said authorization in its sole discretion, and if said authorization is granted, Management may  
37 require any such person to execute a copy of this Agreement, and be jointly and severally liable  
38 for performance hereunder.  
39

40 **20. Renter's Insurance; Management Liability.** Tenant shall carry renter's insurance, and  
41 provide a copy of the policy to the Management within twelve (12) days of this Agreement. At  
42 any point that the Tenant's insurance policy lapses, he will be found in breach of this Agreement.  
43 Management shall not be liable to Tenant for any injury, damage or loss to his person or  
44 property, which is caused by the act or omission of any other tenant or third party.  
45

1 **21. Smoke & CO2 Detectors.** Under Mont. Code Ann. § 70-24-303 and defined under Mont.  
2 Code Ann. § 70-20-113 Smoke & CO2 Detectors. Management has provided Tenant with 1  
3 working smoke detector and 1 CO2 detector. Tenant shall keep the detectors in working order at  
4 all times including replacement of batteries.

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8 Page 6 of 7  
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10 **22. Repairs.** Please promptly report any repairs needed to the Management. All repairs,  
11 complaints, or requests must be made in writing and given to or mailed to: District Clerk.  
12 Management shall make repairs necessary to put and keep the premises in fit and habitable  
13 condition within three (3) days of receiving said written notice, and all repairs not constituting an  
14 emergency within 14 days of receiving said written notice.

15  
16 **23. Access to Premises.** Tenant will allow Management access to the Premises at all reasonable  
17 hours for the purpose of examining or exhibiting the Premises, making any necessary repairs  
18 which the Management may deem fit for the benefit of or related to any part of the Premises.  
19 Management will provide Tenant with required 24- hour notice of entry, when such entry is  
20 necessary Management may enter the Premises without the consent of Tenant in the case of an  
21 emergency.

22  
23 **24. Lock-Out Fee.** Management will charge Tenant \$25.00 every time he/she is locked out of  
24 their unit and the Landlord is called to let the Tenant in.

25  
26 **25. Garbage.** Tenant shall dispose of all trash, garbage, and refuse in a reasonable and tidy  
27 manner, in the designated solid waste containers. Tenant shall ensure that the designated solid  
28 waste containers are accessible to other tenants and pick-up personnel on the assigned garbage  
29 day.

30  
31 **26. Quiet Enjoyment.** Quiet hours are from 10p.m. to 7a.m., Sunday through Thursday, and  
32 11p.m. to 8a.m., Friday through Saturday. The creation of a nuisance or annoyance, whether by  
33 disorderly parties, indecency, or disorderly conduct by Tenant, or Tenant's guests or invitees,  
34 will cause the immediate expulsion of the offending party.

35  
36 **27. Operation of Business Prohibited.** This section does not preclude the right of the tenant to  
37 operate a limited business or cottage industry on the premises, subject to state and local laws, if  
38 the landlord has consented in writing. The landlord may not unreasonably withhold consent if the  
39 limited business or cottage industry is operated within reasonable rules of the landlord.

40  
41 **28. Non-Waiver.** Any forbearance by Management, including but not limited to Management's  
42 acceptance of rental payments, or any part thereof, on the due date, or subsequent to the due date,  
43 shall not be considered as a waiver of Management's right to pursue any remedy arising  
44 hereunder or under Montana Law for existing or subsequent defaults, or for breach of any other  
45 term, covenant, or condition herein to be observed and performed by Tenant.

46

1 **29. Drug Activity.** Neither Tenant nor any of Tenant’s guests or invitees shall engage in drug  
2 related criminal activity on or near the Premises. The term “drug-related criminal activity” means  
3 the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell,  
4 distribute or use a controlled substance. Tenant acknowledges that any such activity shall result  
5 in termination of this Agreement.  
6

10 **30. Severability.** If any term or provision of this Agreement shall be held invalid or  
11 unenforceable, the remaining terms and provisions shall remain in full force and effect.  
12

13 **31. Attorneys Fee - costs.** In an action on this rental agreement, reasonable attorney’s fees,  
14 together with costs and necessary disbursements, shall be awarded to the prevailing party. The  
15 term “prevailing party” means the party in whose favor final judgment is rendered.  
16

17 **32. Pest Control.** It shall be the responsibility of the Management to perform any necessary pest  
18 control both indoors and outdoors of their premises.  
19

20  
21  
22 Tenant: \_\_\_\_\_ Date: \_\_\_\_\_  
23

24 Tenant: \_\_\_\_\_ Date: \_\_\_\_\_  
25

26 District: \_\_\_\_\_ Date: \_\_\_\_\_  
27  
28  
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30 Policy History:

31 Adopted on: November 18, 2014

32 Revised on:

33 Revised on:

**Cascade School District Landlord/Tenant Checklist**

Note: This checklist is intended for use as a record for the condition of the rental unit. This list does not obligate the District to make repairs.

**Living/Dining Room**

Item	Condition Moving In	Condition Moving Out
Paint Walls		
Ceiling		
Carpet/Floors		
Windows		
Curtains		
Light Fixtures		
Outlets		
Fireplace		
Furniture		

**Kitchen**

Item	Condition Moving In	Condition Moving Out
Refrigerator		
Oven		
Burners		
Cabinets		
Paint/Walls		
Ceiling		
Floors		
Light Fixtures		
Outlets		
Sink/drain		
Garbage Disposal		
Dishwasher		
Counter Surfaces		
Fan		
Windows		
Furniture		

### Bedroom1

Item	Condition Moving In	Condition Moving Out
Paint/Walls		
Ceiling		
Carpet/Floors		
Closet		
Windows		
Curtains		
Light Fixtures		
Outlets		
Furniture		

### Bedroom2

Item	Condition Moving In	Condition Moving Out
Paint/Walls		
Ceiling		
Carpet/Floors		
Closet		
Windows		
Curtains		
Light Fixtures		
Outlets		
Furniture		

### Bedroom 3

Item	Condition Moving In	Condition Moving Out
Paint/Walls		
Ceiling		
Carpet/Floors		
Closet		
Windows		
Curtains		
Light Fixtures		
Outlets		
Furniture		

### Bathroom 1

Item	Condition Moving In	Condition Moving Out
Cabinets		
Paint/Walls		
Ceiling		
Floors		

Light Fixtures		
Outlets		
Faucets		
Toilet		
Sink/drain		
Counter Surfaces		
Fan		
Windows		
Bath/Shower		
Other		

Bathroom 2

Item	Condition Moving In	Condition Moving Out
Cabinets		
Paint/Walls		
Ceiling		
Floors		
Light Fixtures		
Outlets		
Faucets		
Toilet		
Sink/drain		
Counter Surfaces		
Fan		
Windows		
Bath/Shower		
Other		

Other

Item	Condition Moving In	Condition Moving Out
Heating Fuel		
Water Heater		
Garage		
Decks		
Yard		
Outbuildings		

Other Comments:

**Moving In**

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

District: \_\_\_\_\_ Tenant: \_\_\_\_\_

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

**Moving Out**

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

District: \_\_\_\_\_ Tenant: \_\_\_\_\_

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

## **Superintendent Report (I)**

- A. Policy 1105– Previously reviewed by Policy Committee 4/18 and edited by MTSBA
- B. Maintenance Supervisor Pay

## **Adjournment (A)**