

CASCADE SCHOOL DISTRICT 3 & B

Meeting of the Board of Trustees



APPENDICES

August 17, 2021 Regular & Budget Board Meeting

APPENDIX A

Board Report

Section I – Transportation Committee Report

Section II – Finance Committee Report

Section III – Board Training Hours

Section IV – Board Evaluation

SECTION I - Transportation Meeting Minutes

Transportation Committee Meeting

August 12, 2021

5:00 p.m.

Attendees:

Iain McGregor
Rick Cummings
Chris Wilson
Bryan Smith
Wiley Aker
Rick Miller
Karsen Drury

Topics of Discussion:

- Bus Driver Shortage
 - Short route drivers to cover the routes for the school year. Options:
 - Driver Incentives - wage increase, salary, etc.
 - Individual contracts with families
 - Combine routes
 - Contract bus routes
 - Admin proposes to combine the Deep Creek & Ulm routes until we can find another bus driver.
 - May have to look into combining Chestnut Valley & Adel routes, as well as Wolf Creek & HWY91.
- Activity Bus Drivers
 - Shortage - look into raising driving rates.
- Recruiting Bonus
 - Provide a recruiting bonus for district employees who recruit bus drivers to work at the school. The driver must meet all requirements for signing bonus before the recruiter is paid. Bonus in the amount of \$1,000.

Adjourned 5:35 p.m.

SECTION II - Finance Meeting Minutes

Finance Committee Meeting

August 12, 2021

5:45 p.m.

Attendees:

John Rumney

Val Fowler

Rick Cummings

Rick Miller

Karsen Drury

Topics of Discussion:

FY2022 Budget Proposal

- March 2021 SB307 Preliminary :Levy amounts vs August 2021 Budget Levy amount changes:
 - Taxable Values
 - When entering budget figures for SB307, we use current year taxable values. Actuals are provided by the county at the end of July for the budget year. The taxable value affects all budgetary numbers because the value of a mill is based on the TV. If the TV increases, the value of a mill increases, which decreases the taxpayer liability. If the TV decreases, the value of a mill decreases, which increases the taxpayer liability.
 - 2022 EL Taxable Value: \$7,982,902 (\$327,234 increase from 2021)
 - 2022 HS Taxable Value: \$9,622,365 (\$410,792 increase from 2021)
 - Fund Balance Reappropriated
 - When entering budget figures for SB307, we use estimates of year end fund balances. The year-end values could have been more or less than entered on SB307. If the values are less, the tax levy will be higher. If the values were more, the tax levy will be higher. This is the case in Transportation, Tuition and Adult Ed.
 - Tuition
 - When budgeting for Tuition, we estimated 2.5 students who could potentially need to be sent to GFPS for services. One of those students have since left the district. We reduced the budget amount by 1 student, which leaves funds for 1.5 students to receive services, as well as 1 full time paraprofessional, some supplies and our annual Co-Op dues.
 - Building Reserve Permissive Levy
 - The SB307 did not account for the State's Major Maintenance Aide funding toward the permissive levy. Actual budget accounts for receiving about 90% of the SMMA.
- Committee agrees to present and propose budget to Board.

Adjourned 6:15 p.m.

SECTION III - Board Training Hours

Cascade Board Hours 2021-2022			
NAME	DATE	DESCRIPTION	CREDIT RECEIVED
Chris Wilson			
		TOTAL	0
Iain McGregor			
		TOTAL	0
John Rumney			
		TOTAL	0
Rick Cummings			
		TOTAL	
Ruth Mortag			
		Total	0
Val Fowler		MTSBA Think Tank Thursdays	1
		2021 Summer Series	
		TOTAL	1

SECTION IV - Board Evaluation

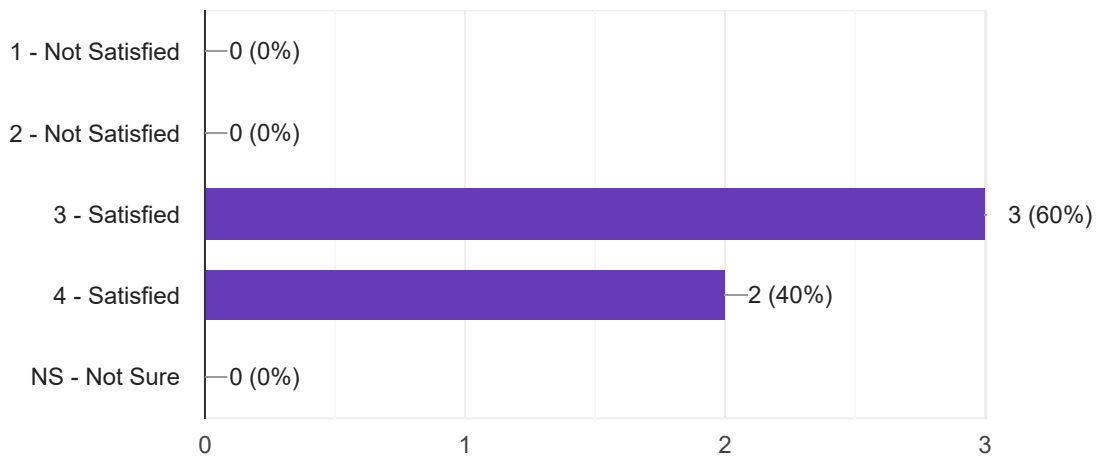
Jun 2021

29 5

Focus

We conducted the meeting with an emphasis on outward vision, rather than internal preoccupation?

5 responses



Comment

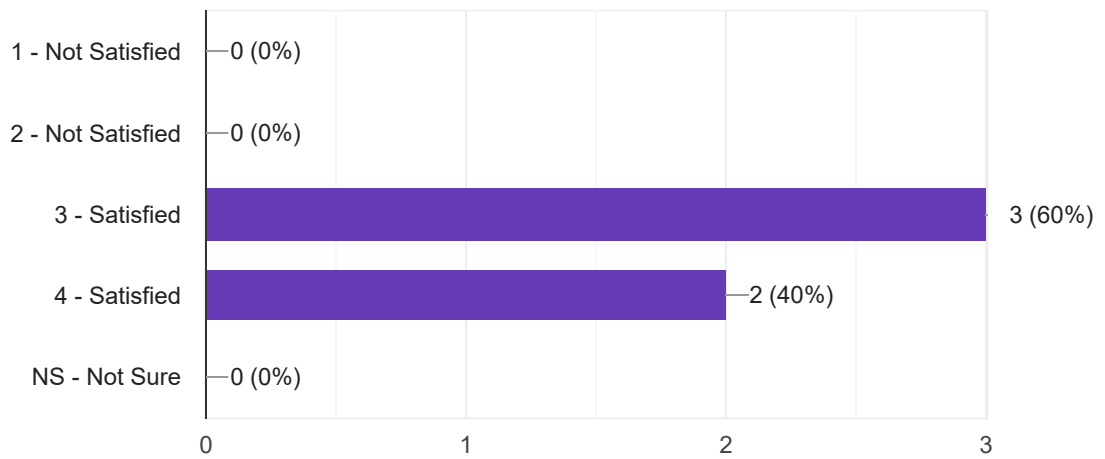
0 responses

No responses yet for this question.



We focused our thinking at a strategic level?

5 responses



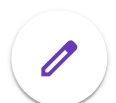
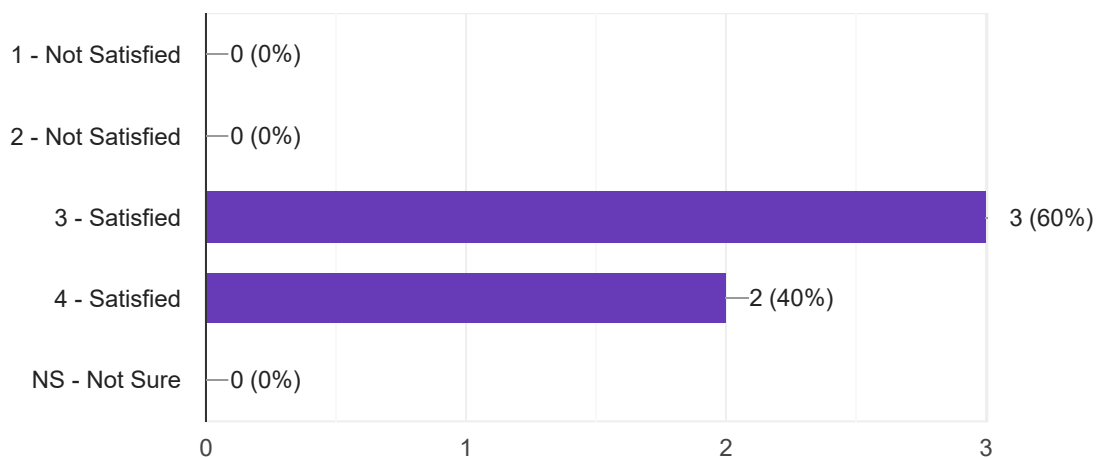
Comment

0 responses

No responses yet for this question.

We focused on the future, rather than the past or the present?

5 responses



Comment

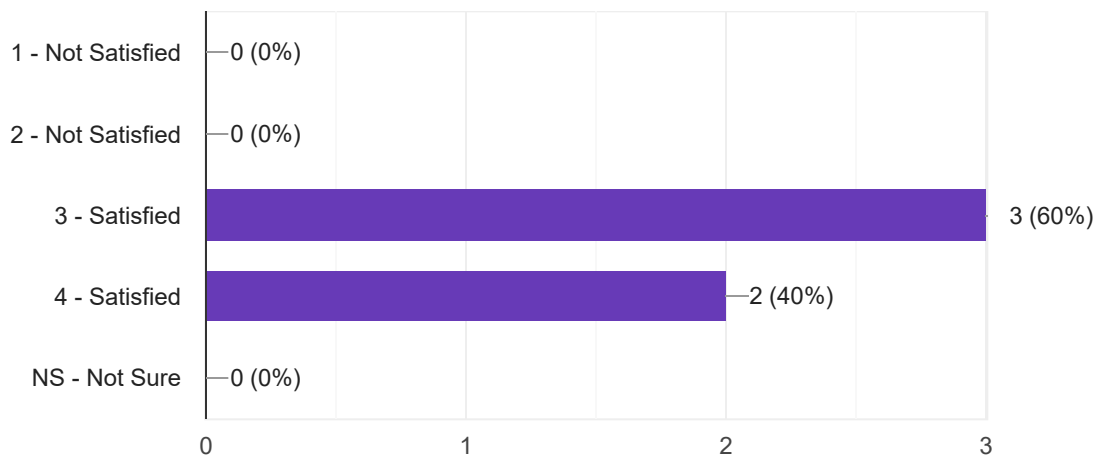
0 responses

No responses yet for this question.

Respect

We made collective rather than individual decisions?

5 responses



Comment

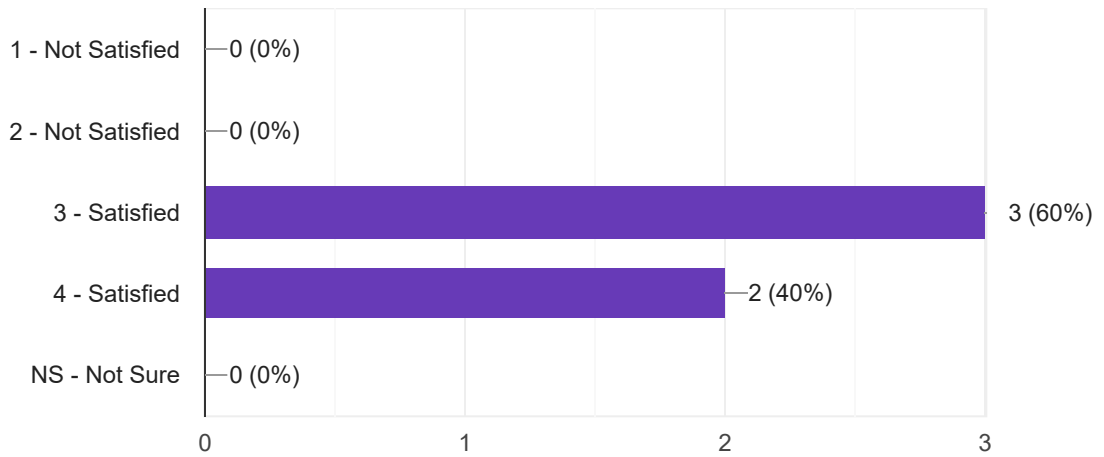
0 responses

No responses yet for this question.



We encouraged diversity of viewpoints?

5 responses



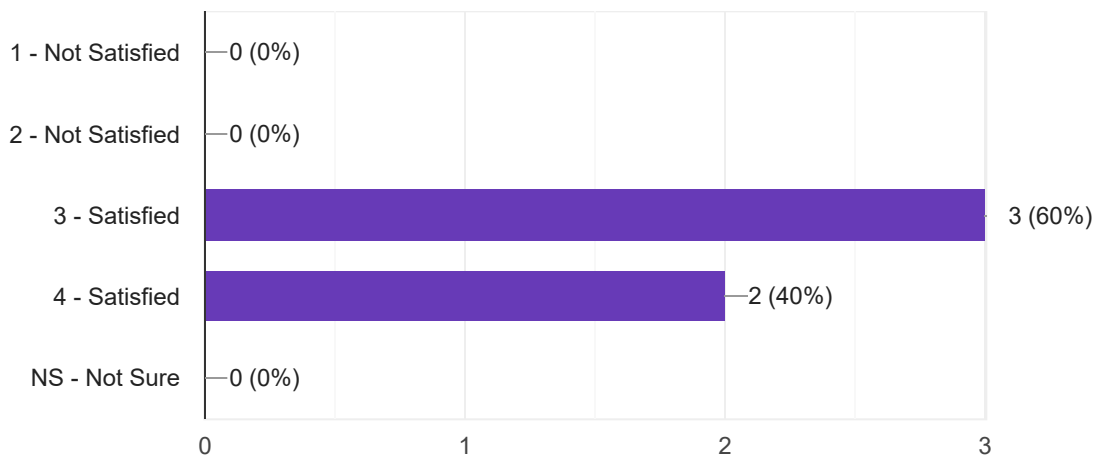
Comment

0 responses

No responses yet for this question.

We were sensitive to our stakeholder's needs?

5 responses



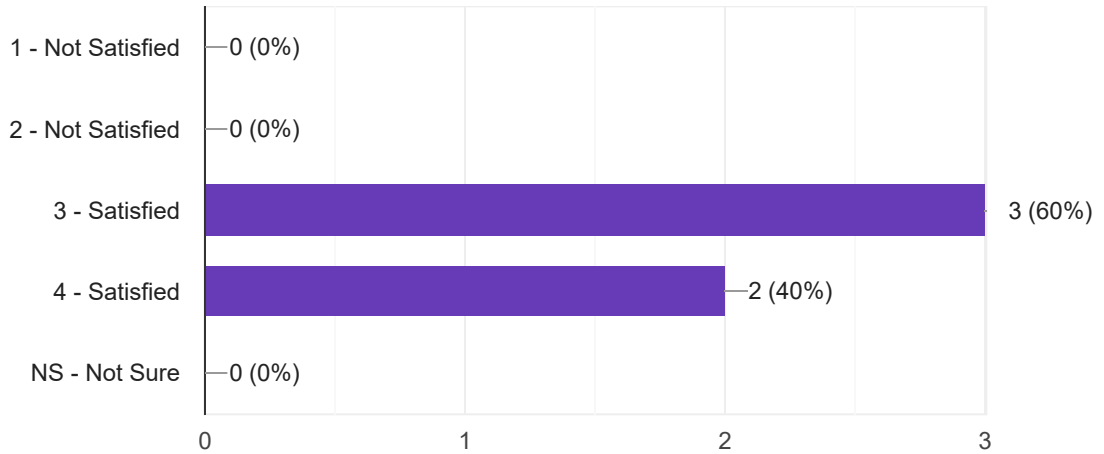
Comment

0 responses

No responses yet for this question.

We gave adequate emphasis to the ethics of each issue?

5 responses



Comment

0 responses

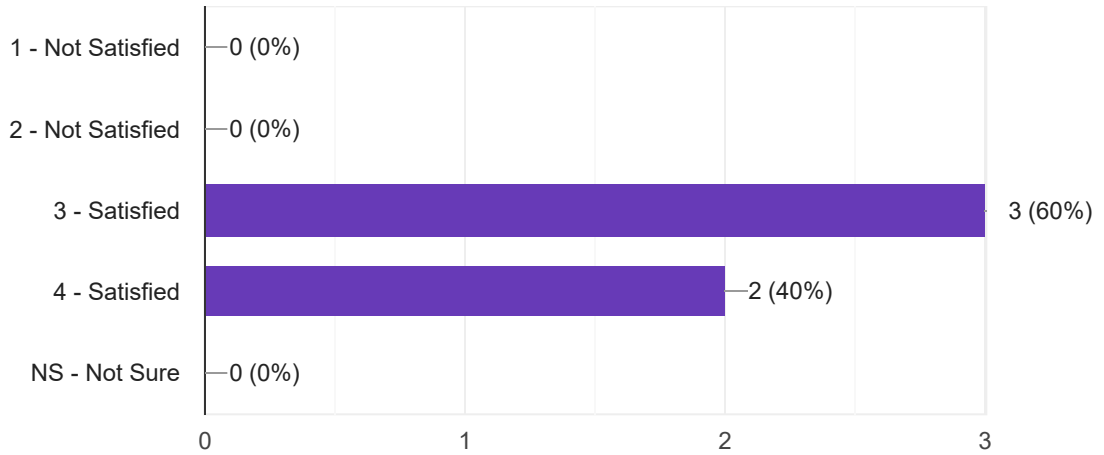
No responses yet for this question.

Information



We had the right information to make wise decisions?

5 responses



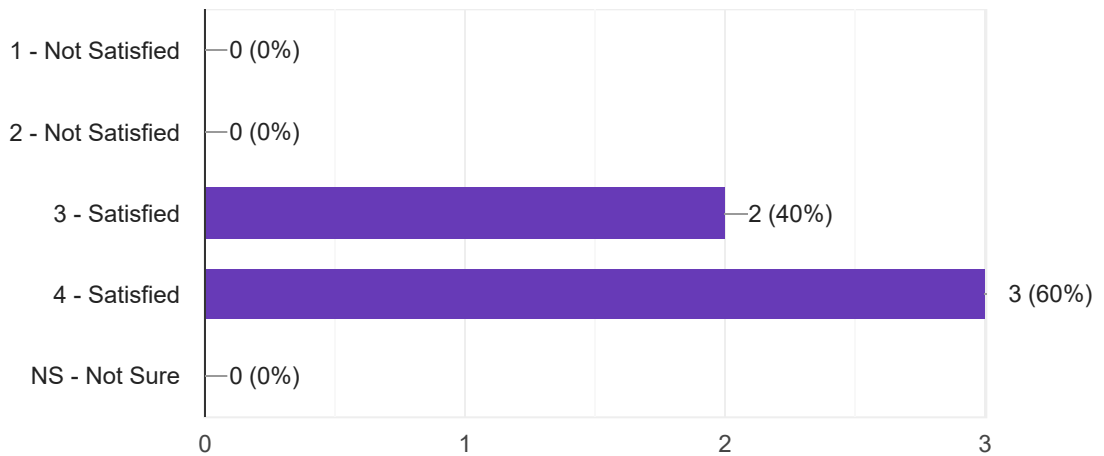
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0 responses

No responses yet for this question.

We acknowledged those times when we lacked information or knowledge and made plans to get what we needed?

5 responses



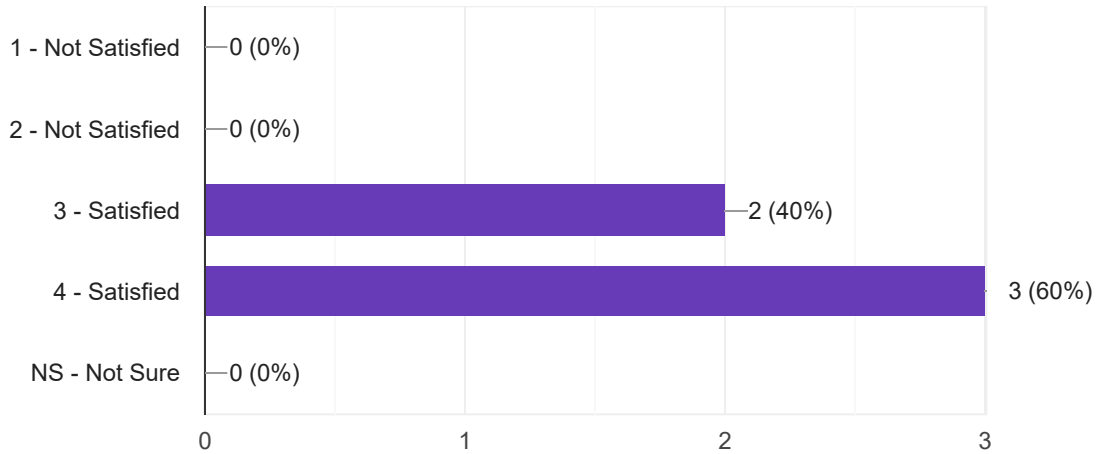
Comment

0 responses

No responses yet for this question.

We used the presence of staff appropriately?

5 responses



Comment

0 responses

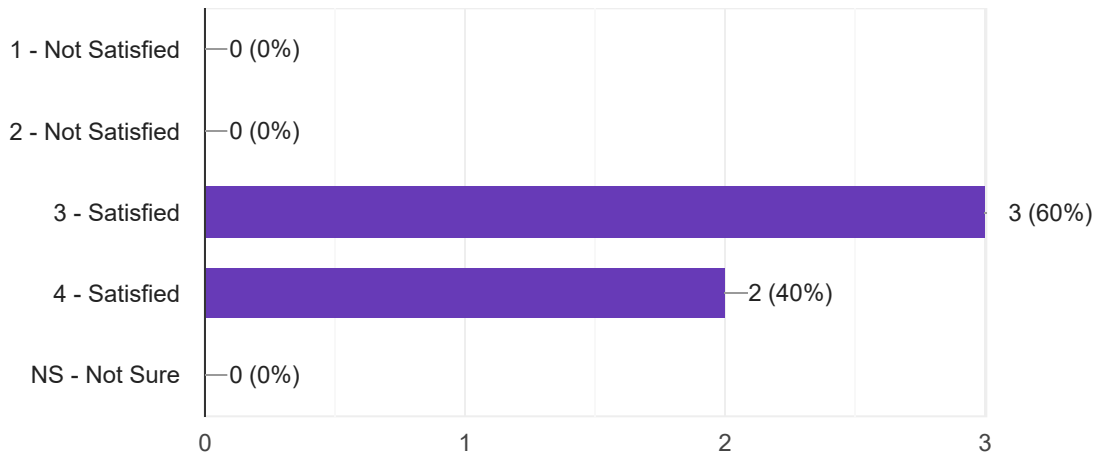
No responses yet for this question.

Agenda



The agenda was structured in a way that enhanced our ability to focus strategically?

5 responses



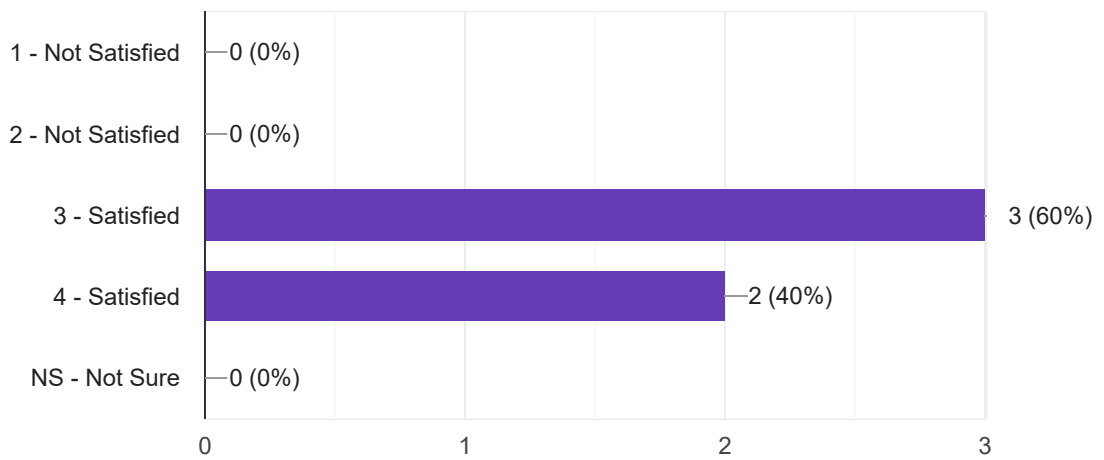
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0 responses

No responses yet for this question.

We spent the right amount of time on most issues?

5 responses



Comment

1 response

It was a large agenda with a lot to cover, and I thought we did a good job of not rushing through things to get done.

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APPENDIX B

New Business

Section I – Policy Updates & Revisions

Section II – Elementary Budget

Section III – High School Budget

SECTION I - Recommended Policies & Updates

1 _____ School District

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NONINSTRUCTIONAL OPERATIONS

8129

Chemical Safety

The District shall establish and maintain a Chemical Hygiene Plan all areas that store hazardous chemicals including but not limited to science labs, industrial arts classrooms or buildings. Chemical Hygiene Plans shall include plans for appropriate selection, storage, inventory, use, and disposal of hazardous chemicals, and biological materials.

The District has designated _____ as the Chemical Hygiene Officer in accordance with the requirements of the Occupational Safety and Health Administration. The Officer has primary responsibility for ensuring the implementation of all components of the Chemical Hygiene Plan.

Safety Data Sheets for all materials in science labs, industrial arts classrooms or buildings, and art labs, and lab storage rooms shall be stored in those rooms and be accessible at all times. The Safety Data Sheets shall also be kept in a secure, remote site outside of the science lab, industrial arts classroom or buildings, and art labs, and lab storage rooms.

All District staff shall ensure storage areas are kept clean and organized. Unused hazardous materials shall be disposed in a timely manner as stated by the manufacturer and approved by DEQ. Schools shall consult with the DEQ and the DPHHS for additional information about how they can properly discard hazardous material.

Legal Reference:	37.111.812, ARM	Safety Requirements
	Section 50-78-101, MCA, et seq	Montana Employee and Community
		Hazardous Chemical Information
		Act

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

1 _____ **School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8130

4
5 Air Quality Restrictions on Outdoor Activities, Practice and Competition

6
7 Each school district is responsible for ensuring the safety of its students and student athletes when
8 participating in physical education, recess, practices or athletic contests.

9
10 The District Board of Trustees and Administration shall use the Recommendations for Outdoor Activities
11 Based on Air Quality for Schools guidelines, developed by DEQ and the DEQ’s Air Data Map, as the
12 determining factor when making a decision to allow or not allow students to participate in outdoor
13 activities and contests.

14
15 The District Board of Trustees and Administration have developed the following protocol for
16 determination of allowing students and student athletes to participate in outdoor activities when Air
17 Quality Restrictions have reached the Unhealthy for Sensitive Groups or higher categories as indicated on
18 the DEQ guidelines.

- 19
- 20 1. The _____ School District shall use the [_____ **air quality monitor**] [_____
- 21 **geographical spot on the todaysair.mt.gov website**] **CHOOSE ONE OR BOTH** to determine
- 22 the air quality for our school district.
- 23 2. The following personnel shall make the decision to hold or cancel outdoor activities, practices, or
- 24 contests:
- 25 a. Recess (all levels) _____
- 26 b. Junior High practices (all levels) _____
- 27 c. Junior High contests (all levels) _____
- 28 d. High School practices (all levels) _____
- 29 e. High School contests (all levels) _____
- 30 f. All outdoor activities, (all levels) _____
- 31
- 32 3. The decision to hold or cancel outdoor activities shall be made _____ **(hours)(days)**
- 33 **CHOOSE ONE** in advance of the activity.
- 34 4. The notice to hold or cancel an outdoor activity shall be communicated to:
- 35 a. Students through _____
- 36 b. Staff through _____
- 37 c. Coaches through _____
- 38 d. Parents through _____
- 39 e. Community _____
- 40

41 The superintendent or an employee designated by the superintendent is authorized to establish a
42 procedure to limit the infiltration of outside air into each school during poor air quality conditions.

43
44 References: 10.55.701(q), ARM Board of Trustees
45 www. todaysair.mt.gov
46 <http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>
47 37.111.827, ARM Outdoor Air Quality

48 Policy History:
49 Adopted on:
50 Reviewed on:
51 Revised on:

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NONINSTRUCTIONAL OPERATIONS

Indoor Air Quality

The District shall ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. District ventilation systems shall undergo annual checks by the school facility manager, superintendent or other staff approved by the superintendent to ensure ventilation systems are operating within manufacturer parameters.

Air filters in the District shall have a minimum efficiency reporting value of between 8 and 13 as recommended by the National Air Filtration Association and the EPA unless other types of non-MERV rated filters are used.

To the greatest extent possible during times of poor outdoor air quality, the District shall change filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The District shall clean any electrostatic air filters according to manufacturer specifications.

The school facility manager, superintendent or other staff approved by the superintendent shall complete annual indoor air quality inspections using the Walk-Through Inspection Checklist from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved inspection form.

The District shall maintain records of indoor air quality inspection on site for no less than three years and the records shall be made available to the local health authority and DPHHS upon request.

Legal Reference: 37.111.826, ARM Indoor Air Quality

Policy History:

Adopted on:
Reviewed on:
Revised on:

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3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Food Services

6
7 The District supports the philosophy of the National School Lunch Program and shall provide
8 wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a
9 portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected
10 indigent students.

11
12 Because of the potential liability of the District, the food services program shall not accept donations of
13 food without approval of the Board. Should the Board approve a food donation, the Superintendent shall
14 establish inspection and handling procedures for the food and determine that provisions of all state and
15 local laws have been met before selling the food as part of school meals.

16
17 As an integral part of a school, the District’s food service is operated in compliance with ARM
18 Title 37, chapter 110, subchapter 2, rules for food service establishments.

19
20 Commodities

21
22 The District shall use food commodities made available under the Federal Food Commodity Program for
23 school meals.

24
25 Free and Reduced-Price Food Services

26
27 The District shall provide free and reduced-price meals to students, according to the terms of the National
28 School Lunch Program and the laws, rules, and regulations of the state. The District shall inform parents
29 of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-
30 price meals shall be confidential, in accordance with National School Lunch Program guidelines. A
31 parent has the right to appeal to a designated hearing official any decision with respect to his or her
32 application for free or reduced-price food services.

33
34 The Board may establish programs whereby meals may be provided in the District in accordance with
35 National School Lunch Program guidelines.

36
37 The amount charged for such meals shall be sufficient to cover all costs of the meals, including
38 preparation labor and food, handling, utility, and equipment depreciation costs.

39	Legal Reference:	§ 20-10-204, MCA	Duties of trustees
40		§ 20-10-205, MCA	Allocation of federal funds to school food services fund
41			for federally connected, indigent pupils
42		§ 20-10-207, MCA	School food services fund
43		<u>37.111.842, ARM</u>	<u>Food Service Requirements</u>
44			

45
46 Policy History:

47 Adopted on:

48 Reviewed on:

49 Revised on:

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3 **NONINSTRUCTIONAL OPERATIONS**

4
5 District Safety

6
7 For purposes of this policy, “disaster means the occurrence or imminent threat of damage,
8 injury, or loss of life or property”.

9
10 The Board recognizes that safety and health standards should be incorporated into all aspects of
11 the operation of the District. Rules for safety and prevention of accidents shall be posted in
12 compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and
13 accidents shall be reported to the District office.

14
15 The board of trustees has identified the following local hazards that exist within the boundaries
16 of its school district:

17 [Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms, etc.]

18
19 The [Superintendent] [building principal] shall design and incorporate drills in its school safety
20 or emergency operations plan to address the above stated hazards. The trustees shall certify to
21 the office of public instruction that a school safety or emergency operations plan has been
22 adopted. This plan and procedures shall be discussed and distributed to each teacher at the
23 beginning of each school year. There shall be at least eight (8) disaster drills a year in a school.
24 All teachers shall discuss safety drill procedures with their class at the beginning of each year
25 and shall have them posted in a conspicuous place next to the exit door. Drills must be held at
26 different hours of the day or evening to avoid distinction between drills and actual disasters. A
27 record shall be kept of all fire drills.

28
29 The trustees shall review the school safety or emergency operations plan periodically and update
30 the plan as determined necessary by the trustees based on changing circumstances pertaining to
31 school safety. Once the trustees have made the certification to the office of public instruction,
32 the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to
33 school safety and security.

34
35 The Superintendent shall develop safety and health standards which comply with the Montana
36 Safety Culture Act. **[Optional]**: The Superintendent shall ensure District employees are provided
37 equipment, tools, and devices designed to ensure a safe and health workplace in accordance with
38 this policy. Failure to use the provided equipment in a suitable or timely manner may be
39 considered a violation of District policy. If a staff member requires equipment that is not
40 available, an employee may submit a request to the administration in accordance with established
41 District practice.

42
43 To ensure a safe school setting and to comply with regulations governing schools in Montana,
44 the following safety measures shall be implemented in the District:

- (a) Janitorial and other storage areas that contain toxic or hazardous materials must be kept locked between periods of use. Custodial closets, boiler rooms, and other areas where hazardous or poisonous compounds are stored must be inaccessible to students.
- (b) All cleaning compounds and other toxic chemicals not stored in the product container or package in which it was obtained must be stored in a labeled container that clearly identifies the product by name.
- (c) Chemicals must be stored as specified by the chemical's Safety Data Sheet.
- (d) The school and school site must be free of objects or conditions which create unreasonable or unnecessary dangers to health or safety.
- (e) First aid kits and AEDs must be provided and stored in accessible locations that are easily identifiable to staff and trained personnel.
- (f) Playground and school yards must be inspected every month by the facility manager or other school personnel and the inspection must be recorded and records kept on the school site. Inspections must be conducted using a playground safety checklist approved by the DPHHS.
- (g) Playground inspection results must be made available for review by the local health authority or the DPHHS upon request.
- (h) Periodic maintenance and repair must be performed on playground equipment according to the manufacturer's specifications. Repairs, not including the leveling of fall protection material, must be documented.
- (i) Playground equipment must be maintained in a safe condition.

Legal Reference:	§ 20-1-401, MCA	Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§§ 39-71-1501, et seq., MCA <u>37.111.812, ARM</u>	Montana Safety Culture Act <u>Safety Requirements</u>

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 _____ **School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8302

4
5 Noxious Plant and Animal Control

6
7 Each school and school site shall be maintained free of harborage for insects, rodents, and other
8 pests. Extermination methods and other measures to control pests shall conform with the
9 requirements of the DPHHS or the local health authority.

10
11 All areas shall be maintained free of accumulation of debris or standing water which may
12 provide harborage for pests.

13
14 Storage areas shall be maintained so as to prevent pest harborage. Lumber, pipe, and other
15 building materials shall be stored neatly.

16
17 The growth of brush, weeds, and grass shall be controlled to prevent harborage of pests. School
18 grounds shall be maintained to prevent the growth of noxious weeds considered detrimental to
19 health.

20
21 Integrated Pest Management Plan

22
23 The District has developed and implemented an Integrated Pest Management (IPM) program.
24 Students, parents, and staff shall be notified when chemicals for IPM are going to be used. The
25 school IPM shall include strategies to prevent the spread of pests.

26
27 The facility manager, superintendent or other staff approved by the superintendent shall,
28 whenever practical, ensure the use of nonchemical methods to control pests, including
29 proper sanitation practices, structural repair, and window screens.

30
31 Pesticide Application Notification

32
33 Except as otherwise provided in this policy, the District shall notify parents or guardians of
34 students of the application of a pesticide to an area of the school that is used by or is accessible
35 to students least 24 hours before the application. The notification shall state the following:

- 36
37 (a) A description of the area where the pesticide will be applied;
38 (b) The date and approximate time of application;
39 (c) The common or brand name of each pesticide to be used;
40 (d) The targeted pests to be controlled by the pesticide;
41 (e) Each active ingredient in the pesticide;
42 (f) The EPA registration number;
43 (g) The telephone contact number, if any, on the label of the pesticide for additional
44 information about each pesticide; and
45 (h) A contact name and telephone number at the school.
46 (i) If the application will be outdoors, the notification shall also include three dates in
47 chronological order in case the preceding date is canceled due to weather.
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3 During the school year, the notification required by this policy shall be made by individual
4 notice delivered by phone, face-to-face oral communication, electronic mail, postal mail,
5 or facsimile. The Board of Trustees authorizes the superintendent or other staff approved
6 by the superintendent to develop a registration system to provide this notification only to
7 those parents who wish to receive the notification. The registration shall provide written
8 notice to the parents or guardians of the student at the beginning of the school year, or
9 upon a child's enrollment, that pesticides may be used in or around the school. The
10 administrator shall develop methods to permit each parent or guardian how to register to
11 be notified at least 24 hours before a pesticide treatment.

12
13 If pesticides are used outside the school year and the school is open or to be accessible by the
14 public, the notification required shall be prominently posted in a conspicuous location on the
15 school premises at least 24 hours before the pesticide application is scheduled to occur.

16
17 Immediately before starting the application of a pesticide, the certified applicator shall post in
18 the area of the school where the pesticide is to be applied, a sign 8.5x11-inch in size, or
19 greater. Fonts shall be no smaller than 26 point (one-fourth inch). The administrator shall
20 ensure the sign remains posted and students are kept out of the treated area until the reentry
21 interval on the label, if any, has expired, or, if the label does not specify a reentry interval, for
22 at least 24 hours.

23 24 Emergency Pesticide Application

25
26 The superintendent or other staff approved by the superintendent may authorize an immediate
27 pesticide treatment without prior notification if the superintendent determines an emergency
28 exists. An emergency includes an immediate and unanticipated threat to the health and safety
29 of the individuals at the school. If a school administrator authorizes an emergency pesticide
30 application all the information that is required in a notice under this policy shall be included
31 in the record maintained as required by this policy

32 33 Exceptions to the Notice Requirements

34
35 The following pesticide applications are not subject to the notification or posting
36 requirements of this rule:

- 37
38 (a) Applications of antimicrobial pesticides;
39 (b) An application where the school remains unoccupied for a continuous 72- hour
40 period following the application of the pesticide;
41 (c) Applications of rodenticides in tamper-resistant bait stations or in areas
42 inaccessible to students; and
43 (d) Applications of silica gels and other ready-to-use pastes, foams, or gels that will
44 be used in areas inaccessible to students.
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Record Keeping

The superintendent or other staff approved by the superintendent shall keep records of pesticide applications subject to the notification and posting requirements of this rule. Records shall include:

- (a) A copy of each notice issued;
- (b) The date of application;
- (c) The name and employer of the individual who applied the pesticide, including the individual's certification number;
- (d) The rate of application;
- (e) The concentration of the pesticide applied; and
- (f) The total amount of pesticide used.

Records shall be kept for at least five years and shall be made available to the local health authority, DPHHS, or the public for review upon request.

Legal Reference:	37.111.846, ARM	Noxious Plant and Animal Control
	10.55.701(s), ARM	Board of Trustees

Policy History:

Adopted on:
 Reviewed on:
 Revised on:

4
5 Facility Cleaning and Maintenance

6
7 District personnel shall routinely both clean by removing germs, dirt and impurities and, when
8 necessary, disinfect by using chemicals to kill germs on all surfaces and objects in any school
9 building and on school property that are frequently touched. This process shall include cleaning
10 objects/surfaces not ordinarily cleaned daily.

11
12 Personnel shall clean with the cleaners typically used and will use all cleaning products
13 according to the directions on the label. When necessary, personnel shall disinfect with common
14 EPA-registered household disinfectants. Personnel shall follow the manufacturer's instructions
15 for all cleaning and disinfection products.

16
17 When necessary, the District shall provide EPA-registered disposable wipes to teachers, staff,
18 and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls)
19 can be wiped down before use. The superintendent or other staff approved by the superintendent
20 are required to ensure adequate supplies to support cleaning and disinfection practices.
21 Specifically, the District shall comply with the following cleaning and maintenance
22 requirements:

- 23
24 (a) Daily cleaning and maintenance services will be provided whenever the school is in
25 use.
26 (b) Each janitor room will be kept clean, ventilated, lockable, and free from odors.
27 (c) Soiled mop heads will be changed frequently, using laundered replacements.
28 (d) Toilets, lavatories, and showers will not be used for washing and rinsing of mops,
29 brooms, brushes, or any other cleaning device.
30 (e) Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and
31 floors will contain fungicides or germicides.
32 (f) Deodorizers and odor-masking agents will not be used
33 (g) Toilet bowl brushes, mops and sponges will be used only for cleaning toilet bowls and
34 urinals and will be stored separately from other cleaning devices. Cleaning devices
35 used for lavatories and showers may not be used for any other purposes.
36 (h) Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for use
37 on gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths or
38 other means approved by the DPHSS or local health authority which will not spread
39 soil from one place to another may be used for dusting and cleaning, with the
40 exception of gymnasium floors.
41 (i) All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair
42 as outlined in this Policy.
43 (j) Cleaning compounds and pesticides will be stored, used, and disposed of in
44 accordance with the manufacturer's instructions.
45 (k) Safety data sheets will be kept with all cleaning supplies in the area where the
46 cleaning supplies are located.
47 (l) As current non-green cleaning supplies are depleted it is recommended that they are

replaced with cleaning products that are "Green Products."

(m) All cleaning supplies need to have an EPA registration number, a "use by" reading letter, be stored with approved ventilation, and stored out of the reach of students.

(n) All vomit, blood, and fecal matter including diarrhea will be cleaned using appropriate personal protective equipment. Cleaning supplies and personal protective equipment used for vomit, blood, and fecal matter clean-up will be disposed in accordance with disposal of medical equipment in Policy 3416, if applicable. All affected areas will be disinfected in accordance with this Policy.

(o) All therapeutic whirlpools will be constructed and maintained for easy cleaning. Whirlpools will be drained and sanitized after each use. Individuals with open sores or infections are prohibited from using therapeutic whirlpools.

Assigned Cleaning and Disinfecting

Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in accordance with their knowledge, experience, and applicable guidance from federal, state, tribal, and local health officials. Personnel shall have access to or the opportunity to access the latest available guidance upon request to their supervisor.

Personnel shall coordinate with colleagues and supervisors to develop a plan, schedule, and routine to regularly clean identified surfaces and objects. Personnel shall honor this plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to change in school schedule, absence of colleagues, availability of equipment and supplies, and federal, state, tribal or local health directives and guidance. If adjustment is necessary, personnel shall again coordinate with colleagues and supervisors to improve the plan, schedule, and routine. Personnel shall solicit and accept perspectives from colleagues and other school officials when considering improvements to the plan.

Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been occupied for seven days shall be routinely cleaned. Personnel shall always use chemicals, products, and substances in a manner consistent with the applicable instructions.

Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted by location and substance. During evaluation and identification of surfaces, personnel shall consider removing soft and porous materials in high traffic areas that may increase risk of exposure.

Personnel shall establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure. If disinfection of any surface

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or item is necessary, disinfection shall occur in accordance with stated guidance and substance instructions.

Physical Barriers and Guides

Personnel shall review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, shall assist or protect students and staff. Personnel shall coordinate with building or district administrators to complete or install any identified physical barrier.

Legal References: 37.111.841, ARM Cleaning and Maintenance
 10.55.701(s), ARM Board of Trustees

Policy History:

Adopted on:
Reviewed on:
Revised on:

1 _____ **School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8410

Page 1 of 3

4
5 Operation and Maintenance of District Facilities

6
7 Inspections

8
9 The District seeks to maintain and operate facilities in a safe and healthful condition. The
10 facilities manager, in cooperation with principals, fire chief, and county sanitarian, shall
11 ~~periodically~~ annually inspect plant and facilities or as necessary. The facilities manager shall
12 develop a program to maintain the District physical plant by way of a continuous program of
13 repair, maintenance, and reconditioning. Budget recommendations shall be made each year to
14 meet these needs and any such needs arising from an emergency.

15
16 The facilities manager shall formulate and implement energy conservation measures. Principals
17 and staff are encouraged to exercise other cost-saving procedures in order to conserve District
18 resources in their buildings.

19
20 The District shall permit representatives of DPHHS or local health authority to enter any
21 school at any reasonable time for the purpose of making inspections to determine compliance
22 with applicable regulations. DPHHS or local health authority may determine that special
23 circumstances or local conditions warrant inspections with greater or less frequency. Upon
24 receiving a complaint, the local health authority may determine if more inspections are
25 necessary.

26
27 Inspections of school facilities shall be done using forms approved by the DPHSS. Inspection
28 records shall be kept on file at the school for at least three years from the time of inspection.
29 Following each inspection, representatives of the DPHHS or local health authority shall give the
30 school administration a copy of an inspection report which notes any deficiencies and sets a time
31 schedule for compliance. The report shall document deficiencies.

32
33 The District shall comply with the Building and Fire Safety Codes administered by the State
34 Building Codes Division and the State Fire Marshal or by local building officials.

35
36 Laundry Facilities

37
38 Laundries operated in conjunction with or utilized by the District shall be provided with:

- 39
40 (a) a mechanical washer and hot air tumble dryer. Manual washing and line drying of
41 towels and other laundry items is prohibited. Dryers shall be properly vented to
42 prevent maintenance problems and buildup of moisture.
43 (b) a hot water supply system capable of supplying water at a temperature of 120°F to
44 the washer during all periods of use.
45 (c) sufficient separation between the area used for sorting and storing soiled laundry
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4 and the area used for folding and storing clean laundry to prevent the possibility
5 of cross-contamination.

6 (d) separate carts for transporting soiled and clean laundry.

7 (e) handwashing facilities including sink, soap, and disposable towels. A soak
8 sink may double as a handwashing sink.

9
10 Towels and other laundry items shall be machine washed at a minimum temperature of 120°F
11 for a minimum time of ten minutes and dried to greater or equal to 130°F for ten minutes in a
12 hot air tumble dryer.

13 14 Solid Waste and Recycling

15
16 In order to ensure that solid waste, including recycling material, is safely stored and disposed
17 of, the School District shall:

18
19 (a) store all solid waste between collections in containers which have lids, are
20 corrosion-resistant, and are constructed to minimize pest attraction and harborage;

21 (b) clean all solid waste containers with sufficient frequency to maintain them in a
22 condition which minimizes pest attraction;

23 (c) for exterior containers other than dumpsters or compactors, utilize stands
24 which prevent the containers from being tipped, protect them from
25 deterioration, and allow easy cleaning below and around them. Further,
26 dumpsters or compactors shall be located on or above a smooth surface of non-
27 absorbent material, such as concrete or asphalt, that is maintained in clean and
28 good condition;

29 (d) transport, or utilize a private or municipal hauler to transport, the solid waste at
30 least weekly to a landfill site approved by the DEQ in a covered vehicle or covered
31 containers.

32 33 Physical Requirements

34
35 The School District shall comply with the following physical requirements:

36
37 (a) Floors, walls, and ceilings in toilet, locker, and shower rooms, laundries, janitorial
38 closets, and similar rooms subject to large amounts of moisture shall be maintained
39 in a smooth and non-absorbent condition. Non-absorbent, non- skid floor matting
40 may be used where appropriate to prevent injury.

41 (b) Adequate coat/jacket and book storage for each student shall be provided;

42 (c) Livestock and poultry shall be located more than 50 feet from food service
43 areas, offices, or classrooms except those offices and classrooms associated with
44 animal husbandry activities or other demonstrations as approved by the school
45 administration. In classrooms, offices, or food service areas where livestock and
46 poultry are approved by the administrator, animals shall not have contact with

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eating or serving surfaces.

Legal Reference: 10.55.908, ARM School Facilities
 37.111.834, ARM Solid Waste
 37.111.840, ARM Laundry Facilities
 37.111.811, ARM Physical Requirements
 37.111.810, ARM Inspections
 10.55.701(s), ARM Board of Trustees
 10.55.701(l), ARM Board of Trustees

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

2
3 **NONINSTRUCTIONAL OPERATIONS**

5 Lead Renovation

6
7 In accordance with the requirements of the Environmental Protection Agency (EPA), the District
8 has this Lead Renovation Policy that is designed to recognize, control and mitigate lead hazards
9 at all District owned facilities and grounds.

10
11 The Lead-based paint renovation, repair and painting program (RRP) is a federal regulatory
12 program affecting contractors, property managers, and others who disturb painted surfaces. It
13 applies to child-occupied facilities such as schools and day-care centers built prior to 1978.

14
15 “Renovation” is broadly defined as any activity that disturbs painted surfaces and includes most
16 repair, remodeling, and maintenance activities, including window replacement.

17
18 The District has implemented this policy to identify, inspect, control, maintain and improve the
19 handling of lead related issues across the district facilities and grounds. In an effort to reduce
20 potential hazards, the District through training has put together maintenance programs that will
21 not only better protect the environment, but the students and employees of the District as well.

22
23 The District’s Lead Renovation Policy shall apply too not only employees of the maintenance
24 department but to outside contractors as well. No outside painting contractor will be permitted to
25 work for the District after April 22, 2010 unless they can show proof of training relative to lead
26 renovation or maintenance from an accredited training institution.

27
28 Information Distribution Requirements

29
30 No more than 60 days before beginning renovation activities in any school facility of the District,
31 the company performing the renovation must:

- 32 1. Provide the Superintendent with EPA pamphlet titled *Renovate Right: Important Lead*
33 *Hazard Information for Families, Child Care Providers and Schools*.
- 34 2. Obtain, from the District, a written acknowledgement that the District has received the
35 pamphlet.
- 36 3. Provide the parents and guardians of children using the facility with the pamphlet and
37 information describing the general nature and locations of the renovation and the
38 anticipated completion date by complying with one of the following:
 - 39 (i) Mail or hand-deliver the pamphlet and the renovation information to each
40 parent or guardian of a child using the child-occupied facility. The School District
41 will also include information about how parents and guardians may choose to
42 receive the pamphlet via email in a consent and enrollment form.
 - 43 (ii) While the renovation is ongoing, post informational signs describing the
44 general nature and locations of the renovation and the anticipated completion
45 date. These signs must be posted in areas where they can be seen by the parents or
46 guardians of the children frequenting the child-occupied facility. The signs must

be accompanied by a posted copy of the pamphlet or information on how interested parents or guardians can review a copy of the pamphlet or obtain a copy from the renovation firm at no cost to the parents or guardians.

- 4. The renovation company must prepare, sign, and date a statement describing the steps performed to notify all parents and guardians of the intended renovation activities and to provide the pamphlet.

Recordkeeping Requirements *

All documents must be retained for three (3) years following the completion of a renovation.

- Records that must be retained include:
- Reports certifying that lead-based paint is not present.
- Records relating to the distribution of the lead pamphlet.
- Documentation of compliance with the requirements of the Lead-Based Paint Renovation, Repair, and Painting Program.

**Note: The MTSBA recommends that districts follow the same record retention schedule as they do for Asbestos abatement (forever).*

Legal Reference: 40 CFR Part 745, Subpart E Lead-based paint poisoning in certain residential structures
15 U.S.C. 2682 and 2886 Toxic Substances Control Act, Sections 402 and 406

Policy History:

Adopted on:
Reviewed on:
Revised on:

4
5 Construction and Repairs

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7 Before commencing new school construction or repairs, the District shall submit plans for
8 construction of a new school or an addition to or an alteration of an existing school to DPHHS or
9 the local health authority for review and approval. Plans shall include the following where
10 applicable:
11

- 12 (a) Location and detail of classrooms used for science or science laboratories,-consumer
13 science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts,
14 including location and ventilation detail of lockable storage area of chemicals and
15 other hazardous products;
- 16 (b) Location and detail of janitorial facilities;
- 17 (c) Specifications for the sewage treatment and disposal system to serve the school unless
18 previously approved;
- 19 (d) Specifications for the water supply to serve the school unless previously approved;
- 20 (e) Locations for all emergency eyewash and shower stations, which shall
21 meet the American National Standard for Emergency Eyewash and Shower
22 Equipment;
- 23 (f) Location and detail of laundry facilities including description of equipment
24 and a flow chart indicating the route of laundry through sorting, washing,
25 drying, ironing, folding, and storage;
- 26 (g) Specifications for the final finishes of floors, walls and ceilings in toilet,
27 locker and shower rooms, laundries, and janitorial closets;
- 28 (h) Statement from the designer of the facilities that lighting capable of meeting the
29 minimum requirements of ARM 37.111.830 will be provided;
- 30 (i) Location and detail of the solid waste storage facilities;
- 31 (j) name of DEQ-approved sanitary landfill which will receive solid waste from the
32 school;
- 33 (k) Specifications for a food service to serve the school unless the food service has
34 been previously approved by the DPHHS and/or local health authority;
- 35 (l) Any other information requested by the DPHHS or local health authority
36 relating to the health, sanitation, safety, and physical well-being of the teachers,
37 staff, and students;
- 38 (m) Specifications for any new or modified playground equipment, which shall comply with
39 the standards of the United States Consumer Product Safety Commission's 2010
40 Handbook for Public Playground Safety and the requirements of the 2010 ADA
41 Standards for Accessible Design;
- 42 (n) Specifications for any new or modified air intakes;
- 43 (o) Specifications for any radon-resistant technique used in the building process;
- 44 (p) Documentation reflecting how the topography of the site will permit good drainage
45 of surface water away from the school building to eliminate significant areas of
46 standing water and infiltration of surface water into the school building;.
- 47 (q) Specifications showing all chemical storage areas in new construction will be
48 constructed to maintain negative air pressure to eliminate contamination of the
49 school's indoor air quality by being vented to the outside of the building;

- (r) Specifications showing gas supply lines serving science laboratories, consumer science, industrial arts, and other rooms utilizing multiple outlets will have a master shut-off valve that is readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area;
- (s) Specifications showing industrial arts classrooms or buildings and other rooms using electrically will operated instruction equipment which presents a significant safety hazard to the student utilizing such equipment shall be supplied with a master electric switch readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area.
- (t) Specifications showing that janitorial storage spaces will be lockable, have sufficient storage are for equipment and chemicals; and be vented to the outside of the building.
- (u) Specifications showing that hot and cold water shall be provided to handwashing sinks and shower facilities. Hot water shall not be below 100° F nor exceed a temperature of 120° F.
- (v) Documentation showing DPHHS the use of radon prevention strategies in new construction.

The District shall not commence construction may not commence until all plans required by this policy been approved by DPPHS or the local health authority. Construction shall be in accordance with the plans as approved unless permission is granted in writing by the DPHHS or the local health authority to make changes.

Change of Use in Existing Building

The District shall not use an existing building not currently utilized as a school without the prior approval of the DPHHS or the local health authority. The District shall comply with this policy when modifying a building in order to be utilized as a school.

The District is authorized to use of modular or mobile buildings in response to temporary or permanent closure of the existing school facility, segments thereof, or classroom overflow when plans are submitted and approved by DPHHS or the local health authority.

Legal Reference:	Section 50-1-206, MCA	50-1-203, MCA	50-1-206, MCA
	37.111.804, ARM	Preconstruction Review	
	37.111.805, ARM	Existing Building – Change of Use	
	10.55.701(s), ARM	Board of Trustees	
	10.55.701(l), ARM	Board of Trustees	

Policy History:

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



SECTION II - Elementary Budget

Budget Report

FY 2022

Submit ID:

07 Cascade

0101 Cascade Elem

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,430,304.03	130,411.52	10%	9.12%	0.00	1,024,202.34	406,101.69	50.88
10 Transportation	235,000.00	47,000.00	20%	20.00%	22,366.84	63,607.50	149,025.66	18.67
11 Bus Depreciation	262,043.67	0.00	N/A	0.00%	182,323.02	0.00	79,720.65	9.99
13 Tuition	97,000.00		N/A		19,829.28	0.00	77,170.72	9.67
14 Retirement	222,500.00	44,507.00	20%	20.00%	25,509.84	196,990.16		
17 Adult Education	0.00	0.00	35%	0.00%	0.00	0.00	0.00	0.00
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	82,928.20	0.00	N/A	0.00%	31,954.66	973.54	50,000.00	6.26
29 Flexibility	6,690.79	0.00	N/A	0.00%	6,690.79	0.00	0.00	0.00
61 Building Reserve	108,679.69	0.00	N/A	0.00%	72,379.69	10,000.00	26,300.00	3.29
Total of All Funds	2,445,146.38	221,918.52			361,054.12	1,295,773.54	788,318.72	98.76

50 Debt Service								
Tax Jurisdiction								
0101	0.00	0.00	20-9-438	0.00%	8,670.14	0.00	0.00	0.00

Elementary Levy Changes

SB307 Projections vs Actuals

SB307 Projections – March 2021

Fund	<u>2020-21 Actual Levies</u>		<u>2021-22 Projections</u>					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 275,397	35.98	\$ 271,757	35.50	\$ (3,639)	(0.48)	\$ (0.65)	\$ (1.30)
General - OverBASE	\$ 148,489	19.40	\$ 148,489	19.40	\$ -	-	\$ -	\$ -
*Transportation	\$ 174,037	22.73	\$ 133,280	17.41	\$ (40,757)	(5.32)	\$ (7.18)	\$ (14.36)
*Bus Depreciation	\$ 79,075	10.33	\$ 79,721	10.41	\$ 646	0.08	\$ 0.11	\$ 0.22
*Tuition	\$ 64,292	8.40	\$ 122,000	15.94	\$ 57,708	7.54	\$ 10.18	\$ 20.36
*Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 50,000	6.53	\$ 50,000	6.53	\$ -	-	\$ -	\$ -
*Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ 66,650	8.71	\$ -	-	\$ (66,650)	(8.71)	\$ (11.76)	\$ (23.52)
*Building Reserve Permissive	\$ 23,489	3.07	\$ 36,300	4.74	\$ 12,811	1.67	\$ 2.25	\$ 4.50
Building Reserve Voted	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Grand Total	\$ 881,428	115.15	\$ 841,547	109.93	\$ (39,881)	(5.22)	\$ (7.05)	\$ (14.10)

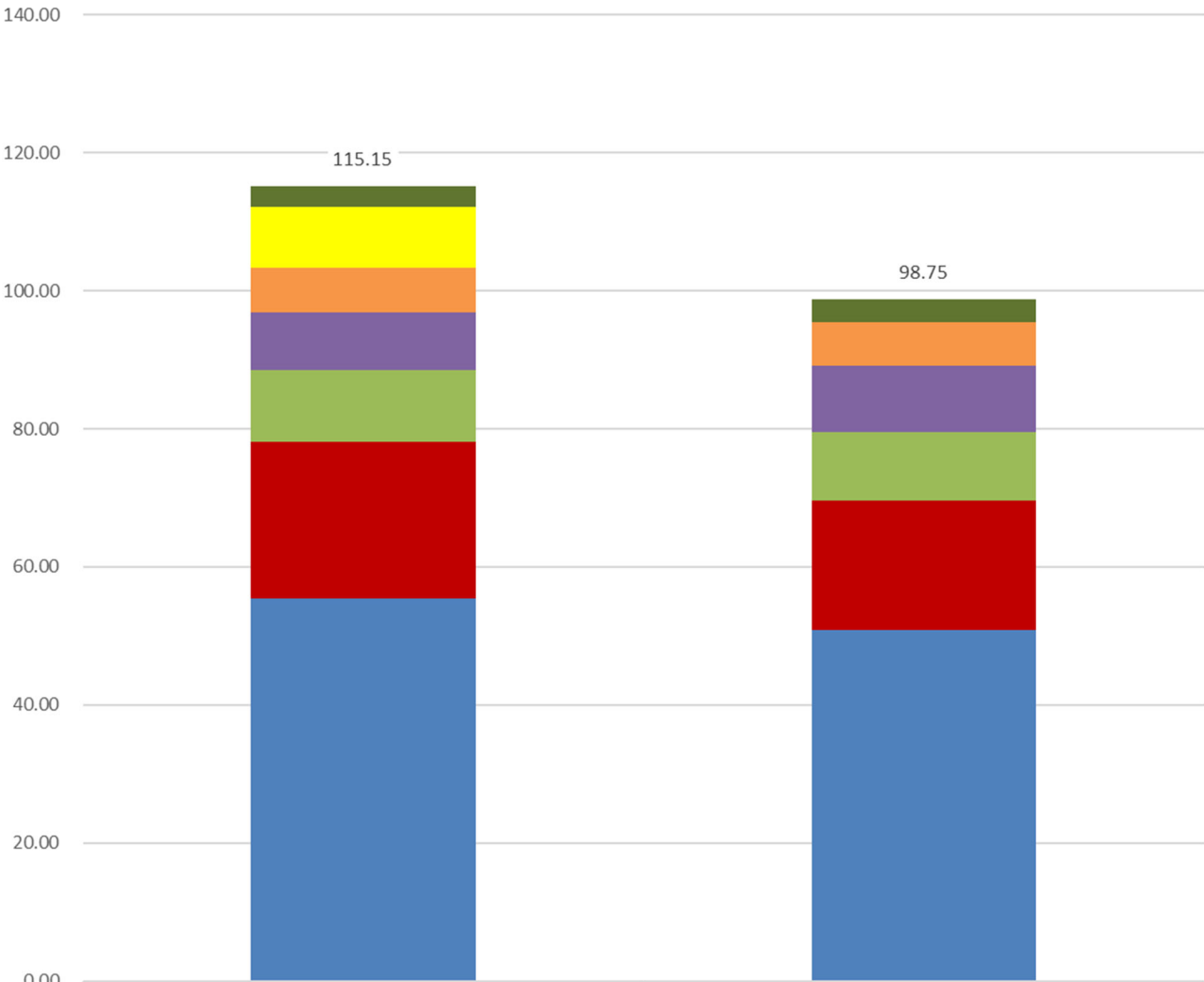
*denotes permissive levies

Budget Actuals – August 2021

Fund	<u>2020-21 Actual Levies</u>		<u>2021-22 Projections</u>					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 275,397	35.98	\$ 257,613	32.27	\$ (17,784)	(3.71)	\$ (5.01)	\$ (10.02)
General - OverBASE	\$ 148,489	19.40	\$ 148,489	18.60	\$ -	(0.80)	\$ (1.08)	\$ (2.16)
Transportation	\$ 174,037	22.73	\$ 149,026	18.67	\$ (25,011)	(4.06)	\$ (5.48)	\$ (10.96)
Bus Depreciation	\$ 79,075	10.33	\$ 79,721	9.99	\$ 646	(0.34)	\$ (0.46)	\$ (0.92)
Tuition	\$ 64,292	8.40	\$ 77,171	9.67	\$ 12,879	1.27	\$ 1.71	\$ 3.42
Adult Ed	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 50,000	6.53	\$ 50,000	6.26	\$ -	(0.27)	\$ (0.36)	\$ (0.72)
Flexibility	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ 66,650	8.71	\$ -	-	\$ (66,650)	(8.71)	\$ (11.76)	\$ (23.52)
Building Reserve Permissive	\$ 23,489	3.07	\$ 26,300	3.29	\$ 2,811	0.22	\$ 0.30	\$ 0.60
Building Reserve Voted	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Grand Total	\$ 881,428	115.15	\$ 788,319	98.75	\$ (93,109)	(16.40)	\$ (22.14)	\$ (44.28)

Elementary Budget 2-Year Mill Comparison

Levied Mills Comparison:
FY2021 and FY2022



	FY2021 Levied Mills	FY2022 Projected Levied Mills
■ Building Reserve	3.07	3.29
■ Debt Service	8.71	0.00
■ Flexibility	0.00	0.00
■ Technology	6.53	6.26
■ Adult Ed	0.00	0.00
■ Tuition	8.40	9.67
■ Bus Depreciation	10.33	9.99
■ Transportation	22.73	18.67
■ General	55.38	50.87
Total	115.15	98.75



SECTION III - High School Budget

Budget Report

FY 2022

Submit ID:

07 Cascade

0102 Cascade H S

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,017,084.98	84,147.72	10%	8.27%	0.00	723,857.14	293,227.84	30.47
10 Transportation	235,000.00	47,000.00	20%	20.00%	31,038.35	63,607.50	140,354.15	14.59
11 Bus Depreciation	260,811.50	0.00	N/A	0.00%	181,161.36	0.00	79,650.14	8.28
13 Tuition	30,000.00		N/A		9,319.61	0.00	20,680.39	2.15
14 Retirement	136,901.05	27,380.21	20%	20.00%	16,741.36	120,159.69		
17 Adult Education	20,000.00	0.00	35%	0.00%	15,943.36	0.00	4,056.64	0.42
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	209,095.75	0.00	N/A	0.00%	108,421.18	674.57	100,000.00	10.39
29 Flexibility	9,155.75	0.00	N/A	0.00%	9,155.75	0.00	0.00	0.00
61 Building Reserve	76,182.54	0.00	N/A	0.00%	51,682.54	10,500.00	14,000.00	1.45
Total of All Funds	1,994,231.57	158,527.93			423,463.51	918,798.90	651,969.16	67.75

50 Debt Service								
Tax Jurisdiction								
0102	0.00	0.00	20-9-438	0.00%	8,847.07	0.00	0.00	0.00

High School Levy Changes SB307

Projections vs Actuals

SB307 Projections – March 2021

Fund	<u>2020-21 Actual Levies</u>		<u>2021-22 Projections</u>					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax	Est. Annual Tax
							Impact \$100K home	Impact \$200K home
General - BASE	\$ 173,834	18.87	\$ 172,794	18.76	\$ (1,040)	(0.11)	\$ (0.15)	\$ (0.30)
General - OverBASE	\$ 128,915	13.99	\$ 128,915	13.99	\$ -	-	\$ -	\$ -
*Transportation	\$ 179,413	19.48	\$ 111,045	12.05	\$ (68,368)	(7.43)	\$ (10.03)	\$ (20.06)
*Bus Depreciation	\$ 82,613	8.97	\$ 79,650	8.65	\$ (2,962)	(0.32)	\$ (0.43)	\$ (0.86)
*Tuition	\$ 11,712	1.27	\$ 21,500	2.33	\$ 9,788	1.06	\$ 1.43	\$ 2.86
*Adult Ed	\$ 13,574	1.47	\$ 16,290	1.77	\$ 2,717	0.30	\$ 0.41	\$ 0.82
Technology	\$ 100,000	10.86	\$ 100,000	10.86	\$ -	-	\$ -	\$ -
*Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ 66,650	7.24	\$ -	-	\$ (66,650)	(7.24)	\$ (9.77)	\$ (19.54)
*Building Reserve Permissive	\$ 12,660	1.37	\$ 24,500	2.66	\$ 11,840	1.29	\$ 1.74	\$ 3.48
Building Reserve Voted	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Grand Total	\$ 769,370	83.52	\$ 654,695	71.07	\$ (114,675)	(12.45)	\$ (16.80)	\$ (33.60)

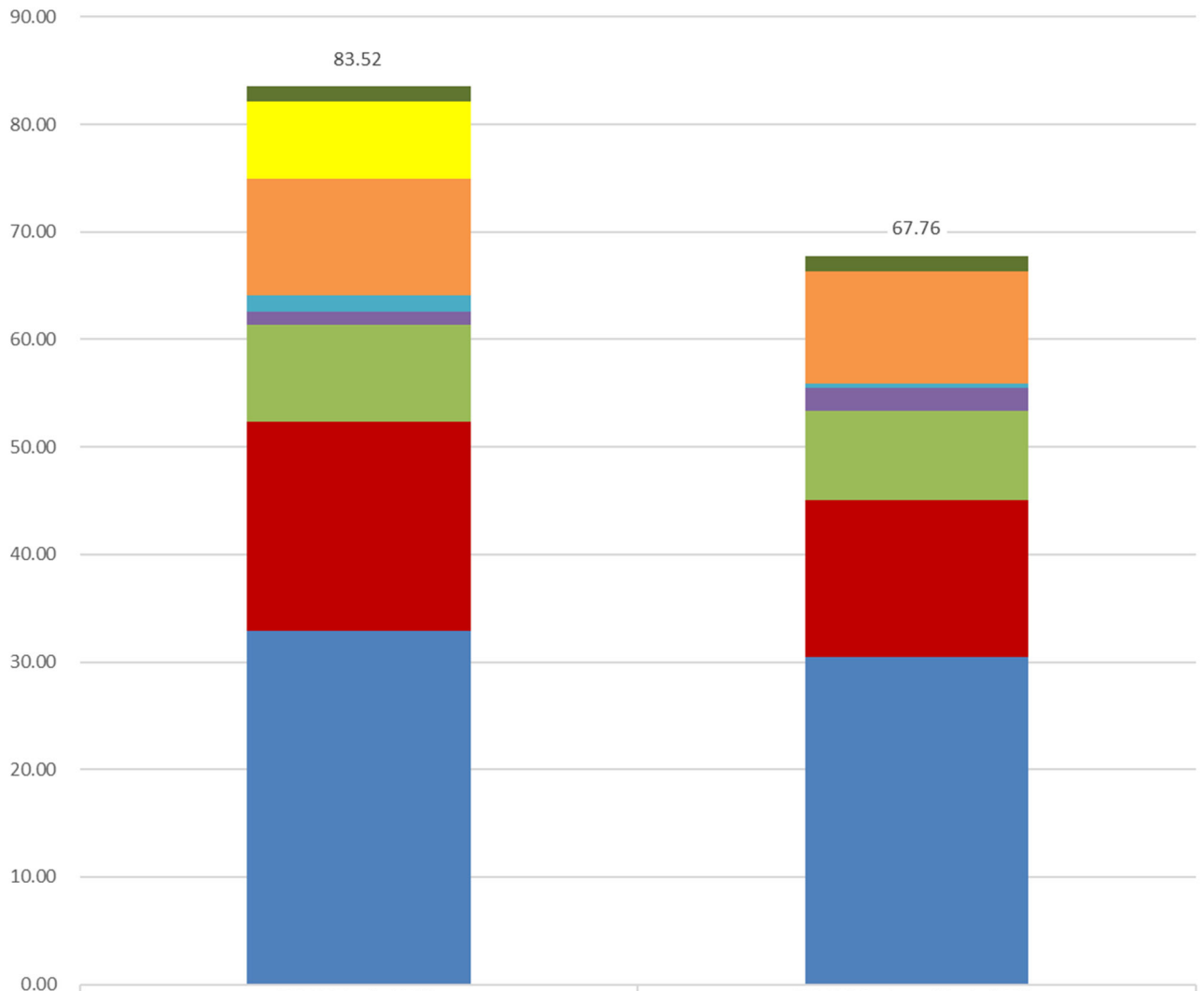
*denotes permissive levies

Budget Actuals – August 2021

Fund	<u>2020-21 Actual Levies</u>		<u>2021-22 Projections</u>					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax	Est. Annual Tax
							Impact \$100K home	Impact \$200K home
General - BASE	\$ 173,834	18.87	\$ 164,313	17.08	\$ (9,521)	(1.79)	\$ (2.42)	\$ (4.84)
General - OverBASE	\$ 128,915	13.99	\$ 128,915	13.40	\$ -	(0.59)	\$ (0.80)	\$ (1.60)
Transportation	\$ 179,413	19.48	\$ 140,354	14.59	\$ (39,059)	(4.89)	\$ (6.60)	\$ (13.20)
Bus Depreciation	\$ 82,613	8.97	\$ 79,650	8.28	\$ (2,962)	(0.69)	\$ (0.93)	\$ (1.86)
Tuition	\$ 11,712	1.27	\$ 20,680	2.15	\$ 8,969	0.88	\$ 1.19	\$ 2.38
Adult Ed	\$ 13,574	1.47	\$ 4,057	0.42	\$ (9,517)	(1.05)	\$ (1.42)	\$ (2.84)
Technology	\$ 100,000	10.86	\$ 100,000	10.39	\$ -	(0.47)	\$ (0.63)	\$ (1.26)
Flexibility	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ 66,650	7.24	\$ -	-	\$ (66,650)	(7.24)	\$ (9.77)	\$ (19.54)
Building Reserve Permissive	\$ 12,660	1.37	\$ 14,000	1.45	\$ 1,340	0.08	\$ 0.11	\$ 0.22
Building Reserve Voted	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Grand Total	\$ 769,370	83.52	\$ 651,969	67.76	\$ (117,400)	(15.76)	\$ (21.27)	\$ (42.54)

High School Budget 2-Year Mill Comparison

Levied Mills Comparison:
FY2021 and FY2022



	FY2021 Levied Mills	FY2022 Projected Levied Mills
■ Building Reserve	1.37	1.45
■ Debt Service	7.24	0.00
■ Flexibility	0.00	0.00
■ Technology	10.86	10.39
■ Adult Ed	1.47	0.42
■ Tuition	1.27	2.15
■ Bus Depreciation	8.97	8.28
■ Transportation	19.48	14.59
■ General	32.86	30.48
Total	83.52	67.76

CASCADE PUBLIC SCHOOLS

Memo

TO: Cascade Board of Trustees

FROM: Karsen Drury, Clerk

DATE: 8/12/2021

RE: Elementary Budget Comparison, 2021-22



Mill Value
 FY21 \$ 7,656
 FY22 \$ 7,983

Elementary	2013-2014	FY14 Mills	2014-2015	FY15 Mills	2015-2016	FY16 Mills	2016-2017	FY17 Mills	2017-2018	FY18 Mills	2018-2019	FY19 Mills	2019-2020	FY20 Mills	2020-2021	FY21 Mills	2021-2022	FY22 Mills
General Fund	\$ 1,200,445.06	69.16	\$ 1,203,590.67	64.45	\$ 1,290,979.38	68.96	\$ 1,299,858.00	62.53	\$ 1,312,763.77	66.56	\$ 1,339,509.21	62.31	\$ 1,415,556.73	60.05	\$ 1,445,690.61	55.38	\$ 1,430,304.03	50.88
Transportation	\$ 204,584.00	18.62	\$ 209,433.00	19.78	\$ 216,000.00	19.81	\$ 257,887.00	27.08	\$ 257,887.00	26.89	\$ 250,082.74	26.20	\$ 242,614.00	24.13	\$ 242,614.00	22.73	\$ 235,000.00	18.67
Bus Depreciation	\$ 96,192.56	8.63	\$ 95,976.91	10.80	\$ 97,362.25	5.11	\$ 165,330.79	15.25	\$ 202,203.36	15.12	\$ 236,903.15	6.92	\$ 261,669.55	9.79	\$ 303,211.57	10.33	\$ 262,043.67	9.99
Tuition Fund	\$ 2,053.78	0.00	\$ 2,056.70	0.00	\$ 12,110.55	1.69	\$ 52,180.00	6.42	\$ 52,180.00	7.55	\$ 41,070.00	5.70	\$ 48,182.00	6.45	\$ 65,156.00	8.40	\$ 97,000.00	9.67
Retirement fund	\$ 193,000.00	0.00	\$ 198,000.00	0.00	\$ 180,000.00	0.00	\$ 201,902.00	0.00	\$ 207,831.22	0.00	\$ 205,154.28	0.00	\$ 209,148.00	0.00	\$ 215,168.35	0.00	\$ 222,500.00	0.00
Technology	\$ 2,540.64	0.00	\$ 51,244.29	9.65	\$ 51,285.41	8.42	\$ 57,487.33	7.79	\$ 50,000.00	7.23	\$ 52,745.38	7.23	\$ 57,663.65	6.69	\$ 68,024.89	6.53	\$ 82,928.20	6.26
Flex Fund	\$ 7,873.15	0.00	\$ 8,453.01	0.00	\$ 11,222.52	0.00	\$ 19,947.10	0.00	\$ 18,925.84	0.00	\$ 5,714.48	0.00	\$ 5,489.14	0.00	\$ 6,612.01	0.00	\$ 6,690.79	0.00
Debt Service	\$ 217,982.50	40.09	\$ 202,212.52	36.66	\$ 199,162.52	8.27	\$ 312,494.75	48.69	\$ 201,062.52	31.21	\$ 208,925.00	27.74	\$ 211,000.00	27.61	\$ 66,650.00	8.71	\$ -	0.00
Building Reserve	\$ -	0.00	\$ -	0.00	\$ 24,560.99	0.00	\$ 7,583.89	0.00	\$ 34,400.00	4.98	\$ 36,629.76	5.05	\$ 67,403.40	3.15	\$ 72,339.37	3.07	\$ 108,679.69	3.29
Total	\$ 1,924,671.69	136.5	\$ 1,970,967.10	141.34	\$ 2,082,683.62	112.26	\$ 2,374,670.86	167.76	\$ 2,337,253.71	159.54	\$ 2,376,734.00	141.15	\$ 2,518,726.47	137.87	\$ 2,485,466.80	115.15	\$ 2,445,146.38	98.76

CASCADE PUBLIC SCHOOLS

Memo

TO: Cascade Board of Trustees

FROM: Karsen Drury, Clerk

DATE: 8/12/2021

RE: High School Budget Comparison, 2021-2022



Mill Value
 FY21 \$ 9,212
 FY22 \$ 9,622

High School	2013-2014	FY14 Mills	2014-2015	FY15 Mills	2015-2016	FY16 Mills	2016-2017	FY17 Mills	2017-2018	FY18 Mills	2018-2019	FY19 Mills	2019-2020	FY20 Mills	2020-2021	FY21 Mills	2021-2022	FY22 Mills
General Fund	\$ 1,057,765.27	39.29	\$ 1,005,859.39	34.64	\$ 1,000,389.86	35.05	\$ 1,016,540.79	37.78	\$ 1,063,555.93	41.08	\$ 1,022,939.81	35.45	\$ 989,292.17	33.35	\$ 1,014,350.99	32.86	\$ 1,017,084.98	30.47
Transportation	\$ 240,774.00	18.23	\$ 244,020.00	18.67	\$ 244,218.00	19.48	\$ 278,657.00	24.60	\$ 278,657.00	24.39	\$ 265,928.15	22.90	\$ 247,990.00	20.70	\$ 247,990.00	19.48	\$ 235,000.00	14.59
Bus Depreciation	\$ 95,791.96	5.62	\$ 96,716.47	8.12	\$ 95,889.99	3.90	\$ 178,979.72	14.64	\$ 221,621.47	13.40	\$ 260,992.47	6.26	\$ 297,956.85	9.49	\$ 344,914.04	8.97	\$ 260,811.50	8.28
Tuition Fund	\$ 1,296.83	0.00	\$ 2,639.93	0.19	\$ 6,761.50	0.58	\$ 48,922.00	6.03	\$ 48,922.00	5.91	\$ 32,309.00	0.71	\$ 20,000.00	2.03	\$ 20,000.00	1.27	\$ 30,000.00	2.15
Retirement fund	\$ 166,000.00	0.00	\$ 171,000.00	0.00	\$ 160,000.00	0.00	\$ 164,800.00	0.00	\$ 162,723.00	0.00	\$ 155,548.46	0.00	\$ 139,377.00	0.00	\$ 131,990.97	0.00	\$ 145,600.00	0.00
Adult Ed	\$ 16.35	0.00	\$ 16.35	0.00	\$ 16.35	0.00	\$ -	0.00	\$ 14,000.00	1.69	\$ 14,000.00	1.59	\$ 20,000.00	1.79	\$ 20,000.00	1.47	\$ 20,000.00	0.42
Technology	\$ 2,213.29	0.00	\$ 103,233.68	14.23	\$ 100,980.49	13.86	\$ 104,975.08	12.97	\$ 100,000.00	12.09	\$ 104,307.73	12.04	\$ 139,789.58	11.15	\$ 167,857.62	10.86	\$ 209,095.75	10.39
Flex Fund	\$ -	0.00	\$ -	0.00	\$ 8,232.98	0.00	\$ 10,768.70	0.00	\$ 21,121.91	0.00	\$ 6,926.99	0.00	\$ 7,929.07	0.00	\$ 9,138.15	0.00	\$ 9,155.75	0.00
Debt Service	\$ 225,507.50	31.15	\$ 207,750.00	28.18	\$ 209,650.00	6.46	\$ 335,670.33	43.53	\$ 226,450.00	26.95	\$ 214,100.00	23.54	\$ 216,100.00	23.50	\$ 66,650.00	7.24	\$ -	0.00
Building Reserve	\$ -	0.00	\$ -	0.00	\$ 39,682.97	0.00	\$ 15,781.13	0.00	\$ 30,878.13	3.03	\$ 26,682.81	3.12	\$ 49,689.53	1.51	\$ 51,697.19	1.37	\$ 76,182.54	1.45
Total	\$ 1,789,365.20	94.29	\$ 1,831,235.82	104.03	\$ 1,865,822.14	79.33	\$ 2,155,094.75	139.55	\$ 2,167,929.44	128.54	\$ 2,103,735.42	105.61	\$ 2,128,124.20	103.52	\$ 2,074,588.96	83.52	\$ 2,002,930.52	67.75

APPENDIX C

Consent Agenda

Section I – July 20, 2021 Minutes

Section II – Business Claims

Section III – Student Activity Account

Section IV – Student Attendance Agreements

Section V – Sub List

SECTION I - Meeting Minutes

Regular Meeting

DRAFT

Cascade School District 3B
Board of Trustees
July 20, 2021 - 6:00 pm

Board Members Present

High School Board

John Rumney - Chair
Iain McGregor - Vice Chair
Ruth Mortag
Rick Cummings
Chris Wilson
Val Fowler

Elementary Board

John Rumney - Chair
Iain McGregor - Vice Chair
Ruth Mortag
Rick Cummings
Chris Wilson

Others Present: Karsen Drury - District Clerk, Rick Miller - Superintendent, Michelle Price, Ray Castellanos

John Rumney - Board Chair, called the Board of Trustees meeting to order at 6:05 pm. The Board said the Pledge of Allegiance. Mr. Rumney asked for public comment on non-agenda items.

Public Comment on Non-Agenda Items

Informational

Staff Reports

- A. Michelle Price, EL Principal
 - a. Substitute and paraprofessional training
 - b. New teacher training
 - c. Back to School Night
- B. Rick Miller, Superintendent
 - a. CSCT Funding updates and changes
 - b. Bus Inspections
- C. Karsen Drury, Business Manager
 - a. Interlocal Transfers

Board Report

- A. Policy Committee Meeting
 - a. *Ruth Mortag presented the Policy Committee Minutes (available in the Board Packet).*
- B. MTSBA Business & Correspondence
 - a. FY23 Dues Revenue Estimate

- b. Principles & Guidelines
 - c. MTSBA Annual Meeting
- C. Board Training Hours
- D. Board Evaluation
 - a. June Board Evaluation

New Business

- A. Consideration of Recommendation for Paraprofessional, Teresa Ghekiere
Ruth Mortag moved, seconded by Iain McGregor to approve the recommendation to hire Teresa Ghekiere as the paraprofessional for SY2021-2022.
Passed unanimously.
- B. Consideration of Recommendation for Paraprofessional, Leah Costa
Chris Wilson moved, seconded by Iain McGregor to approve the recommendation to hire Leah Costa as the paraprofessional for SY2021-2022.
Passed unanimously.
- C. Consideration of Recommendation for Paraprofessional, Michelle Alatorre
Rick Cumming moved, seconded by Ruth Mortag to approve the recommendation to hire Michelle Alatorre as the paraprofessional for SY2021-2022.
Passed unanimously.
- D. Consideration of Recommendation for Custodian, Kristen Sterman
Iain McGregor moved, seconded by Chris Wilson to approve the recommendation to hire Kristen Sterman for custodian SY2021-2022.
Passed unanimously.
- E. Consideration of Approval of Holt Physical Science Curriculum
Iain McGregor moved, seconded by Rick Cummings to approve the recommendation for Holt Physical Science for SY2021-2022.
Passed unanimously.
- F. Consideration of Recommendation for Collective Bargaining Agreement SY2021-2023
Rick Cummings moved, seconded by Iain McGregor to approve the Collective Bargaining Agreement for SY2021-2023.
Passed unanimously.
- G. Consideration of Updated & Revised SY2021-2022 Handbooks
Chris Wilson moved, seconded by Iain McGregor to approve the updated & revised handbooks for SY2021-2022.
Board discussion pertaining to the missed bus policy in the Athletic Handbook. Some board members wish to leave it up to the coaches discretion, not the administration.

Change “administrative assistant” to “student office.”

Chris Wilson moved to amend the motion to approve the updated & revised handbooks, with changes as discussed, for SY2021-2022. Rick Cummings seconded.

Passed unanimously.

H. Resolution to Decommission Obsolete Property

Iain McGregor moved, seconded by Ruth Mortag to approve the resolution to decommission obsolete property.

Passed unanimously.

I. Required Policy Updates & Revisions

Chris Wilson moved, seconded by Ruth Mortag to approve and adopt the required policies as listed.

The board discussed the logo policy. Mr. Miller explained that it does not prohibit individuals or groups to use the Badger logo, but it gives the Board the power to prohibit individuals or groups using the Badger logo in an inappropriate way.

The Board discussed the firearm policy and as to whether or not the football field and parking lot should be considered off limits for individuals to carry firearms. The Board discussed several points of view on both sides of the argument.

Recess 8:13 - 8:32 p.m.

Iain McGregor moved to amend the motion to approve and adopt the required policies as listed, to exclude policy 4332. Ruth Mortag seconded.

Passed unanimously.

Ruth Mortag moved to approve required policy 4332 with option 1. Val Fowler seconded.

This option includes all school property under firearm restrictions and allows the board to designate certain individuals to carry weapons if they see fit.

Passed unanimously.

J. Recommended Policy Updates & Revisions - First Reading

Iain McGregor moved, seconded by Ruth Mortag to approve the first reading of the recommended policy updates and revisions as listed.

Passed unanimously.

K. Declaration of Unforeseen Emergency Extension

Iain McGregor moved, seconded by Rick Cummings to extend the declaration of unforeseen emergency until June 30, 2022.

Passed unanimously.

L. Consent Agenda

- a. Minutes of Regular Board Meeting, June 29, 2021
- b. Business Claims
- c. Student Activity Account
- d. Student Attendance Agreements
- e. Sub List

Chris Wilson moved, seconded by Iain McGregor to approve the consent agenda.
Passed unanimously.

Board Meeting Evaluation (I)

- A. Complete evaluation and turn into Mr. Miller.

Announcements (I)

- A. Regular School Board Meeting, August 17, 2021

Adjournment (A)

At 8:56 pm Rick Cummings moved, seconded by Chris Wilson to adjourn. Passed unanimously.

John Rumney, Board Chair

ATTEST: Karsen Drury, District Clerk

Date Signed _____

*For additional details on items presented in the minutes of the meeting, please see coinciding board agenda found on Cascade Public Schools' webpage:
www.cascade.k12.mt.us/District/1141-Board-Agendas-and-Packet.html*

SECTION II - Business Claims

08/08/21
10:04:28

CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 7/21

Page: 1 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	
7372	11790S	1772 CENTURY LINK	2,033.87						
1		231020914 06/20/21 Internet - July 2021	1,016.93*		128	100-2500	530		
2		231020914 06/20/21 Internet - July 2021	1,016.94*		228	100-2500	530		
7373	11791S	3987 CULLIGAN	46.00						
1		1930183970 06/30/21 Water Services - July 2021	21.16*		101	100-2600	452		
2		1930183970 06/30/21 Water Services - July 2021	24.84*		201	100-2600	452		
7374	11792S	1705 JOHNSON CONTROLS FIRE PROTECTION	1,205.59						
1		22336295 06/10/21 FA Inspection - FY2022	602.79*		101	100-2600	340		
2		22336295 06/10/21 FA Inspection - FY2022	602.80*		201	100-2600	340		
7375	11794S	829 MONTANA HIGH SCHOOL ASSOCIATION	3,868.00						
1		07/01/21 FY22 Annual Dues & Fees	3,500.00*		201	720-3500	810		
2		07/01/21 FY22 Liability & Catastrophe	302.00*		201	720-3500	810		
3		07/01/21 FY22 Concussion Insurance	66.00*		201	720-3500	810		
7376	11795S	1150 MSGIA	67,870.00						
1		PC22-13011 07/01/21 FY22 Property & Liability	16,967.50*		101	100-2300	520		
2		PC22-13011 07/01/21 FY22 Property & Liability	16,967.50*		201	100-2300	520		
3		PC22-13011 07/01/21 FY22 Property & Liability	16,967.50*		110	100-2300	520		
4		PC22-13011 07/01/21 FY22 Property & Liability	16,967.50*		210	100-2300	520		
7377	11796S	1710 REPUBLIC SERVICES	932.55						
1		000280834 06/30/21 Disposal Services - July 20	466.27*		101	100-2600	431		
2		000280834 06/30/21 Disposal Services - July 20	466.28*		201	100-2600	431		
7378	11797S	1691 SCHOOLHOUSE IT	3,949.00						
1		1968 07/01/21 Contract Tech Services	1,303.17*		128	100-2580	350		
2		1968 07/01/21 Contract Tech Services	2,645.83*		228	100-2580	350		
7379	11798S	4426 TYLER TECHNOLOGIES INC.	300.00						
1		45-341632 06/01/21 FY22 Academic Archive Fee	99.00*		128	100-2400	681		
2		45-341632 06/01/21 FY22 Academic Archive Fee	201.00*		228	100-2400	681		
7380	11793S	1555 MOBYMAX, LLC	6,582.00						
1		252174 07/09/21 MobyMax - Elementary	2,097.00*		115	434-1000	681	422	
2		252177 07/09/21 Teacher MobyMax - Elementary	693.00*		115	434-1000	681	422	
3		252180 07/09/21 MobyMx - Junior High	3,495.00*		115	434-1000	681	422	
4		252183 07/09/21 Teacher MobMax - Junior High	297.00*		115	434-1000	681	422	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7383	11799S	1557 AMERICAN EXPRESS	98.16					
1		07/15/21 American Express	98.16*		101	100-2300	810	
7384	11800S	3994 AWARE	5,954.79					
1		028221 07/05/21 AWARE Services - July 21	629.93*		115 157	100-2100	330	555
2		028221 07/05/21 AWARE Services - July 21	1,056.67*		115 158	100-2100	330	555
3		028221 07/05/21 AWARE Services - July 21	345.45*		115 661	100-2100	330	555
4		032820 07/12/21 AWARE Services - July 21	909.30*		115 157	100-2100	330	555
5		032820 07/12/21 AWARE Services - July 21	1,525.27*		115 158	100-2100	330	555
6		032820 07/12/21 AWARE Services - July 21	498.65*		115 661	100-2100	330	555
7		037285 07/19/21 AWARE Services - July 21	306.75*		115 157	100-2100	330	555
8		037285 07/19/21 AWARE Services - July 21	514.55*		115 158	100-2100	330	555
9		037285 07/19/21 AWARE Services - July 21	168.22*		115 661	100-2100	330	555
7385	11801S	1564 BENEFIS HEALTH SYSTEM	423.70					
1		07/10/21 Physical Therapy - Student	423.70*		101 158	100-2100	340	
7386	11802S	1157 BUG DOCTOR	163.00					
1		2043 07/06/21 Pest Control	81.50*		101	100-2600	340	
2		2043 07/06/21 Pest Control	81.50*		201	100-2600	340	
7387	11803S	92 CASCADE COURIER	135.00					
1		1420 07/09/21 Decommision Resoluti on	17.68*		101	100-2300	540	
3		1420 07/09/21 Decommision Resoluti on	34.32*		201	100-2300	540	
4		1420 07/09/21 Call for Bid Ad	22.41*		101	100-2300	540	
5		1420 07/09/21 Call for Bid Ad	5.81*		101	100-2300	540	
6		1420 07/09/21 Call for Bid Ad	54.78*		201	100-2300	540	
7388	11805S	2163 CENTURY LINK	116.02					
1		07/01/21 Internet - July 2021	39.46*		101	100-2580	531	
2		07/01/21 Internet - July 2021	24.36*		110	100-2580	531	
3		07/01/21 Internet - July 2021	26.68*		201	100-2580	531	
4		07/01/21 Internet - July 2021	25.52*		210	100-2580	531	
7389	11804S	407 CENTURY LINK	1.49					
1		234305467 07/01/21 Long Distance - June 2021	0.51*		101	100-2580	531	
2		234305467 07/01/21 Long Distance - June 2021	0.31*		110	100-2580	531	
3		234305467 07/01/21 Long Distance - June 2021	0.36*		201	100-2580	531	
4		234305467 07/01/21 Long Distance - June 2021	0.31*		210	100-2580	531	

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
7390 11806S	1832 DOOR SYSTEMS OF MONTANA	106.00				
Maintenance Supplies						
1	38764 07/08/21 Commercial Service Work	54.06*		101	100-2600	440
3	38764 07/08/21 Commercial Service Work	51.94*		201	100-2600	440
7391 11807S	1836 FISHER'S TECHNOLOGY	6,489.59				
imageRUNNER ADVANCE DX C5840i Color MFP - Business Office Copier Replacement Serial No. 2YJ01108						
1	921873 06/30/21 imageRUNNER Copier	3,244.79*		101	100-2580	730
2	921873 06/30/21 imageRUNNER Copier	3,244.80*		201	100-2580	730
7392 11808S	354 GOLDEN TRIANGLE CURRICULUM CO	5,975.00				
1	2021-2022 07/01/21 Annual Membership Dues	1,540.33*		115 158	412-2300	810 565
2	2021-2022 07/01/21 Annual Membership Dues	486.42*		115 661	412-2300	810 565
3	2021-2022 07/01/21 Annual Membership Dues	998.25*		215 157	412-2300	810 575
4	2021-2022 07/01/21 Professional Development Du	1,502.14*		115 158	412-2300	810 565
5	2021-2022 07/01/21 Annual Membership Dues	474.36*		115 661	412-2300	810 565
6	2021-2022 07/01/21 Professional Development Du	973.50*		215 157	412-2300	810 575
7393 11809S	1751 HOME DEPOT PRO INSTITUTIONAL	665.32				
1	627970452 07/12/21 Scotchblue, Slider, Bedbug	90.97*		101	100-2600	610
2	627970452 07/12/21 Scotchblue, Slider, Bedbug	87.41*		201	100-2600	610
3	627107170 07/07/21 Caster Rubber	114.93*		101	100-2600	610
4	627107170 07/07/21 Caster Rubber	110.43*		201	100-2600	610
5	627399702 07/08/21 Scuff Defense, Caster, Tray	133.41*		101	100-2600	610
6	627399702 07/08/21 Scuff Defense, Caster, Tray	128.17*		201	100-2600	610
7394 11810S	3876 HOME DEPOT PRO INSTITUTIONAL	905.60				
1	627511926 07/08/21 Affinity Floor Finish	461.86*		101	100-2600	610
2	627511926 07/08/21 Affinity Floor Finish	443.74*		201	100-2600	610
7395 11811S	1321 INFINITE CAMPUS	4,807.70				
1	033255 05/17/21 SY2022 Infinite Campus License	1,586.54*		128	100-2580	682
2	033255 05/17/21 SY2022 Infinite Campus License	3,221.16*		228	100-2580	682
7396 11812S	561 KELLEY CONNECT	447.03				
1	IN867549 07/09/21 June Contract	216.70*		101	100-2580	350
2	IN867549 07/09/21 June Contract	216.70*		201	100-2580	350
3	IN867549 07/09/21 June Overages	6.81*		101	100-2580	350
4	IN867549 07/09/21 June Overages	6.82*		201	100-2580	350

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
7397	11815S	1054 MASBO	50.00						
1		9588 07/06/21 Clerk Webinars - KD	25.00*		101		100-2500	582	
2		9588 07/06/21 Clerk Webinars - KD	25.00*		201		100-2500	582	
7398	11818S	3400 MREA	2,170.00						
1		3052 07/01/21 FY2022 MREA Dues	1,128.40*		101	158	100-2300	810	
2		3052 07/01/21 FY2022 MREA Dues	368.90*		101	661	100-2300	810	
3		3052 07/01/21 FY2022 MREA Dues	672.70*		201	157	100-2300	810	
7399	11816S	747 MONTANA COOPERATIVE SERVICES	100.00						
1		2052 04/01/21 FY2022 MCS Membership Dues	100.00*		112		910-3100	810	
7400	11817S	2143 MQEC	1,250.00						
1		3461 04/01/21 FY2022 MQEC Membership Dues	650.00*		101	158	100-2300	810	
2		3461 04/01/21 FY2022 MQEC Membership Dues	212.50*		101	661	100-2300	810	
3		3461 04/01/21 FY2022 MQEC Membership Dues	387.50*		201	157	100-2300	810	
7401	11819S	401 MTSBA	2,782.50						
1		0008044 06/30/21 Legal Services - Parent Compl a	48.09*		101	158	100-2300	330	
2		0008044 06/30/21 Legal Services - Parent Compl a	15.73*		101	661	100-2300	330	
3		0008044 06/30/21 Legal Services - Parent Compl a	28.68*		201	157	100-2300	330	
4		0007990 06/30/21 Legal Services - CBA Review	124.80*		101	158	100-2300	330	
5		0007990 06/30/21 Legal Services - CBA Review	40.80*		101	661	100-2300	330	
6		0007990 06/30/21 Legal Services - CBA Review	74.40*		201	157	100-2300	330	
7		0008077 07/12/21 Labor Relations Maintenance	312.00*		101	158	100-2300	330	
8		0008077 07/12/21 Labor Relations Maintenance	102.00*		101	661	100-2300	330	
9		0008077 07/12/21 Labor Relations Maintenance	186.00*		201	157	100-2300	330	
10		0008109 07/12/21 Strategy Maintenance	390.00*		101	158	100-2300	330	
11		0008109 07/12/21 Strategy Maintenance	127.50*		101	661	100-2300	330	
12		0008109 07/12/21 Strategy Maintenance	232.50*		201	157	100-2300	330	
13		0008271 07/12/21 Policy Service Maintenance	572.00*		101	158	100-2300	330	
14		0008271 07/12/21 Policy Service Maintenance	187.00*		101	661	100-2300	330	
15		0008271 07/12/21 Policy Service Maintenance	341.00*		201	157	100-2300	330	
7402	11814S	3957 MAKEMUSIC INC	879.39						
1		6862483 07/13/21 Full Access Teacher Sub	21.02*	262	101	158	100-1000	682	
SKOGLEY J									
2		6862483 07/13/21 Full Access Teacher Sub	6.45*	262	101	661	100-1000	682	
SKOGLEY J									
3		6862483 07/13/21 Full Access Teacher Sub	12.52*	262	201	157	100-1000	682	
SKOGLEY J									
4		6862483 07/13/21 Performer Subscription	441.23*	262	101	158	100-1000	682	
SKOGLEY J									

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
5	6862483 07/13/21 Performer Subscription	135.34*	262	101	661	100-1000	682	
SKOGLEY J								
6	6862483 07/13/21 Performer Subscription	262.83*	262	201	157	100-1000	682	
SKOGLEY J								
7403 11813S	1837 MACDONALD HEATING & COOLING	33,845.00						
1	8169 07/22/21 Window Replacement - Down Pmt	17,599.40*		115	158	775-4600	725	33
2	8169 07/22/21 Window Replacement - Down Pmt	5,753.65*		115	661	775-4600	725	33
3	8169 07/22/21 Window Replacement - Down Pmt	10,491.95*		115	157	775-4600	725	33
7404 11820S	1272 NAPA AUTO PARTS	169.84						
1	62-574794 06/02/21 Brake rotor, disc brake, fi	84.92*		110		100-2700	610	
2	62-574794 06/02/21 Brake rotor, disc brake, fi	84.92*		210		100-2700	610	
7405 11821S	400 NORTHWESTERN ENERGY	5,458.71						
1	07/08/21 Electricity - June 2021	1,637.61*		101		100-2600	412	
2	07/08/21 Electricity - June 2021	1,200.92*		110		100-2700	412	
3	07/08/21 Electricity - June 2021	1,200.92*		201		100-2600	412	
4	07/08/21 Electricity - June 2021	1,419.26*		210		100-2700	412	
7406 11822S	1324 OETC	2,601.00						
1	254235 07/21/21 Microsoft Licensing	1,950.75*		228	157	100-2580	682	
2	254235 07/21/21 Microsoft Licensing	325.13*		128	661	100-2580	682	
3	254235 07/21/21 Microsoft Licensing	325.12*		128	158	100-2580	682	
7407 11823S	1735 OVERDRIVE EDUCATION	250.00						
1	H-0077833 07/20/21 21-22 MT School Library D	250.00*	265	201	157	100-2220	682	
MATTESON K								
7408 11824S	2731 PITNEY BOWES	172.86						
1	3313646730 06/02/21 Postage Meter Lease	77.79*		101	157	100-2500	452	
3	3313646730 06/02/21 Postage Meter Lease	95.07*		101	158	100-2500	452	
7409 11825S	4495 PURCHASE POWER	52.06						
1	07/04/21 Postage	22.39*		101	157	100-2500	532	
2	07/04/21 Postage	29.67*		201	158	100-2500	532	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
7410	11827S	1325 SHOUTPOINT, INC	345.00						
1		21141 07/01/21 IC Messaging Services	113.85*		128	158	100-2580	682	
2		21141 07/01/21 IC Messaging Services	231.15*		228	157	100-2580	682	
7411	11826S	3015 SAM	1,365.00						
1		6957 06/30/21 MAEMSP SAM Dues	255.00*		101	158	100-2400	810	
2		6957 06/30/21 MAEMSP SAM Dues	170.00*		201	157	100-2400	810	
3		6957 06/30/21 MASS/AASA SAM Dues	276.00*		101	158	100-2300	810	
4		6957 06/30/21 MASS/AASA SAM Dues	184.00*		201	157	100-2300	810	
5		6957 06/30/21 MASSP SAM Dues	288.00*		101	158	100-2400	810	
6		6957 06/30/21 MASSP SAM Dues	192.00*		201	157	100-2400	810	
7412	11828S	1520 TOUCH MATH	2,304.00						
1		200192234 07/15/21 Upper Grades Unit 2	279.00*	260	115	158	777-1000	610	33
MACDONALD									
2		200192234 07/15/21 Upper Grades Unit 3	279.00*	260	115	158	777-1000	610	33
MACDONALD									
3		200192234 07/15/21 Upper Grades Unit 4	279.00*	260	115	158	777-1000	610	33
MACDONALD									
4		200192234 07/15/21 Upper Grades Unit 5	279.00*	260	115	158	777-1000	610	33
MACDONALD									
5		200192234 07/15/21 Upper Grades Unit 6	279.00*	260	115	158	777-1000	610	33
MACDONALD									
6		200192234 07/15/21 Upper Grades Unit 7	279.00*	260	115	158	777-1000	610	33
MACDONALD									
7		200192234 07/15/21 Upper Grades Unit 8	279.00*	260	115	158	777-1000	610	33
MACDONALD									
8		200192221 07/13/21 Money Kit	351.00*		115	158	777-1000	610	33
7413	11829S	3120 UNIVERSAL ATHLETICS	10,769.46						
1		5020038479 07/06/21 High Jump Pit Package	7,710.00*		282	157	720-3500	730	
2		5020038479 07/06/21 Pole Vault Pit Paddling	1,125.00*		215	157	720-3500	610	16
3		5020038479 07/06/21 Vault Box Collar	637.00*		215	157	720-3500	610	16
4		5020038479 07/06/21 Pole Vault Pol d	383.99*		215	157	720-3500	610	16
5		5020038479 07/06/21 Pole Vault Pol d	118.01*		282	157	720-3500	610	
6		5020038479 07/06/21 Freight	175.00*		282	157	720-3500	610	
7		5020039255 07/13/21 FB Pads, Helment, Gear	268.49*		201	157	720-3500	610	
8		5020039255 07/14/21 FB Blocking Pads, Misc Gea	96.49*		201	157	720-3500	610	
9		5020039255 07/20/21 FB Blocking Pad, Shoulder	255.48*		201	157	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
7414 11830S 1310	BMO HARRIS COMMERCIAL CARD	7,853.19				
1	CC-572 07/01/21 Postage	27.26		101 625		
	US POSTAL SERVICE-CASCADE		CC Accounting:	101-158-100-2500-532		
2	CC-572 07/01/21 Postage	36.14		201 625		
	US POSTAL SERVICE-CASCADE		CC Accounting:	201-157-100-2500-532		
3	CC-573 06/21/21 OETC Memberhsip Renewal	75.00		228 625		
	OETC		CC Accounting:	228-157-100-2580-682		
4	CC-574 06/17/21 Weight Room Equipment	569.13		101 625		
	DIST SUPERINTENDENT ROUGUE		CC Accounting:	101-661-100-1000-610		
5	CC-574 06/17/21 Weight Room Equipment	1,707.39		201 625		
	ROUGUE		CC Accounting:	201-157-100-1000-610		
6	CC-574 06/24/21 ICU Database 21-22 Renewal	1,070.67		128 625		
	POWER OF ICU		CC Accounting:	128-158-100-2400-682		
7	CC-574 06/24/21 ICU Database 21-22 Renewal	350.02		128 625		
	POWER OF ICU		CC Accounting:	128-661-100-2400-682		
8	CC-574 06/24/21 ICU Database 21-22 Renewal	638.28		228 625		
	POWER OF ICU		CC Accounting:	228-157-100-2400-682		
9	CC-575 07/01/21 Food	6.19		112 625		
	SAMS CLUB		CC Accounting:	112-157-910-3100-630		
10	CC-575 07/01/21 Food	10.39		112 625		
	SAMS CLUB		CC Accounting:	112-158-910-3100-630		
11	CC-575 07/01/21 Food	3.40		112 625		
	SAMS CLUB		CC Accounting:	112-661-910-3100-630		
12	CC-576 06/28/21 Swivel Glides	93.06		101 625		
	DECKER EQUIPMENT		CC Accounting:	101-158-100-2600-610		
13	CC-576 06/28/21 Swivel Glides	89.42		201 625		
	DECKER EQUIPMENT		CC Accounting:	201-157-100-2600-610		
14	CC-576 06/29/21 LiftMaster Single Button	27.00		101 625		
	AMAZON.COM		CC Accounting:	101-158-100-2600-610		
15	CC-576 06/29/21 LiftMaster Single Button	25.95		201 625		
	AMAZON.COM		CC Accounting:	201-157-100-2600-610		
16	CC-576 06/30/21 Muscle Rack Five Shelf	143.02		101 625		
	AMAZON.COM		CC Accounting:	101-158-100-2600-610		
17	CC-576 06/30/21 Muscle Rack Five Shelf	137.42		201 625		
	AMAZON.COM		CC Accounting:	201-157-100-2600-610		
18	CC-576 06/30/21 Chapin International Part Shut	11.50		101 625		
	AMAZON.COM		CC Accounting:	101-158-100-2600-610		
19	CC-576 06/30/21 Chapin International Part Shut	11.00		201 625		
	AMAZON.COM		CC Accounting:	201-157-100-2600-610		
20	CC-576 06/30/21 Lysol Wipes, Shop Rags	103.87		101 625		
	AMAZON.COM		CC Accounting:	101-158-100-2600-610		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
21	CC-576 06/30/21 Lysol Wipes, Shop Rags	99.80		201 625		
AMAZON.COM			CC Accounting:	201-157-100-2600-610		
22	CC-577 06/15/21 Weight Room Supplies	72.00		101 625		
HOME DEPOT			CC Accounting:	101-661-100-1000-610		
23	CC-577 06/15/21 Weight Room Supplies	100.83		201 625		
HOME DEPOT			CC Accounting:	201-157-100-1000-610		
24	CC-577 06/15/21 Weight Room Equipment	627.88		101 625		
BIGGER FASTER STRONGER			CC Accounting:	101-661-100-1000-610		
25	CC-577 06/15/21 Weight Room Equipment	1,883.63		201 625		
BIGGER FASTER STRONGER			CC Accounting:	201-157-100-1000-610		
26	07/05/21 ADJ	-67.06*		101 661 100-1000		610
# of Claims 41		Total:	185,493.42			

185,493.42

Fund/Account	Amount
101 General Fund 101	\$32,238.76
110 Transportation 101	\$18,278.01
112 Food Services 101	\$119.98
115 Federal Programs 101	\$52,689.04
128 Technology 101	\$6,190.43
201 General Fund 101	\$35,378.83
210 Transportation 101	\$18,497.51
215 Federal Programs 101	\$4,117.74
228 Technology 101	\$9,980.11
282 Interlocal Agreement 101	\$8,003.01
Total :	\$185,493.42

SECTION III - Student Activity Account

08/08/21
10:05:28

CASCADE PUBLIC SCHOOLS
Statement of Activity by Account Name for 07/01/21 to 07/31/21

Page: 1 of 2
Report ID: S100

Account	Opening Balance	Receipts				Invest	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
1 ANNUAL	659.60	0.00	0.00	0.00	0.00		0.00	0.00	659.60
36 ART	1275.02	0.00	0.00	0.00	0.00		0.00	0.00	1275.02
2 ATHLETICS	18034.15	19.00	0.00	87.99	0.00		0.00	0.00	18103.14
5 BAND	2783.46	0.00	0.00	0.00	0.00		0.00	0.00	2783.46
51 BOOK FAIR	384.68	0.00	0.00	10.00	0.00		0.00	0.00	394.68
3 BPA	7950.22	0.00	0.00	0.00	0.00		0.00	0.00	7950.22
4 CHEER/PEP CLUB	988.90	0.00	0.00	0.00	0.00		0.00	0.00	988.90
7 CHOIR	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
60 CLASS OF 2021	1285.80	206.08	0.00	0.00	0.00		0.00	0.00	1079.72
16 CLASS OF 2022	1318.30	0.00	0.00	0.00	0.00		0.00	0.00	1318.30
61 CLASS OF 2023	243.23	0.00	0.00	0.00	0.00		0.00	0.00	243.23
62 CLASS OF 2024	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
13 CONCESSIONS	23428.35	0.00	0.00	0.00	0.00		0.00	0.00	23428.35
47 COUNSELING	1649.47	0.00	0.00	0.00	0.00		0.00	0.00	1649.47
65 DRIVERS EDUCATION	6078.92	6078.92	0.00	0.00	0.00		0.00	0.00	0.00
32 FCS	0.23	0.00	0.00	0.00	0.00		0.00	0.00	0.23
15 FFA	5738.93	2180.85	0.00	1066.00	0.00		0.00	0.00	4624.08
64 FOOD SERVICE CLEARING	3960.55	3708.35	0.00	0.00	0.00		0.00	0.00	252.20
12 HS BOYS' BB	5.12	0.00	0.00	0.00	0.00		0.00	0.00	5.12
46 HS CROSS COUNTRY	308.90	0.00	0.00	0.00	0.00		0.00	0.00	308.90
38 HS FOOTBALL	3773.15	0.00	0.00	0.00	0.00		0.00	0.00	3773.15
40 HS GIRLS' BB	752.99	0.00	0.00	0.00	0.00		0.00	0.00	752.99
66 HS GOLF	261.77	0.00	0.00	0.00	0.00		0.00	0.00	261.77
19 HS HONOR SOCIETY	4170.36	0.00	0.00	0.00	0.00		0.00	0.00	4170.36
29 HS STUDENT COUNCIL/MBI	1026.76	0.00	0.00	0.00	0.00		0.00	0.00	1026.76
37 HS TRACK	107.16	0.00	0.00	0.00	0.00		0.00	0.00	107.16
10 HS VOLLEYBALL	5568.19	0.00	0.00	500.00	0.00		0.00	0.00	6068.19
34 HS WRESTLING	1326.77	0.00	0.00	0.00	0.00		0.00	0.00	1326.77
57 JH BOYS BB	335.92	0.00	0.00	1042.00	0.00		0.00	0.00	1377.92
39 JH FOOTBALL	1.72	0.00	0.00	0.00	0.00		0.00	0.00	1.72
56 JH GIRLS BB	507.49	0.00	0.00	0.00	0.00		0.00	0.00	507.49
35 JH HONOR SOCIETY	205.81	0.00	0.00	0.00	0.00		0.00	0.00	205.81
27 JH STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
53 JH TRACK	784.18	0.00	0.00	0.00	0.00		0.00	0.00	784.18
54 JH VOLLEYBALL	254.36	0.00	0.00	0.00	0.00		0.00	0.00	254.36
55 JH WRESTLING	127.03	0.00	0.00	0.00	0.00		0.00	0.00	127.03
43 JMG	206.80	0.00	0.00	0.00	0.00		0.00	0.00	206.80
6 JUNIOR TIRP	1.43	0.00	0.00	0.00	0.00		0.00	0.00	1.43
18 K-8 MISC EARNINGS	3386.72	0.00	0.00	0.00	0.00		0.00	0.00	3386.72
26 LIVING 2 SERVE	0.16	0.00	0.00	0.00	0.00		0.00	0.00	0.16
25 REVOLVING	6966.98	602.00	0.00	140.00	0.00		0.00	0.00	6504.98
24 ROBOTICS	96.37	0.00	0.00	0.00	0.00		0.00	0.00	96.37
9 SCHOLARSHIP	1704.73	0.00	0.00	0.00	0.00		0.00	0.00	1704.73
33 SHOP FUND	1294.02	0.00	0.00	0.00	0.00		0.00	0.00	1294.02
31 TECHNOLOGY	7717.43	0.00	0.00	65.00	0.00		0.00	0.00	7782.43
17 XCELL	726.78	0.00	0.00	0.00	0.00		0.00	0.00	726.78
898 MISC EARNINGS	119.08	0.00	0.00	0.00	0.00		0.00	0.00	119.08
899 MISC CHARGES	-49.96	0.00	0.00	0.00	0.00		0.00	0.00	-49.96
Total for Student Accounts	117468.03	12795.20		2910.99					107583.82
Bank Account Totals	117468.03	12795.20	0.00	2910.99	0.00		0.00	0.00	107583.82

SECTION IV - Student Attendance Agreements

d. Student Attendance Agreements

2021-2022 School Year

Students attending school in Cascade from out of district

Helena School Dist. 7th-12th R BA Grade

Bloomquist, Finnah	X	X	8
Einspahr, Abigail	X	X	8
Gatch, Austin	X	X	9
Gatch, Nathan	X	X	11
Maulding, Colten	X		7
Otheim, Carsyn	X	X	9
Otheim, Carter	X	X	11
Park, Cody	X	X	8
Park, Johnny	X	X	10
Shuck, Landon	X	X	8
Waters, Kaydence	X	X	11

Great Falls Dist. EK-12th R BA Grade

Brooks, Jason	X	X	5
Kirby, Victoria	X	X	12

Ulm School Dist. EK-8th R BA Grade

Lange, Drake	X	X	7
Milligan, Noah	X	X	6
Smith Bryson	X	X	6
Smith, Novah	X	X	8

Wolf Creek School Dist. EK-6th R BA Grade

Buffalo, Aja	X	X	11
Cloninger, Tannalee	X	X	7
Hunter, Izabel	X	X	4
Maulding, Trevor	X		3
Park, Alexandria	X	X	6

Simms Elementary School District R BA Grade

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Augusta Elem/HS School Dist. R BA Grade

Golie, Brydger	X	X	6
Golie, Jacob	X	X	7

Sun River Valley District R BA Grade

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Cascade students attending school in another District

Ulm students attend Cascade School when they are in the 9th grade

All Helena District (Wolf Creek, Craig area) students regardless of grade need agrmt.

"x" student attendance agreement received

R=SAA received

BA=SAA Board Approved

New agreement received since last Bd Mtg

8/13/2021

SECTION V - Sub List

e. Sub List

Substitute Teachers	
Name	
CERTIFIED	
Burcusa, Michael	C/FP
Eisenzimer, Joann	C/TB/FP
LaLiberty, Frank	C/TB
Manning, Diana	C/TB/FP
McKamey, Jeanne	C/TB/FP
Pieper, Frank	C/FP
Skogley, Melody	C/TB/FP
Strobbe, Peggy	C/FP
NON-CERTIFIED	
Aker, Virginia	FP
Baker, Enrico	FP
Castellanos, Toni Marie	TB/FP
Castellanos-Romero, Amy*	
Ethridge, Andrea	FP
Price, Alexi	FP
Woodend, Justine*	FP
Secretarial	
Name	

*Need Approval by the Trustees

T.B. Approved (No longer required)

C - Some teaching certification

FP - FINGERPRINTED

PH - Physical Approved

Bus Drivers	
Name	
Aker, Virginia	FP/PH
Grismer, Tina (shuttle only)	
McDermard, James	
Nelsen, Mark	FP/PH
Skogley, Jeff	TB/FP
Tilleman, Eric	TB/FP
Custodian	
Name	
Aker, Virginia	FP/PH
Correll, Michele	FP/PH
Hall-Elmore, Roberta	TB/FP/PH
Hunter, Tina	TB/FP/PH
Johnson, Angela	TB/FP/PH
McDermard, James	
Kitchen	
Name	
Hickam, Jay	FP/PH
Sukut, Earl	FP/TB/PH
Vinson, Joanne	FP/TB/PH
Volunteers	
Name	
Nelsen, Jessica (piano)	
XCELL! Afterschool Program	
Name	
Antonich, Myrtle	ULM
Calvert, Brittney	ULM
Hastings, Angela	ULM
McCullough, Riley	ULM
McKamey, Mattison	
Periman, Madison	ULM
Reum, Julianne	C/FP
Strobbe, Peggy	C/FP
Wilson, Madison	FP