Vision Statement: Committed to pursuing a community of excellence.

Mission: Here at Boulder Elementary School, we are committed to pursuing a community of excellence by engaging students in a positive environment that supports all they do.

AGENDA
BOULDER ELEMENTARY BOARD OF TRUSTEES MEETING
5:30 P.M., MONDAY NOVEMBER 12, 2026
BOULDER ELEMENTARY LIBRARY ROOM #100

A. Call to Order-Chairperson
1. *Pledge of Allegiance*

B. Agenda Review
1. Consent Agenda
   a. Approval Claims – November 2026
   b. Approval previous month minutes
   c. Approval Student Activities Ledger
   d. Budget vs. Actual

C. Elementary Announcements and Public Comment on Elementary Issues.

THE BOARD WELCOMES AND ENCOURAGES PUBLIC COMMENT. ANYONE WISHING TO ADDRESS THE BOARD IS ENCOURAGED TO DO SO WITH THESE STIPULATIONS:
The Board may limit the amount of time for comment if they become extensive. If the speaker begins to infringe on the right to privacy of another, the Board may interrupt and end the comments on that issue. Even if the comments are entirely appropriate, the Board will take no action on them at this meeting. To ensure that others who want to address the same issue have the opportunity to do so, the item may be placed on the agenda for a later meeting.

D. Communication and Comments.
1. Letters to the Board
2. Student Issue

E. Commendations and recognitions.

F. Unfinished business.
1. Superintendent Spending Authority – Increase Policy 7320
2. Swapping Sports Seasons

G. Committee reports.
1. Leadership – Andrea Dolezal & Lance Hoover
2. Handbook/Policy – Lance Hoover & Devyn Ottman
3. Budget/Finance and Negotiations/Personnel – Lance Hoover & Devyn Ottman
4. Facilities – Ray Woods & Brent Sarchet
5. Transportation – Ray Woods & Brent Sarchet
6. School Safety – Andrea Dolezal & Devyn Ottman

H. Superintendent Report – Eric Gustafson

I. Principal Report – Tyson Blaz

J. Clerk Report – Britton Mann
1. October 2026 Payroll

New Business – Possible Action Items

1. Personnel –
   a. Girls Basketball Head Coach – Whitney Gotcher
   b. Boys Basketball Assistant Coach – Terry Heaton
2. Non Resident Student Acceptance – Standing Agenda Item –
3. Liquidation of School Property – Standing Agenda Item –
4. Policy Updates – Standing Agenda Item –
5. Board Review
6. Department of Labor Grant
7. Cancel December Meeting
8. Holiday Staff Celebration
9. Approval for Britton to pay Claims in December
10. Begin Superintendent Evaluation Process
11. Trustees Call for Election

Topics for Future Meeting Agendas

Adjournment

*****Next Board Meeting TBD*****

NEXT REGULARLY SCHEDULED ELEMENTARY BOARD MEETING IS AT THE BOULDER ELEMENTARY SCHOOL LIBRARY #100. PLEASE HAVE AGENDA ITEMS, APPROVED BY BOARD CHAIR AND SUPERINTENDENT, TO DISTRICT OFFICE BY LAST THURSDAY OF EACH MONTH.

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
12324	S	101570 BLAZ, TYSON	100.00	11/07/26	_____	CL 956994	100.00
12325	S	101494 BOULDER ACE HARDWARE	23.45	11/07/26	_____	CL 957002	23.45
12326	S	2717 CITY OF BOULDER	3198.72	11/07/26	_____	CL 956997	3198.72
12327	S	101414 DFA DAIRY BRANDS - MEADOWGOLD DAIRY	3000.57	11/07/26	_____	CL 95700	3000.57
12328	S	101473 DPHHS	225.00	11/07/26	_____	CL 956998	225.00
12329	S	101568 GUSTAFSON, ERIC	100.00	11/07/26	_____	CL 956993	100.00
12330	S	101396 HELENA CONTAINER RENTAL & SALES	300.00	11/07/26	_____	CL 956996	300.00
12331	S	1365 JEFFERSON COUNTY TREASURER	1768.50	11/07/26	_____	CL 956991	1768.50
12332	S	1366 JEFFERSON HIGH SCHOOL	1898.21	11/07/26	_____	CL 956999	1898.21
12333	S	4355 MANN, BRITTON	100.00	11/07/26	_____	CL 956995	100.00
12334	S	2270 S.J. PERRY CO., INC.	123.66	11/07/26	_____	CL 956992	123.66
12335	S	101339 US FOODS INC	14990.68	11/07/26	_____	CL 957001	14990.68

Total for Claim Checks **25,828.79**
Count for Claim Checks 12

* denotes missing check number(s)

# of Checks: 12 Total: 25,828.79

Fund/Account		Amount
101 ELEMENTARY GENERAL FUND		
101		6,353.16
110 ELEMENTARY TRANSPORTATION FUND		
101		1,259.38
112 SCHOOL FOOD SERVICE		
101		18,216.25
	Total:	**25,828.79**

MINUTES

Boulder Elementary School District No. 5 — October 12, 2026
Regular Meeting — Boulder Elementary School

Board members present:
Andrea Dolezal – *Board Chair* | Ray Woods – *Trustee* | Devyn Ottman - *Trustee*
Brent Sarchet – *Trustee* | Devyn Ottman

Administrators present:
Eric Gustafson – Superintendent
Tyson Blaz – Principal
Britton Mann – District Clerk

Visitors: Stacy Peterson, Matt Bowman, Sarah Rieder, Lisa Sonsteng, Tonya Taylor, Connie McCauley, April Sparks

CALL ELEMENTARY BOARD TO ORDER	The Elementary Board was called to order at 5:30 p.m. by Andrea, who led the Pledge of Allegiance.
AGENDA REVIEW	None
APPROVAL OF CLAIMS	There were no questions regarding the October 2026 claims. Trustee Sarchet motioned to approve the October 2026 claims in the amount of $26,491.42. Trustee Ottman seconded, motion passed 4-0.
APPROVAL OF PREVIOUS MONTH MINUTES	There were no questions regarding the regular meeting minutes for the September 2026 meeting minutes. Trustee Woods motioned to approve the regular minutes from the September 2026. Trustee Sarchet second, motion passed 4-0.
APPROVAL OF STUDENT ACTIVITIES	There have been no student activities.
BUDGET VS ACTUAL	There were no questions regarding the budget vs. actual report.
PUBLIC COMMENT	Chair Dolezal read the public comment, as listed on the agenda. There was no public comment at this time.
COMMUNICATIONS	**LETTERS:** None **STUDENT ISSUES:** None
COMMENDATIONS /RECOGNITIONS	Nothing
UNFINISHED BUSINESS	**5th Grade Participation in Jr High Sports** – Discussion commenced on the pros and cons of allowing the 5th graders to be able to participate in Junior High Sports. Some of those highlights included coaches allowing the 5th graders to pay across the board and not only if numbers were not high enough. 5th graders would not participate in football. Mr. Bowman emphasized that parents need to be aware that Jr High sports is not a win/lose journey for the kids, rather a time to develop skills, sportsmanship and learn the sport to get them ready for high school play. Trustee Ottman motioned to approve 5th graders at Boulder Elementary to participate in Jr High Sports minus football. Trustee Sarchet seconded, motion passed 4-0. **Swapping Sports Seasons –** Mr. Bowman was looking at the traveling to further schools who do the same type of swap. He also wanted to be clear that other schools will be at different skill set than Boulder and again emphasized this cannot be looked at a win/lose, but rather a time to develop skillset. Trustee Sarchet asked how many other schools currently do this, and Mr. Bowman stated that the majority of Class B schools swap every 2 years. Trustee Sarchet wondered what MT City or Clancy is planning on doing. The group ultimately, it was decided to table this until November and gather a bit more information.
COMMITTEE REPORTS	**Leadership –** Chair and Vice Chair: Andrea Dolezal & Lance Hoover – This committee did meet. They discussed and set the agenda.

Handbook/Policy – Lance Hoover & Devyn Ottman – This committee did not meet.
Budget/Finance & Negotiations/Personnel – Lance Hoover & Devyn Ottman – This committee did not meet.
Facilities – Kyle Simons & Ray Woods – This committee did meet and will discuss landscaping during New Business.
Transportation – Kyle Simons & Ray Woods - Did not meet.
School Safety – Andrea Dolezal & Devyn Ottman – This committee did not meet.

SUPERINTENDENTS REPORT

Mr. Gustafson gave a verbal report.

- He accepted resignations from both Mrs. Carey and Jordan Ferguson.
- Student Count is currently at 214, last year it was at 221.
- Discussed the School Safety Committee and ALICE Training.
- The Board Training is set for next Friday, from 12:00 2:00 p.m.
- He noted that the compressor that runs the main boiler is out and that will need to be replaced and currently him and Mr. Desking are looking at options.

PRINCIPAL REPORT

Mr. Blaz gave a verbal report.

- A safety assessment was done on the school and there are items to be worked on. This is a main goal this year for Mr. Blaz.
- The school will re-focus on CHAMPS (**C**onversation, **H**elp, **A**ctivity, **M**ovement, **P**articipation, **S**uccess) He would like to see more consistency and Expectations.
- The Shodair Services are proving to be extremely beneficial to the students as well as the staff.
- Andrea Sarchet is interested in trying again to get the PTA up and running. The first meeting is scheduled for November 2nd at 6:00p.m.

CLERK REPORT

Clerk Report –

- Britton went over September 2026 payroll. It totaled $207,091.10. No question from the board.
- The Consolidated grant (Title – Schoolwide) was submitted and approved.

NEW BUSINESS

1. **Personnel –** *Standing Agenda Item*:
   a. Substitute Application **–** Caitlyn Parke applied for a substitute position. Trustee Ottman motioned to approve the substitute application of Caitlyn Parke pending background check. Trustee Sarchet seconded. The motion passed 4-0.
   b. 21st CCLC ASP – Ayden Hyndman and Aubrey Johson current JHS students both applied to work for the after-school program. Trustee Woods motioned to approve Ayden Hyndman and Aubrey Johnson for the after-school program. Trustee Ottman seconded, motion passed 4-0. Mr. Gustafson stated that this was a unique and wonderful situation to have JHS students work for our program.
   c. IT BOOTS on the Ground – Mr. Gustafson recommended hiring and paying Jessica Craft a $1500 stipend to be our boots on the ground IT member. Cole Mosby is here once a week and problems do come up when he is not here and Jessica would be able to help out with some of the issues. This of course would be done after school or during her break if she wanted to do it during that time.
2. **Non-Resident Student Acceptance –** *Standing Agenda* Item – None at this time.
3. **Liquidation of School Property –** *Standing Agenda Item* – None at this time.
4. **Policy Updates –** *Standing Agenda Item* – None at this time.
5. **Gazebo –** Mrs. McCauley and Mrs. Peterson presented their work with a grant that they received – MT Small School Challenge. AT BES the 7th and 1st graders are the participants. Their main goal with the grant was to provide a living classroom and Upcycling projects. They have worked on the upcycling projects and not they are turning their attention to the living classroom and would like to purchase a gazebo that every classroom can use. It would be on a permanent setup on facility grounds. There was discussion regarding placement, budgets, volunteering and many other areas. Trustee Sarchet has been helping the 2 teachers with the project. Mr.

Blaz stated that the location, placement and the aesthetics are important.
Meeting adjourned at 6:20 p.m.

6. Landscaping for Next Spring – Trustee Sarchet stated that the committee met and discussed replacing some dead trees with new ones. The student council would like to contribute towards purchasing trees. A discussion commenced regarding the project. Trustee Sarchet requested a $5000 budget for the project. Chair Dolezal stated that the committee including Mr. Gustafson would need to create a plan with costs of what the committee is requesting to do and bring that to the board and the board as a whole makes the decision on what to do. The conversation will continue closer to springtime.

ADJOURNMENT — Meeting adjourned at 6:40 p.m.

_____ _____

Chair, Elementary Board — Clerk, Elementary Board

Org Codes Consolidated
101 ELEMENTARY GENERAL FUND

Program-Function-Object		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL							
100 GENERAL							
1000 GENERAL							
112	TEACHER SALARIES	49,796.29	115,360.05	640,286.30	640,286.30	524,926.25	18 %
113	PROFESSIONAL SALARIES	1,778.00	3,017.00	6,500.00	6,500.00	3,483.00	46 %
117	AIDES	0.00	0.00	22,938.62	22,938.62	22,938.62	0 %
119	SUPERVISORY SALARIES	0.00	3,559.92	0.00	0.00	-3,559.92	*** %
120	SUBSTITUTES	1,868.75	2,873.44	31,000.00	31,000.00	28,126.56	9 %
250	WORKERS COMPENSATION	423.45	987.85	2,948.79	2,948.79	1,960.94	33 %
260	HEALTH INSURANCE	11,071.85	25,539.47	109,039.92	109,039.92	83,500.45	23 %
270	LIFE INSURANCE	113.42	662.82	0.00	0.00	-662.82	*** %
321	DISTANT LEARNING PROFESSIONAL-EDUCATIONAL	0.00	0.00	800.00	800.00	800.00	0 %
330	OTHER PROFESSIONAL SERVICES	864.44	2,663.18	8,500.00	8,500.00	5,836.82	31 %
420	OTHER PURCHASED SERVICES	0.00	150.00	0.00	0.00	-150.00	*** %
440	REPAIR/MAIN/PARTS	7,266.10	10,902.72	25,480.00	25,480.00	14,577.28	42 %
531	TELEPHONE	100.00	625.00	1,800.00	1,800.00	1,175.00	34 %
582	TRAVEL/INSERVICE	131.80	131.80	1,500.00	1,500.00	1,368.20	8 %
610	SUPPLIES	1,304.42	9,715.96	24,999.94	24,999.94	15,283.98	38 %
640	BOOKS	111.73	2,355.35	1,500.00	1,500.00	-855.35	157 %
650	PERIODICALS	0.00	0.00	800.00	800.00	800.00	0 %
660	MINOR EQUIPMENT	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
680	COMPUTER SOFTWARE	0.00	0.00	2,637.60	2,637.60	2,637.60	0 %
682	MEDIA SOFTWARE	0.00	5,295.05	11,637.60	11,637.60	6,342.55	45 %
810	DUES/FEES	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	Function Total:	**74,830.25**	**183,839.61**	**899,368.77**	**899,368.77**	**715,529.16**	**20 %**
2100 SUPPORT - GUIDANCE							
112	TEACHER SALARIES	0.00	0.00	42,503.00	42,503.00	42,503.00	0 %
250	WORKERS COMPENSATION	0.00	0.00	397.40	397.40	397.40	0 %
260	HEALTH INSURANCE	0.00	0.00	9,624.00	9,624.00	9,624.00	0 %
582	TRAVEL/INSERVICE	200.00	200.00	500.00	500.00	300.00	40 %
610	SUPPLIES	49.91	49.91	2,500.00	2,500.00	2,450.09	1 %
	Function Total:	**249.91**	**249.91**	**55,524.40**	**55,524.40**	**55,274.49**	**0 %**
2120 GUIDANCE SERVICES							
113	PROFESSIONAL SALARIES	6,523.92	10,758.92	5,782.22	5,782.22	-4,976.70	186 %
250	WORKERS COMPENSATION	31.33	57.27	0.00	0.00	-57.27	*** %
260	HEALTH INSURANCE	918.32	1,836.64	0.00	0.00	-1,836.64	*** %
	Function Total:	**7,473.57**	**12,652.83**	**5,782.22**	**5,782.22**	**-6,870.61**	**218 %**
2220 LIBRARY							
112	TEACHER SALARIES	5,334.09	10,668.18	57,361.00	57,361.00	46,692.82	18 %
250	WORKERS COMPENSATION	23.37	46.77	536.33	536.33	489.56	8 %
260	HEALTH INSURANCE	918.32	1,836.64	9,624.00	9,624.00	7,787.36	19 %
582	TRAVEL/INSERVICE	0.00	0.00	600.00	600.00	600.00	0 %
610	SUPPLIES	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
640	BOOKS	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
650	PERIODICALS	0.00	0.00	500.00	500.00	500.00	0 %
682	MEDIA SOFTWARE	0.00	0.00	950.00	950.00	950.00	0 %
	Function Total:	**6,275.78**	**12,551.59**	**74,571.33**	**74,571.33**	**62,019.74**	**16 %**

Org Codes Consolidated
101 ELEMENTARY GENERAL FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL						
100 GENERAL						
2225 OTHER CURRICULAR MATERIALS						
330 OTHER PROFESSIONAL SERVICES	1,360.00	4,080.00	34,800.00	34,800.00	30,720.00	11 %
Function Total:	**1,360.00**	**4,080.00**	**34,800.00**	**34,800.00**	**30,720.00**	**11 %**
2300 GENERAL ADMINISTRATION						
111 ADMINISTRATIVE SALARIES	3,134.66	12,538.64	25,000.00	25,000.00	12,461.36	50 %
115 CLERICAL/TECHNOLOGY SALARIES	267.78	604.42	2,829.24	2,829.24	2,224.82	21 %
260 HEALTH INSURANCE	0.00	0.00	9,624.00	9,624.00	9,624.00	0 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
520 INSURANCE	0.00	33,787.00	35,183.00	35,183.00	1,396.00	96 %
531 TELEPHONE	314.81	835.27	2,500.00	2,500.00	1,664.73	33 %
532 POSTAGE	553.44	553.44	0.00	0.00	-553.44	*** %
540 ADVERTISING	0.00	0.00	800.00	800.00	800.00	0 %
582 TRAVEL/INSERVICE	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
610 SUPPLIES	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	800.00	800.00	800.00	0 %
800 OTHER	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
810 DUES/FEES	0.00	5,068.00	5,832.90	5,832.90	764.90	86 %
Function Total:	**4,270.69**	**53,386.77**	**90,069.14**	**90,069.14**	**36,682.37**	**59 %**
2400 PRINCIPAL'S						
111 ADMINISTRATIVE SALARIES	6,954.55	20,863.65	50,000.00	50,000.00	29,136.35	41 %
115 CLERICAL/TECHNOLOGY SALARIES	2,707.62	6,111.46	28,606.76	28,606.76	22,495.30	21 %
250 WORKERS COMPENSATION	198.90	471.97	205.70	205.70	-266.27	229 %
260 HEALTH INSURANCE	826.49	2,479.47	9,624.00	9,624.00	7,144.53	25 %
531 TELEPHONE	493.41	915.54	2,300.00	2,300.00	1,384.46	39 %
532 POSTAGE	251.83	251.83	5,500.00	5,500.00	5,248.17	4 %
540 ADVERTISING	187.50	187.50	300.00	300.00	112.50	62 %
582 TRAVEL/INSERVICE	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
610 SUPPLIES	275.00	275.00	1,500.00	1,500.00	1,225.00	18 %
810 DUES/FEES	0.00	489.00	0.00	0.00	-489.00	*** %
Function Total:	**11,895.30**	**32,045.42**	**101,036.46**	**101,036.46**	**68,991.04**	**31 %**
2500 BUSINESS SERVICES						
115 CLERICAL/TECHNOLOGY SALARIES	4,273.90	17,321.02	47,640.00	47,640.00	30,318.98	36 %
250 WORKERS COMPENSATION	50.62	206.54	1,259.14	1,259.14	1,052.60	16 %
260 HEALTH INSURANCE	0.00	0.00	9,624.00	9,624.00	9,624.00	0 %
310 ELECTION	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	18,775.00	18,775.00	18,775.00	0 %
540 ADVERTISING	0.00	93.75	850.00	850.00	756.25	11 %
582 TRAVEL/INSERVICE	110.00	110.00	0.00	0.00	-110.00	*** %
610 SUPPLIES	0.00	123.40	2,325.65	2,325.65	2,202.25	5 %
660 MINOR EQUIPMENT	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
682 MEDIA SOFTWARE	0.00	11,897.41	12,000.00	12,000.00	102.59	99 %
810 DUES/FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	**4,434.52**	**29,752.12**	**96,373.79**	**96,373.79**	**66,621.67**	**30 %**

Org Codes Consolidated
101 ELEMENTARY GENERAL FUND

Program-Function-Object		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL							
100 GENERAL							
2600 OPERATION/MAINTENANCE							
114	TECHNICAL SALARIES	11,104.15	38,662.21	153,950.00	153,950.00	115,287.79	25 %
120	SUBSTITUTES	0.00	5,750.00	10,000.00	10,000.00	4,250.00	57 %
250	WORKERS COMPENSATION	624.28	2,208.78	11,148.60	11,148.60	8,939.82	19 %
260	HEALTH INSURANCE	1,663.60	6,654.40	9,624.00	9,624.00	2,969.60	69 %
330	OTHER PROFESSIONAL SERVICES	0.00	3,161.50	1,200.00	1,200.00	-1,961.50	263 %
411	Natural Gas	2,186.89	2,920.82	25,000.00	25,000.00	22,079.18	11 %
412	ELECTRICITY	2,956.26	6,379.42	35,000.00	35,000.00	28,620.58	18 %
420	OTHER PURCHASED SERVICES	300.00	450.00	1,800.00	1,800.00	1,350.00	25 %
421	WATER/SEWER	3,198.72	6,397.44	14,100.00	14,100.00	7,702.56	45 %
431	DISPOSAL	360.00	550.00	4,836.00	4,836.00	4,286.00	11 %
440	REPAIR/MAIN/PARTS	5,141.97	13,533.21	26,863.00	26,863.00	13,329.79	50 %
582	TRAVEL/INSERVICE	0.00	0.00	250.00	250.00	250.00	0 %
610	SUPPLIES	511.87	1,563.66	5,000.00	5,000.00	3,436.34	31 %
615	Replacement Parts	143.84	192.10	3,500.00	3,500.00	3,307.90	5 %
624	GASOLINE	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
660	MINOR EQUIPMENT	0.00	0.00	750.00	750.00	750.00	0 %
	Function Total:	**28,191.58**	**88,423.54**	**304,021.60**	**304,021.60**	**215,598.06**	**29 %**
	Program Total:	**138,981.60**	**416,981.79**	**1,661,547.71**	**1,661,547.71**	**1,244,565.92**	**25 %**
	Program Group Total:	**138,981.60**	**416,981.79**	**1,661,547.71**	**1,661,547.71**	**1,244,565.92**	**25 %**
200 SPECIAL PROGRAMS							
280 STATE ALLOWABLE SP/ED							
1000 GENERAL							
112	TEACHER SALARIES	4,790.00	9,580.00	51,040.00	51,040.00	41,460.00	18 %
117	AIDES	3,668.86	8,740.37	47,220.00	47,220.00	38,479.63	18 %
250	WORKERS COMPENSATION	37.06	80.34	918.73	918.73	838.39	8 %
260	HEALTH INSURANCE	1,750.12	4,332.04	19,248.00	19,248.00	14,915.96	22 %
330	OTHER PROFESSIONAL SERVICES	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
350	CONTRACTED SERVICES-OTHER DISTRICTS	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
582	TRAVEL/INSERVICE	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
610	SUPPLIES	0.00	186.11	1,500.00	1,500.00	1,313.89	12 %
640	BOOKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
682	MEDIA SOFTWARE	310.00	620.00	500.00	500.00	-120.00	124 %
	Function Total:	**10,556.04**	**23,538.86**	**131,926.73**	**131,926.73**	**108,387.87**	**17 %**
	Program Total:	**10,556.04**	**23,538.86**	**131,926.73**	**131,926.73**	**108,387.87**	**17 %**
	Program Group Total:	**10,556.04**	**23,538.86**	**131,926.73**	**131,926.73**	**108,387.87**	**17 %**
300 GENERAL							
365 Indian Education for All							
1000 GENERAL							
582	TRAVEL/INSERVICE	0.00	1,000.00	0.00	0.00	-1,000.00	*** %
	Function Total:	**0.00**	**1,000.00**	**0.00**	**0.00**	**-1,000.00**	***** %**
	Program Total:	**0.00**	**1,000.00**	**0.00**	**0.00**	**-1,000.00**	***** %**
	Program Group Total:	**0.00**	**1,000.00**	**0.00**	**0.00**	**-1,000.00**	***** %**

Org Codes Consolidated
101 ELEMENTARY GENERAL FUND

Program-Function-Object		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700 EXTRACURRICULAR PROGRAMS							
710 SCHOOL SPONSORED EXTRACURRICUL							
3400 EXTRACURRICULAR ACTIVITIES							
150	STIPEND	0.00	0.00	3,171.00	3,171.00	3,171.00	0 %
250	WORKERS COMPENSATION	0.00	0.00	29.65	29.65	29.65	0 %
582	TRAVEL/INSERVICE	734.70	734.70	10,800.00	10,800.00	10,065.30	6 %
	Function Total:	**734.70**	**734.70**	**14,000.65**	**14,000.65**	**13,265.95**	**5 %**
	Program Total:	**734.70**	**734.70**	**14,000.65**	**14,000.65**	**13,265.95**	**5 %**
720 ATHLETICS							
3500 EXTRACURRICULAR ATHLETICS							
111	ADMINISTRATIVE SALARIES	0.00	2,500.00	5,000.00	5,000.00	2,500.00	50 %
150	STIPEND	11,085.00	11,085.00	27,685.00	27,685.00	16,600.00	40 %
250	WORKERS COMPENSATION	48.59	59.57	210.40	210.40	150.83	28 %
330	OTHER PROFESSIONAL SERVICES	0.00	240.18	4,500.00	4,500.00	4,259.82	5 %
340	TECHNICAL SERVICES	0.00	0.00	4,500.00	4,500.00	4,500.00	0 %
540	ADVERTISING	0.00	0.00	150.00	150.00	150.00	0 %
582	TRAVEL/INSERVICE	1,322.91	1,509.91	11,500.00	11,500.00	9,990.09	13 %
610	SUPPLIES	0.00	0.00	7,500.00	7,500.00	7,500.00	0 %
810	DUES/FEES	0.00	221.00	0.00	0.00	-221.00	*** %
	Function Total:	**12,456.50**	**15,615.66**	**61,045.40**	**61,045.40**	**45,429.74**	**25 %**
	Program Total:	**12,456.50**	**15,615.66**	**61,045.40**	**61,045.40**	**45,429.74**	**25 %**
	Program Group Total:	**13,191.20**	**16,350.36**	**75,046.05**	**75,046.05**	**58,695.69**	**21 %**
900 ENTERPRISE PROGRAMS							
910 FOOD SERVICES							
3100 FOOD SERVICES							
116	COOKS/SERVICE WORK	3,890.00	15,560.00	44,000.00	44,000.00	28,440.00	35 %
250	WORKERS COMPENSATION	412.74	1,287.88	5,562.20	5,562.20	4,274.32	23 %
260	HEALTH INSURANCE	1,045.41	4,013.98	28,872.00	28,872.00	24,858.02	13 %
	Function Total:	**5,348.15**	**20,861.86**	**78,434.20**	**78,434.20**	**57,572.34**	**26 %**
	Program Total:	**5,348.15**	**20,861.86**	**78,434.20**	**78,434.20**	**57,572.34**	**26 %**
	Program Group Total:	**5,348.15**	**20,861.86**	**78,434.20**	**78,434.20**	**57,572.34**	**26 %**
	Fund Total:	**168,076.99**	**478,732.87**	**1,946,954.69**	**1,946,954.69**	**1,468,221.82**	**24 %**
	Grand Total:	**168,076.99**	**478,732.87**	**1,946,954.69**	**1,946,954.69**	**1,468,221.82**	**24 %**

Policy 7320: Purchasing

Status: ADOPTED

Original Adopted Date: 11/14/2011 | **Last Revised Date:** 06/11/2018 | **Last Reviewed Date:** 06/11/2018

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 $15,000, 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 it is in the interest of the District, the District will execute a contract for any building furnishing, repairing, purchasing or other work for the benefit of the District. If the sum of the contract or work 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 as per § 18-4-307, MCA as stated below in the legal reference. 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 (2nd) 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*
>
> *integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.*

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the

vendor's supplies and services on the cooperative purchasing group's master list.

Montana Code Annotated	Description
18-1-101, et seq.	Preferences and General Matters
18-1-201, et seq.	Bid Security
18-4-307	Cancellation of invitations for bids or
20-10-110	School bus purchases - contracts - bids
20-9-204	Conflicts of Interest letting contracts, and calling for bids -- exceptions
Title 30, Chapter 20	Financial Industry Nondiscrimination
Title 49, Chapter 2, Part 3	Prohibited Discriminatory Practices

Cross References	Description
7530	Procurement of Supplies or Services
8210	Procurement for Food Service
8211	Procurement using Federal Funds

TRUSTEE RESOLUTION CALLING FOR AN ELECTION

(Regular School Election, One Voting Location)

BE IT RESOLVED, the Board of Trustees for School District No. 7, JEFFERSON. County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 4TH day of May, 2027, which date is not less than one hundred forty five (145) days after the passage of this resolution.

The election will be conducted by:

☒ Mail Ballot ☐ Poll Election (the polls will be open from _____ until 8:00 p.m.)

The purpose of the election is to elect 2 (TWO) trustees for a three-year term.

Approval of additional levies to operate and maintain the _____ fund for FY ____. will also be requested.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes BRITTON MANN election administrator, to cancel that portion of the election in accordance with **13-1-304 and 20-3-313, MCA**.

The following voting locations will be used for the election and the three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election at each voting place as follows:

Voting Location and Address: _____.

Election Judge Address

1. _____, _____.
2. _____, _____.
3. _____, _____.

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

ANDREA DOLEZAL _____

Print Name of Board Chair Signature of Board Chair

BRITTON MANN _____

Print Name of Clerk Signature of Clerk

DATED this _____ day of _____, 20___.