

Board of Trustees Meeting

Ray Bjork Learning Center
1600 8th Ave – Helena MT. 59601

Tuesday, May 14, 2019 - 5:30 p.m.

AGENDA

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. STUDENT RECOGNITIONS

A. SkillsUSA State Leadership Conference

Kyler Nelson, 1st Place CNC Milling

B. Harrison Writing Awards

1. Jordan Bird, CHS
2. Natalia Kelly, CHS
3. Meagan Broussard, CHS
4. Kate Loble, CHS

IV. GENERAL PUBLIC COMMENT: *This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*

V. NEW BUSINESS

A. Items for Action *(The Board of Trustees will accept Public Comment on the Following Items):*

1. Canvass of Election Results
2. Oath of Office for 2019-2020 Elected Trustees
3. Reorganization of the Board of Trustees
4. Appointment of Clerk
5. 03/12/19 Revised Board Meeting Minutes (See Attached)
6. 04/09/19 Board Meeting Minutes (See Attached)

Helena Public Schools Board of Trustees

Sarah Sullivan
Board Chair

Terry Beaver
Vice Chair

Tyler Emmert
Trustee

Luke Muszkiewicz
Trustee

Jeff Hindoen
Trustee

Libby Goldes
Trustee

Sanjay Talwani
Trustee

Jennifer Walsh
Trustee

7. HSD Policy 1015: Goals, Mission, and Vision (See Attached)
8. HSD Policy 2333: Participation in Commencement Exercises (See Attached)
9. HSD Policy 5122 Criminal Background Investigations (See Attached)

B. Consent Action Items

1. Approval of Personnel Actions (See Attached)
2. Approval of Warrants (See Attached)
3. Approval of Out-of-District Attendance Agreements - Incoming Students (See Attached)
4. Approval of Notice of Disposal of Personal Property - Technology Department (See Attached)
5. Approval of Four Georgian's Boiler Room Replacement Award (See Attached)
6. ES Bond FF&E Award (See Attached)
 - a. ES Bond FF&E MOU
 - b. CTA-HSD FFE Award Recommendation
 - c. FF&E Bid Tabulation Summary
 - d. MSEC Bid Docs
 - e. J2 Business Solutions Bid Docs
 - f. 360 Office Solutions Bid Docs
 - g. Missoula Office City Bid Docs

C. Items for Information (First Reading)

1. HSD Policy 5025: Employment and Assignment (See Attached)
2. HSD Policy 5255: Disciplinary Action (See Attached)

D. Reports

1. Budget & Program Committee Report
2. Policy Committee Report
3. Facilities & Maintenance Report
4. Health Benefits Committee Report
5. Montana School Boards Association Report
6. Helena Education Association Report
7. HHS / CHS Student Representatives Report

VI. SUPERINTENDENT'S REPORT

VII. BOARD COMMENTS

VIII. ADJOURNMENT

Next Regular Board Meeting: June 11, 2019

Next Work Session: Tuesday May 28, 2019 (at Smith Elementary School)



Superintendent
Tyler Ream, Ed. D
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Meeting

Ray Bjork Learning Center
1600 8th Avenue

Tuesday March 12, 2019
5:30 p.m.

MINUTES

The Board of Trustees Meeting of the Board of Trustees was called to order by Chair Sarah Sullivan at the Ray Bjork Learning Center, 1600 8th Avenue, Helena, Montana at 5:35 p.m.

ATTENDANCE – Present unless otherwise noted.

Sarah Sullivan, Board Chair
Terry Beaver, Board Vice Chair
Tyler Emmert, Trustee – Unexcused
Jeff Hindoi, Trustee
Luke Muszkiewicz, Trustee
Elizabeth “Libby” Goldes, Trustee
Sanjay Talwani, Trustee – Excused
Jennifer Walsh, Trustee
Aurora Boutin, Helena High School Representative – Not Present
Mariah Thomas, Capital High School Representative – Arrived at 5:51 p.m.

Dr. Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Stacy Collette, Human Resources Administrator
Kalli Kind, Facilities Administrator
Jilyn Chandler, Data & Assessment Administrator
Sean Morrison, Special Education Administrator
Sean Maharg, Special Education Administrator

Kim Stout, HEA President
Brian Cummings, Jim Darcy Elementary School Principal
Trish Klock, Bryant Elementary School Principal
Brett Zanto, Capital High School Principal
Tim McMahon, Activities Administrator
Kirstan Roush, SACC Program Coordinator
Rich Franco, Health Benefits Manager

Guests:

Andrew Sekora, Wipfli LLP
Rich Whitney, Hulteng CCM
Betsy Allen, Helena High School
Julia Shannon, Helena High & Capital High Swim Coach
Rebecca Cleveland, Capital High Volleyball Coach
Laura Brayko, Capital High School
Jennifer Hermanson, Helena High Speech & Debate Coach
Tiffany & Derek Hofer, Helena MT
Corey Palmer, Blue Cross Blue Shield of Montana
Kari DesRosier, Helena MT
Cathie Lavy

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Sarah Sullivan called the meeting to order at 5:35 p.m. and led the Pledge of Allegiance.

II. REVIEW OF AGENDA

Agenda Item VI – New Business Items for Action #6 will be removed from the agenda.
Agenda Item VI – New Business Items for Action #8 will be moved to follow the Student Recognitions.

III. STUDENT RECOGNITIONS

- a. Gatorade Montana Volleyball Player of the Year
Volleyball coach Rebecca Cleveland introduced Audrey Hofer, a Capital High Volleyball player. Audrey received the Gatorade Montana Volleyball Player of the Year Award. Audrey also participated in an essay contest and was awarded a \$10,000 grant to the Helena YMCA.
- b. Montana Thespian Troupe of the Year
Thespian Coach Laura Brayko introduced the Capital High Thespian Troupe 1378 Officers: Seth Lang, Matthew Kunnary, Skylar Shields, Beatrice Pujol, and Reese Sheldahl. The Capital High Troupe was the Montana Thespian Troupe of the Year. This club attends many community events throughout the year such as the Carnival Classic and the NAMI Walk and provide free face painting. The group also assists with children at the Lewis & Clark Library and collects donations for the Helena Food Share, this year collecting over 700 pounds of food.

- c. Speech & Debate – National Qualifiers
Helena High Speech and Debate Coach Jennifer Hermanson introduced Hannah Muszkiewicz and Daniel Reuther-Affor. Hannah and Daniel competed against more than 500 students across the state of Montana and qualified as National Qualifiers. Hannah Muszkiewicz qualified in International Extemporaneous Speaking. Daniel Reuther-Affor was select to be a member of the World Schools Debate Team.
- d. Montana State Champions
Swim Coach Julia Youngblood introduced Helena High student Rob Wagner, the 100M Butterfly State Champion. Rob mentioned his teammate Parker Keller who is the State Champion in the 100M Breaststroke.

Capital High School Principal Brett Zanto and Helena High Wrestling Coach Dean Colvin introduced State Wrestling Champions Carson DesRosier (Freshman at Capital High, 120 pounds) and Devin Crawford (Senior at Helena High, 160 pounds).

VI. NEW BUSINESS

A. Items for Action

- 8. Selection of Third-Party Administrator for Health and Pharmaceutical Benefit Plans.

Trustee Libby Goldes spoke about the group working on the reconsideration of the Third-Party Administrator, which takes place every 7 years. She recognized Stacy Collette and Rich Franco. Stacy Collette then spoke about the committee that participated in this process and recognized Mac Johnson, Betsy Allen, John Burke, Rich Franco, Janelle Mickelson, Bridget Butler, Terri Norman, Bill Rasor and Sue Huestis.

Board Comment: Trustee Jeff Hindoiien thanked the Committee for their hard work. Trustee Luke Muszkiewicz also thanked Trustee Libby Goldes and the Administration for their transparency throughout the process.

Motion: Trustee Jeff Hindoiien moved to accept the recommendation of the Health Benefits Committee to award the contract for TPA Services to Allegiance and the contract for PBM services to Express Scripts. Trustee Libby Goldes seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried.

IV. PRESENTATIONS

- a. Annual SACC Presentation
The Annual SACC Presentation was given by Kirstan Roush, SACC Coordinator. Kirstan presented regarding the SACC Program Child and Adult Care Food Program (CACFP). In December 2018, the SACC Program served 123 breakfasts, 3731 snacks and 519 at-risk meals throughout their 10 SACC sites in the Helena School District. Breakfasts were also served at the full day SACC

program during winter break. Snacks are served by trained SACC staff at Jim Darcy, Four Georgians, Hawthorne, Jefferson, Kessler, Rossiter, Smith and Warren Elementary Schools. Snacks consist of food components to include two of the following five items: meat (or meat alternative), breads or grains, fruit or vegetable and milk. At-Risk Meals are served at Broadwater and Central Elementary Schools. All five components must be served for a reimbursable at-risk meal.

Board Chair Sarah Sullivan noted the important work that the SACC Program does and thanked Kirstan for getting healthy food out to kids in the District. Trustee Libby Goldes also noted that she appreciates that the SACC Program is introducing kids to healthy eating.

b. 2018 District Audit

Andrew Sekora, Manager at Wipfli LLP presented the 2018 Helena School District Audit. The CPAs and consultants of Wipfli have completed their independent audit of the district. The audit focused on the prior year financials and included a comprehensive report which can be found on the district website. The audit went well and Andrew thanked Janelle and her staff for their work. Trustee Luke Muszkiewicz applauded Janelle and her staff for a clean audit with no adjustments needed.

V. GENERAL PUBLIC COMMENT:

None

VI. NEW BUSINESS

A. Items for Action (*The Board of Trustees will accept Public Comment on the Following Items:*)

1. Approval of Board Meeting Minutes 2-12-19

Motion: Luke Muszkiewicz moved to approve the 2-12-19 minutes. Libby Goldes seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried

2. HSD Policy 4050 – School Resource Officer Program

Motion: Jeff Hindoien moved to approve Policy 4050 – School Resource Officer Program. Luke Muszkiewicz seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried.

3. HSD Policy 5105 – Conflicts of Interest

Motion: Jeff Hindoien moved to approve Policy 5105 – Conflicts of Interest. Luke Muszkiewicz seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried.

4. Smith Elementary Safety and Security Bid Award

Board Comment: Trustee Luke Muszkiewicz asked about this project encompassing everything where previously the district staff worked on it. Kalli Kind spoke about the burden on the district staff and from a contractor standpoint how it is easier for them to complete the projects. Trustee Libby Goldes asked about the funding. Kalli stated the funding for the Base Bid would come from bond money and Alternate 1 (the fire alarm upgrade required) would come from the building reserves. Alternate 2 is the AV controls and is not necessary.

Motion: Jeff Hindoien moved to award the Smith Elementary Safety and Security Base Bid in the amount of \$787,000 and Alternate 1 in the amount of \$83,900 to Abraham Construction for a total bid award amount of \$870,900. Luke Muszkiewicz seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried.

5. Broadwater Elementary Safety and Security Bid Award

Motion: Jeff Hindoien moved to award the Broadwater Elementary Safety and Security Bid in the amount of \$688,000 to Abraham Construction. Libby Goldes seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried.

6. MDT Construction Easement and Land

Kalli Kind, Facilities Director and Nora Parwana from the Montana Department of Transportation presented regarding the MDT Construction Easement and Land Acquisition. MDT is preparing for a sidewalk improvement project between Lyndale and Billings Avenues, therefore requiring a 2' temporary construction easement. In addition, MDT would like to acquire 185 sq. ft of land and 119 sq. ft of easement on the Helena High property to the east of the light on Montana Avenue for the amount of \$1400.

Board Comment: Board Chair Sarah Sullivan asked if the work could be done during the summer or non-school days to avoid disruption to students, to which Nora Parwana stated she could put in the request.

Motion: Jeff Hindoien moved to accept the recommendation to approve the requested conveyance to MDT of the right of way property listed in agenda materials, easement right for traffic utilities, temporary construction permit and further authorize the Facilities Director to execute the documents necessary to transfer those interests and permits to MDT. Luke Muszkiewicz seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried.

Board Chair Sarah Sullivan left the meeting at 7:00 pm and Board Vice Chair Terry Beaver proceeded with the remaining agenda items.

B. Consent Action Items

1. Approval of Personnel Actions
2. Approval of Warrants
3. Approval of Out-of-District Attendance Agreements – Incoming Students

Motion: Luke Muszkiewicz moved to approve the Consent Action Items.
Libby Goldes seconded the motion.

Public Comment: None

Vote: 6-0 The motion carried.

C. Items for Information

1. HSD Policy 1015 – Goals, Mission and Vision
Barb Ridgway explained that the mission statement was modified during the Board Retreat. The policy has been updated to reflect that modification.

D. Reports

1. **Budget & Program Committee Report**

Dr. Tyler Ream reported that the Committee met the previous Wednesday and was joined by Todd Watkins, the consultant that has been working with the committee on the multi-year budget buildout. There will be a multi-year budget meeting forthcoming to present this information to the Board.

2. **Policy Committee Report**

Trustee Luke Muszkiewicz reported that the Committee is reviewing the 2000 series policies and talked about Policy 2070 – Network Communication Policy. For the remainder of the 2000 & 3000 series policies, the Committee will review each policy. Unless the Administration or Committee Trustees request that a policy be revised in a significant way, the Committee will leave the policy as is and consider the next policy. Legal counsel has advised the Committee to add a policy regarding fingerprinting and background checks. This policy is tentatively numbered Policy 5122. The next meeting is April 2nd at Noon.

3. **Facilities & Maintenance Report**

Trustee Terry Beaver reported that the committee has not met and there is nothing to report at this time.

4. **Health Benefits Committee Report**

Trustee Libby Goldes reported that the Committee voted on the Board recommendations presented at this meeting. They are excited about Express Scripts offering plan participants specialized support and believe this will help address costs incurred in that area. There is a sub-committee that has created a survey that will be conveyed to participants to communicate the TPA and

PBM to make sure everyone stays informed. The next meeting is scheduled for March 28 but may be changed as that is during Spring Break.

5. Montana School Boards Association Report

Trustee Luke Muszkiewicz reported the second half of the Legislative session has begun. Things are moving very fast and there is a sense that the majority want to move things through quickly so they can start digging into the budget. HB218 (increasing funding for CTE) passed the House Appropriations today and will be considered for third reading. HB387 (CTE Bill brought by Lou Jones) passed the House today. HB27 (increase special education funding and increase allocations for co-ops) stalled in the House. HB638 was introduced for inflationary increases to special education and not change the allocation to co-ops has. This was considered in House Appropriations today. SB92 (school safety voted/non-voted levy) passed by majority earlier on but has now lost momentum. MTSBA has recommended that people reach out to the Legislators to advocate. Formula funded early childhood education bills have also lost momentum.

6. Helena Education Association Report

Kim Stout, HEA President, reported that nominations for the HEA open Board of Directors seats have been completed. The elections for President will occur in April. The main bargaining meeting has been set and will be taking place April 18-19. Nominations for Teacher and Para Educator of the Year are open as of tomorrow and will run through March 22nd.

The member highlight this month is Read Across America. This is a program sponsored by the NEA to promote children to read. For almost a decade, Four Georgians has been participating in this program. This is the 22nd Annual Read Across America, held on Dr. Suess' birthday and will bring together nearly 50 million readers of all ages, the nation's largest reading event. Four Georgians celebrated Read Across America on March 1st. Local community members such as coaches, celebrities, and elected officials were invited to go to Four G's and read a book to a classroom. Some of the Board members as well as the Mayor, Superintendent Ream, May Butler staff, Valley Bank employees, firefighters, police officers, varied high school and college coaches along with their athletes and many others attended the event. Each student is given a Dr. Suess bookmark to commemorate the event as well. Thank you to all that joined in!

7. Student Representative Reports

Mariah Thomas, Capital High School Representative, reported that they had a team compete at the State Economics Competition. The team was comprised of Mariah, Norris Blossom, and Alex Northey. They took first place at the event. The Thespian Troupe was awarded the Montana Thespian Troupe of the Year, as presented earlier in the evening. Capital High held Respect Week and had a school wide rally last Wednesday. Registration has wrapped up for

students. Youth Connections arranged for a national speaker to come in and speak to students about the risks of vaping and also held a community event. Mr. Zanto testified on a bill making vaping illegal on all school campuses. State BPA and State HOSA are taking place and track just started. Distinguished Teachers have been recognized in the last week by their Distinguished Scholars. Student leadership teams met and had questions regarding snow days. Mariah asked Dr. Ream if students miss class due to busses not running if that was considered an excused absence. Dr. Ream stated that it would be excused as well as in the case of a parent determining it would be unsafe for their child to come to school due to the weather.

Aurora Boutin, Helena High School Representative, was not present, so there is no report at this time.

VII. SUPERINTENDENT'S REPORT

Dr. Tyler Ream congratulated the Helena High Lady Bengals for their third State Championship in a row. Dr. Ream also congratulated Jamie Pickens, the Gatorade Player of the Year 2019. It was determined last week that there have been enough aggregate minutes of class time so that Helena High and Rossiter Elementary will not need to make up time for the days their students missed due to the schools being closed.

Dr. Ream also thanked Kalli Kind and her team for their effort and work on the water main break at Helena High. Neal Murray has been working with officials to plan for the potential flooding at Rossiter. The Montana DOT has not yet completed their flood mitigation, it is still forthcoming.

VIII. BOARD COMMENTS

Trustee Luke Muszkiewicz mentioned that he read an article regarding the City of Helena considering an Urban Renewal District around the mall site. Janelle stated that if a tax increment district is created, the District would be required to have representation from the Board.

IX. ADJOURNMENT

There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 7:32 p.m. The next Board Meeting is a work session at Hawthorne Elementary School on March 19th and the regular Board Meeting will be held on April 9, 2019.

Respectfully submitted,

Sarah Sullivan, Chair



Superintendent
Tyler Ream, Ed. D
324-2001

Business Manager
Janelle Mickelson
324-2040

Board of Trustees Meeting

Ray Bjork Learning Center
1600 8th Avenue

Tuesday April 9, 2019
5:30 p.m.

MINUTES

The Board of Trustees Meeting of the Board of Trustees was called to order by Chair Sarah Sullivan at the Ray Bjork Learning Center, 1600 8th Avenue, Helena, Montana at 5:30 p.m.

ATTENDANCE – Present unless otherwise noted.

Sarah Sullivan, Board Chair
Terry Beaver, Board Vice Chair
Tyler Emmert, Trustee – Excused
Jeff Hindoien, Trustee
Luke Muszkiewicz, Trustee
Elizabeth “Libby” Goldes, Trustee
Sanjay Talwani, Trustee – Excused
Jennifer Walsh, Trustee -Excused
Aurora Boutin, Helena High School Representative - Excused
Mariah Thomas, Capital High School Representative

Dr. Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Janelle Mickelson, Business Manager
Barb Ridgway, Chief of Staff
Pat Boles, Technology Administrator
Stacy Collette, Human Resources Administrator
Kalli Kind, Facilities Administrator
Jilyn Chandler, Data & Assessment Administrator
Joslyn Davidson, Curriculum Administrator

Sean Morrison, Special Education Administrator
Sean Maharg, Special Education Administrator
Kim Stout, HEA President
Lisa Cordingley, Helena Education Foundation Director
Tim McMahon, Activities Administrator
Gabby Clow, Helena High School Assistant Principal
Brian Cummings, Jim Darcy Elementary School Principal
Brett Zanto, Capital High School Principal
Neal Murray, Custodial Services Manager

Guests:
Helena High Lady Bengals

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Sarah Sullivan called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

II. REVIEW OF AGENDA

Personnel Actions were pulled out of the Consent Agenda and will not be voted on tonight. No other changes were made to the agenda.

III. RECOGNITIONS/PRESENTATIONS

Student Recognition

A. **Montana AA Basketball Champions** - Principal Thennis called on Head Coach Eric Peterson to report on his three-time basketball team. Coach Peterson introduced his student champions and basketball player of the year, Jaime Pickens. He thanked bus driver Chuck for safely driving the students to and from all their events. Over the three-years the seniors went 63 and 8; 11-1 conference and first time win outright title of the regular season. The team was overall 22-2 for the season. Stats in AA 3rd in AA scoring, 1st in team defense, 3rd in rebound, and 1st in forced turnovers. The girls won on defense. This was the best defensive team he has ever coached. Off the floor slogan "deflect criticism with grace." 18 out of 34 received a 3.40, with a 3.96 cumulative GPA. All 11 seniors competed in another sport. The players received certificates from the Board.

B. **Montana Gatorade Women's Basketball Player of the Year.** Coach Peterson Jaime Pickens (HHS) is the two-time defending Gatorade Player of the Year. The award is based on basketball play, classroom work, community service, and who is the best basketball player in the state. Jamie lead the AA in scoring, rebounding, blocked shots, lead in steals, first in field goals made, 4th in free throws made and 8th in 3 point percentage. Jamie is a four-star recruit by ESPN, nationally ranked 16th at

her position. She broke 10 school records. Jamie was a very integral part of the team. The board congratulated her with a 2nd certificate of achievement.

Board Chair Sarah Sullivan said Dr. Ream received a touching letter from a parent recognizing Coach Peterson for his other qualities besides basketball as stated in a letter. Board Chair Sullivan read aloud the letter.

- C. **Montana Business Professionals of America Awardees.** Terry Norman (CHS) recognized Mariah Thompson first in the event in Billings last month. Mariah has been a member for the past two years going this year to compete in the event. Mariah competes in business law and ethics. She received the Presidential Scholarship at UM next year. Mariah received a certificate of achievement from the board.
- D. **Montana Economics Challenge Awardees.** Nick Zarnowski introduced students. They are in his AP class. Norris Blossom (CHS), Alex Northey, and Mariah Thomas. The trophy will be housed at CHS for the year. The team name was *Watermelon Squid*. Certificates of achievement were given to students.

IV. GENERAL PUBLIC COMMENT: None.

V. NEW BUSINESS

A. Items for Action

1. 03/12/19 Minutes. Trustee Luke Muszkiewicz recommended a small change to the minutes on page 6 Policy Committee Report to replace the sentence starting with unless to be "Unless the Administration or Committee Trustees request that a policy be revised in a significant way, the Committee will leave the policy as is and consider the next policy. Legal counsel has advised the Committee to add a policy regarding fingerprinting and background checks. This policy is tentatively numbered Policy 5122."

Motion: Trustee Luke Muszkiewicz moved to approve the minutes as amended. Trustee Libby Goldes seconded the motion.

Public Comment: None.

Vote: 5-0 The motion carried.

2. Approval of Resolution Authorizing Issuance of Remaining Bonds
This is the resolution to issue the remaining 8 million dollars in bonds. It is recommended issuing the 8 million dollars. May 16 is the date to sell the bonds. The bond rating is May 1st. Page 2 shows 5 conditions - Luke stated with the exception of costs because the market has changed slightly.

Trustee Luke Muszkiewicz stated we have 3 years and asked how we buy these bonds. Janelle Michelson stated the bonds are bought at a private sale and that is the board's decision. In addition, there is a public notice.

Motion: Trustee Jeff Hindoien moved to adopt the resolution as presented in the agenda materials. Trustee Libby Goldes seconded the motion.

Public Comment: None.

Vote: 5-0 The motion carried.

B. CONSENT ACTION ITEMS

1. Approval of Personnel Actions – Remove from the agenda at this time.
 2. Approval of Warrants
 3. Approval of Out-of-District Attendance Agreements – Incoming Students
- The board removed Personnel Approval Actions.

Motion: Trustee Libby Goldes moved approval of the agenda items as amended. Trustee Terry Beaver seconded the motion.

Public Comment: None.

Vote: 5-0 The motion carried.

C. ITEMS FOR INFORMATION

1. HSD Policy 2333 Participation in Commencement Exercises
2. HSD Policy 5122 Criminal Background Investigations

Barb Ridgeway presented two policies for first reading.

Policy 2333. The policy has been recommended by the Montana School Board Association and who participates in commencement exercises and addresses some of the issues around native America regalia and what is prohibited. The final paragraph is the district's practice. Both principals have looked at this. This policy will come back to the board next month.

Policy 5122. This is a required policy on criminal background investigations on how we handle those and who goes through a background check, including volunteers with some minor exceptions, but for the most part, everyone. To date, the district has background checked 66 staff, 21 Sodexo employees, 24 first student employees, 110 volunteers, 200 contractors, 95 guest teachers, and 24 para and custodian subs.

Trustee Luke Muszkiewicz stated we realized there are other policies that pertain to that overall hiring process we should look at and make sure they are in line with what our current procedures are.

Trustee Libby Goldes thanked the Policy Committee for their hard work to increase security of students and staff.

D. Reports

a. Budget & Program Committee Report

Cancelled because of a special meeting three days prior.

b. Policy Committee Report

Trustee Luke Muszkiewicz reported that the committee reviewed the policy on background checks. The Committee recognized that the contractors have been background checked and appreciates HR's diligence on that. The bottom line is we felt if there is an opportunity for a volunteer to be one-on-one with a student, we owe it to our students to follow that procedure with rigor even though it seems like an undue inconvenience. We would rather be too careful as opposed to not careful enough. We will revisit both of those policies at the next policy committee.

The Committee is going to see if there is any other policy around the hiring process that we should revisit given the background check policy. The 1015 goals mission and vision need to come before the board as a second reading and hopefully action. We will continue to review the 2000 and 3000 policies as we go forward depending on a court case getting decided one way, we will continue proceeding with that.

c. Facilities & Maintenance Report

Trustee Terry Beaver reported that the Committee has not met. Kallie Kind described the status of the failure of the retaining wall at Hawthorne. Kallie stated we are moving forward with Helena Sand & Gravel to complete the work on the east wall of the school site, start with fencing then demo next week. We will insure we are getting best pricing. There are a lot of unknowns, and more time and material until ground is broken. Work will start later this week with securing the site. Additionally, we are putting out the Helena High water line bid which will be replaced this summer. Stahly Engineering is working on that bid project to replace the failed water line earlier this year. Our focus right now is on the east retaining wall. We are working with a mason who will come in the summer to realign the east stairs to the building that are in bad shape. He will realign and re-grout, and the top of the south set of stairs will be smoothed out and spot repair the north wall where rocks have separated in the areas that are needed.

d. Health Benefits Committee Report

Trustee Libby Goldes reported that the wellness committee met on April 4. The Wellness Budget for the 2019-2020 plan year was approved with no significant changes. At the Wellness sub-committee meeting having flu shot clinics before the wellness screenings was discussed as some staff didn't get their shots until well into October of last year. An improved website for the plan was discussed and this would be included as part of the contract with Allegiance, and the possibility of having an app was mentioned.

e. Montana School Boards Association Report

Trustee Luke Muszkiewicz distributed the latest legislative update of the school board association. He reported that the most significant update is HB159, the large funding bill, which has passed and signed by the Governor.

HB638 has resurrected the idea of inflationary increases for special education. It does not change the allocation going to co-ops, and anticipate the Governor signing this bill. Janelle Michelson stated they are giving us 2 years of inflationary increases. The goal is for it to be self-executing, so it is not something that happens automatically.

SB92 is the Bozeman effort to allow districts to levy for safety and security. It has picked up some momentum again and the prospects are looking good for that bill. Predictably it has faced amendments for the levy to be a voted levy as opposed to a non-voted levy. The efforts so far have not been successful and remains with the permissive levy.

The MT School Board Association has had a difference in opinion on the latest versions of pre-K. We were strong supporters of HB225, the Governor's original pre-K proposal, going into the session. Representative Moore came back with a more modest proposal. The original proposal chooses to provide half-day Pre-K with ANB funding. It has been updated to allow child care providers.

The MTSBA consortium is public money going to private schools. We do not want to use formula based funding for private education; it is a complicated issue. Under the current STARS program now, we are the beneficiary with the Montessori Preschool at Hawthorne, and they are private school awardees of that same grant.

There is talk of HB2 amendment to HB62 which is a significant \$22 million for pre-K and would not include private schools. It is still in play and evolving every day.

MTSBA also had board meetings in March and then annual conference and delegate assembly.

Board Chair Sarah Sullivan stated the preschool grant is ending this year.

f. Helena Education Association Report

Kim Stout, HEA President, reported on non-renewal notices this year. Certain schools are receiving more than others. They are getting good evaluations but still getting notices. Educator of the Year is April 12 with 80 nominations, 11 have 3 or more nominations. 29 Paras are nominated. This shows how important Paras are to the district. Next week HEA will interview school board candidates. There will be talk about various contract issues.

Mr. Elder took 26 students to Costa Rica and Panama for spring break. Look at their blog for more exciting information about their trip.

g. Student Representative Reports

Mariah Thomas, Capital High School Representative, reported that all juniors took ACT's Tuesday. District Writing Assessments were given to all students except seniors. Helen Bosch and Tanner Duncan were recognized as CASA volunteers of the year. Registration for the 2019-2020 school year is complete and Principal Zanto is working on the schedule.

VI. SUPERINTENDENT'S REPORT

Dr. Tyler Ream discussed media releases. This is one of the pieces that came out of the 100 day work project. It is to tell our story about how the Helena High boys team received a gift and decided gift should go to the Bryant School Library. The purpose is to better tell our story with more accuracy from a day-to-day standpoint.

Dr. Ream was informed by the new City Manager that the city does not have plans to fund our school resource teachers next year. The resource teachers will be placed in regular patrol positions. We will need to work through this issue regarding funding. We also have ongoing considerations we are working through.

The General Budget updated model was sent out to all employees and we are continuing site visits every afternoon. We will start next week with the elementary schools.

SROs are a good investment and part of the proactive side of what police officers do for everyone. When a situation is needed, a call is still made.

Board Chair Sarah Sullivan thanked Dr. Ream for his transparencies in his budget work.

Trustee Luke Muszkiewicz stated media releases also should mention the bad news, it is proactive. There is incredible value offered by the SROs.

Trustee Jeff Hindoi said the district will continue to pursue the funding for SROs. It is conversation that needs to continue with the City of Helena. He would like to know why the value judgment is being made and by whom and whether the decision is firmly made.

VII. BOARD COMMENTS

Trustee Libby Goldes said the district should look into Helena WINS. She sat in on part of the strategic planning meeting and found it quite interesting. Another event will be held on May 17. They have a summer jobs program. The district is aware of the connection. It is great to have this partnership to encourage different pathways to the future.

Next work session at CHS.

VIII. ADJOURNMENT

There being no other topics for future meetings and no public comment on issues not on the agenda, the meeting adjourned at 6:56 p.m. The next regular Board Meeting will be held on May 9th.

Respectfully submitted,

Sarah Sullivan, Chair

Carole Byrnes, Interim Recording Secretary Date

2 **SCHOOL DISTRICT ORGANIZATION**

3 Goals, Mission and Vision

4 **Vision**

5 Helena Public Schools foster dynamic educational experiences that prepare all students for life.

6 **Mission Statement**

7 ~~The mission of the Helena Public Schools is to challenge and empower each student to maximize~~
 8 ~~individual potential and become a competent, productive, responsible, caring citizen.~~

9 The Helena Public Schools educate, engage, and empower each student to maximize his or her
 10 individual potential with the knowledge, skills and character essential to being a responsible
 11 citizen and life-long learner.

12 This mission will be supported through the wise use of resources to meet students' needs,
 13 regardless of interests and talents. Students, families, educators and the community are
 14 committed to sharing the responsibility for creating a student-centered educational community
 15 that acknowledges learning as a life-long process.

16 **Guiding Principles**

- 17 • Each student enters school healthy and learns about and practices a healthy lifestyle.
- 18 • Each student learns in an intellectually challenging environment that is physically and
 19 emotionally safe for students and adults.
- 20 • Each student is actively engaged in learning and is connected to the school and broader
 21 community.
- 22 • Each student has access to personalized learning and to qualified, caring adults.
- 23 • Each graduate is prepared for success in college or further study and for employment in
 24 a global environment.

25 **Board Goals**

26 **Curriculum / Learning** – Provide relevant, integrated and meaningful learning
 27 experiences for students that will prepare them for life.

28 **Staff Support and Relationships** – Enhance the learning opportunities for students by
 29 providing professional development for all employees and encouraging innovative
 30 instructional practices.

31 **Environment** – All schools and work sites will be safe and foster positive and productive
 32 environments for students and staff.

Technology – Implement technology in Helena Schools to enrich student learning and deliver more efficient administrative services.

Community Partnerships – Encourage excellence in our schools by maintaining a positive and productive relationship with parents, employers, community members and members of the higher community.

Fiscal Planning – A budget development process is established so the allocation of resources has the greatest positive impact on the performance of students and staff.

Legal Reference:

Cross Reference:

Policy History:

Adopted on: 8.8.2011

Revised on

STUDENT INSTRUCTION

Participation in Commencement Exercises

A student's right to participate in the Helena Public Schools commencement exercise is an honor. Participation in the commencement ceremony is reserved for those members of the graduating class who have completed all state and local requirements. The principal may allow participation in the ceremony due to extenuating circumstances in cases where the student will complete their requirements during the summer semester following their senior year.

The Helena Public Schools will permit students to honor their American Indian heritage through the display of culturally significant tribal regalia at commencement ceremonies.

Prohibited items that may not be worn or incorporated into the graduation ceremony include but are not limited to; items that promote drug use, weapon use, threats of violence, sexual harassment, bullying or other intimidation, or violates a district policy, state or federal law.

The school administration ~~may~~ will review student presentations and specific content and ~~may~~ will advise participants about appropriate language for the audience and occasion.

Cross Reference:

Legal Reference:	Art. II, Sec. 5	Montana Constitution – Freedom of religion
	Art. X, Sec. 1(2)	Montana Constitution – Educational Goals and Duties
	Art. X, Sec. 7	Montana Constitution – Nondiscrimination in education
	§ 20-5-201(3), MCA	Duties and Sanctions
	§ 20-7-112, MCA	Sectarian publications prohibited and prayer permitted

Policy History:

Adopted on:

Revised on:

2
3 **PERSONNEL**

4
5 Criminal Background Investigations

6
7 *Paid Full & Part-time Employees / Certified and Classified Substitutes*

8
9 It is the policy of the Board that any finalist recommended for hire to a paid position with the
10 District shall authorize in writing their agreement to a comprehensive criminal background
11 check, which will include a fingerprint background check. The criminal background check will
12 be conducted by the appropriate state and/or federal agencies. Any offer of employment or
13 appointment shall be contingent upon the results of the comprehensive criminal background
14 check. The employee will not be allowed to begin work until the District has received and
15 approved the results of the criminal background check. The cost for the criminal background
16 check shall be borne by the District.

17
18 The District will accept the report of a previous fingerprint-based background check completed
19 within the six (6) months before for the non-licensed substitute teacher applied if it is submitted
20 by a Montana university or college where the applicant is currently or was formerly enrolled in
21 an accredited Montana professional educator program or from a public or nonpublic state-
22 accredited school that previously employed the applicant.

23
24 The Superintendent may determine that a critical staffing need exists and in such cases the
25 Superintendent and/or his or her designee may allow the employee to begin work after the
26 District has approved a name-based background check. Such employment will be temporary,
27 pending completion of the comprehensive criminal background check, including a fingerprint
28 background check.

29
30 *Volunteers*

31
32 All volunteers who ~~work in the District's school buildings~~ have unsupervised access to District
33 students on District property or at a District sanctioned event will be required to provide two
34 forms of identification, (~~driver's license~~ government issued photo ID and another reliable proof
35 of identity) ~~and social security card~~. In addition, all volunteers will be required to submit to a
36 criminal background check, which will include a name-based background check. Volunteers who
37 have unsupervised access to students or who serve as chaperones for school-sponsored trips are
38 required to submit to a comprehensive criminal background check including a fingerprint
39 background check and will not be able to serve until the District has received and approved the
40 results of the criminal background check.

41
42 The District may, at its discretion, waive criminal background checks for volunteers who assist
43 with events similar in nature to bake sales and book sales and who do not have unsupervised
44 access to students.

46
47 *Other*
48

49 The following applicants for employment shall be required as a condition of any offer of
50 employment to authorize, in writing, a comprehensive criminal background investigation to
51 determine if he or she has been convicted of certain criminal or drug offenses:

- 52 • Education support personnel seeking full- or part-time employment within the
53 District;
54 • Any employee of a person or firm holding a contract with the District;
55

56 Any requirement of an applicant or employee of a contractor to submit to a fingerprint
57 background check will be in compliance with the National Child Protection Act and applicable
58 state and federal regulations. If an applicant has any prior record of arrest or conviction by any
59 local, state, or federal law enforcement agency for an offense other than a minor traffic violation,
60 the facts must be reviewed by the Superintendent or his/her designee, who shall decide whether
61 the applicant shall be declared eligible for appointment or employment.
62

63 Arrests resolved without conviction shall not be considered in the hiring process unless the
64 charges are pending and prohibit the individual from working as an employee.
65

66 The Superintendent shall keep all criminal record information confidential as required by law.
67
68

69 Cross Reference:

71 Legal Reference:	42 USC 5119a	National Child Protection Act
	10.55.716, ARM	Substitute Teachers
	10.57.201a, ARM	Criminal History Background Check
	§ 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record information
		that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice
		information – procedure for dissemination through
		court

79
80

81 Policy History:

82 Adopted on:

83 Revised on:
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4.2.2019 Policy Committee – 1st Reading
5.7.2019 Policy Committee – 2nd Reading

4.9.2019 Full Board – 1st Reading
5.14.2019 Full Board – 2nd Reading

PERSONNEL ACTIONS
April 10, 2019 – May 14, 2019

CERTIFICATED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Albus, Kaitlin	8/26/2019	Bryant-Warren/Elementary Music	\$43,747
Anders, Diane	5/13/2019	RBLC/Resource	\$210.04/day*
Ault, Kathryn	5/16/2019	Bryant/Resource	\$217.18/day*
Baumeister, Marianne	8/26/2019	RBLC/Gifted & Talented	\$48,995
Berry, Kristin	8/26/2019	HHS/Earth Science	\$45,747
Bishop, Kristin	8/26/2019	HMS/English	\$51,045
Blake, Megan	8/26/2019	SSC/School Psychologist	\$57,449
Bode, Heather	4/11/2019	4G/Grade One	\$8,401.48*
Bode, Heather	8/26/2019	Hawthorne/Grade Three	\$45,097*
Blood, Olivia	8/26/2019	Bryant/Central/JD/Elementary Counselor	\$44,397
Bloyder, Mikayla	8/26/2019	Four Georgians/Grade One	\$39,397
Clark, Brooke	8/26/2019	CHS/Physical Education	\$43,747
Conley, Angela	8/26/2019	SSC/Speech-Language Pathologist	\$39,697
Evans, Nicole	8/26/2019	Smith-Kessler/Elementary Music	\$39,697
Fredericks, Lexi	8/26/2019	PAL/English	\$42,397
Frederikson-Vogt, Lora	8/26/2019	Broadwater/Grade One	\$55,449
Hauptman, Kaci	8/26/2019	Bryant/Grade Two	\$45,097
Hicks, Sally	8/26/2019	RBLC/Resource	\$45,097
Hogan, Brittany	8/26/2019	Central/Kindergarten	\$39,697
Kendrick, Sara	8/26/2019	CRA/English	\$46,995
Krisovich, Megan	8/26/2019	Four Georgians/Grade One	\$41,047
Leitzke, Rachel	9/26/2019	HMS/SS-Science	\$47,097
McNellis, Destry	8/26/2019	Bryant/Grade One	\$39,697
Meis, Madison	8/26/2019	Four Georgians/Grade K	\$43,747
Paulsonmorgan, Joey	8/26/2019	TBD-Phys Ed (.67 FTE)	\$26,596.99
Pettit, Renee	8/26/2019	Broadwater/Kindergarten	\$39,697
Rummel, Tricia	8/26/2019	CHS/English	\$39,697
Skinner, Brooklyn	8/26/2019	Four Georgians/Grade Four	\$43,747*
Wigen, Joshua	8/26/2019	Access to Success/Social Studies	\$55,449
Conwell-Lillrose, Laura	7/1/2019	Broadwater/Principal	TBD

*Temporary contract appointments are specified by term of contract only. Note some expire in June 2019 or earlier and some expire June 2020 or earlier.

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Allen, Andrea	06/06/2019	RBLC/Temporary Part-time Nurse Temp.	Contract Terminated

Amos, Jennifer	05/09/2019	Central/Grade 3	Temp.-Contract Terminated
Anders, Diane	06/06/2019	RBLC/Resource	Temp.-Contract Terminated
Ault, Kathryn	06/06/2019	Bryant/Resource	Temp.-Contract Terminated
Baumeister, Marianne	06/06/2019	RBLC/Gifted & Talented	Temp.-Contract Terminated
Belcourt, Elizabeth	06/07/2019	CHS/Business	Temp.-Contract Terminated
Bode, Heather	06/06/2019	Four Georgians/Grade 1	Temp.-Contract Terminated
Campbell, Pamela	06/06/2019	CRA/Temporary p-t Counselor	Temp.-Contract Terminated
Hicks, Sally	06/06/2019	RBLC/Resource	Temp.-Contract Terminated
Hogan, Brittany	06/06/2019	Four Georgians/Resource	Temp.-Contract Terminated
Krissoovich, Megan	06/06/2019	Four Georgians/Grade 4	Temp.-Contract Terminated
Reyant, Mathew	06/07/2019	CHS/Temporary Counselor	Temp.-Contract Terminated
Smith, Laura	06/06/2019	Bryant/Float Teacher	Temp.-Contract Terminated
Thompson, Tara	06/06/2019	RBLC/Gifted & Talented	Temp.-Contract Terminated
Tussing, Heidi	06/06/2019	Hawthorne/Montessori (1-3)	Temp.-Contract Terminated
Beck, Shannon	05/03/2019	RBLC/Resource	Resigned
Bruce, Megan	04/12/2019	Four Georgians/Grade 1	Resigned
Burbank, Shelley	06/06/2019	SSC/BCBA	Resigned
Fuller, Colin	06/07/2019	HHS/Physical Education	Resigned
Harrington, Meghan	06/06/2019	Warren/Speech-Lang. Pathologist	Resigned
Lamb, Joseph	06/30/2019	CRA/Assistant Principal	Resigned
Loraas, Nicole	06/06/2019	Central/Kindergarten	Resigned
Manfull, Kyrstyn	06/07/2019	Rossiter/Elementary Counselor	Resigned
Miller, Maria	06/07/2019	SSC/Occupational Therapist	Resigned
Pierce, Kristie	05/07/2019	SSC/School Psychologist	Resigned
Schillinger, Carmen	06/06/2019	Broadwater/Grade 2	Resigned
Smaka, Mary Elizabeth	06/06/2019	Broadwater/Montessori (1-3)	Resigned
Storror, Alisa	06/07/2019	Smith/Counselor	Resigned
Whitlatch, Sarah	06/06/2019	Bryant-Warren/Music	Resigned
Jones, Walter	06/07/2019	HHS/Carpentry	Retirement
Andrews, Scott	06/07/2019	CHS/Art	Retirement
Clow, Gabrielle	06/28/2019	HHS/Assistant Principal	Non-Renewal
Lampman, Allison	06/07/2019	HHS/English	Non-Renewal
McCue, Patrick	06/06/2019	Bryant/Grade 1	Non-Renewal
VanDine, Susan	06/06/2019	Four Georgians/Kindergarten	Non-Renewal

Temporary Contract – Contract Terminated: Contract expires at the discretion of the District or 6/7/2019 whichever occurs first.

Leave

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type of Leave</u>
Hicks, Lindsay	2019-2020	Hawthorne/Grade 1	LOAWOP
Mitchell, Julie	2019-2020	HHS/Social Studies	LOAWOP
Pogreba, Don	2019-2020	HHS/English	LOAWOP
Romano-Lehman, Melissa	2019-2021	Four Georgians/Grade 4	LOAWOP
Shawn, Jane	2019-2020	Bryant/Kindergarten	HEA/LOA
Swenson, Elizabeth	2019-2020	Hawthorne/Resource	LOAWOP

Change in Contract

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Knight, Catherine	1.00 FTE Art/HHS	.50 FTE GT/RBLC	8/26/2019
Maharg, Marla	\$61,082.40 (.80 FTE)	\$63,409.74 (.90 FTE)	3/15/19 – 6/6/19

**Temporary Assignment*

CLASSIFIED PERSONNEL

Appointments

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Salary</u>
Allen, Barda	04/22/2019	HHS/Para Educator	\$12.25/hr.
Hellickson, Scott	04/01/2019	CHS/Custodian	\$14.82/hr.
Holmes Mora, Ingrid	04/01/2019	HHS/Temporary Academic Tutor	\$15.48/hr.*
Jordan, Mary	04/09/2019	PAL/Administrative Secretary	\$14.51/hr.
Pippin, Melissa	04/01/2019	Rossiter/Para Educator	\$10.95/hr.
Price, Brandon	08/16/2019	CHS/Girls Varsity Soccer Coach	\$TBD
Sanchez, Melinda	04/01/2019	Four Georgians/Custodian	\$14.82/hr.
Skinner, Michelle	03/18/2019	MBC/Executive Assistant	\$50,373/yr.

**Temporary Assignment*

Terminations/Retirements

<u>Name</u>	<u>Effective</u>	<u>Location/Assignment</u>	<u>Reason</u>
Fillinger, Matthew	03/22/2019	HMS-IT/IT Support Specialist	Resigned
Henry, Melonie	06/06/2019	CRA/Para Educator	Resigned
Montgomery, Tim	06/07/2019	HMS-IT/IT Support Specialist	Resigned
Moore, Barbara	06/06/2019	Secretary/Warren	Resigned
Shulga, Angela	06/06/2019	4-G's/Speech-Language Assistant	Resigned
Watne, Kelly	05/02/2019	PAL-eNET/Para Educator	Resigned
Colvin, Russell Dean	04/30/2019	Maintenance/Centralized Maint. Wrkr	Retirement
Zuidema, Rick	06/01/2019	Four Georgians/Custodian	Retirement

Leaves

<u>Name</u>	<u>Term</u>	<u>Location/Assignment</u>	<u>Type</u>
-------------	-------------	----------------------------	-------------

SUPPLEMENTARY CONTRACT ASSIGNMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Amount</u>
Beeby	Leroy	Tennis-Asst Coach	HHS	\$1,200.00
Blair	Rebecca	Volleyball-7 th Grade	HMS	\$559.00
Brooks	Karli	Volleyball-7 th Grade	HMS	\$559.00
Clark	Brooke	Coordinator/Track	HHS	\$800.00
Cleveland	Rebecca	Volleyball-Coord/Coach	CRA	\$641.00
Crum	Lisa	Volleyball-6 th Grade	HMS	\$559.00
Dalton	Kahlee	Volleyball-7 th Grade	HMS	\$559.00
Dalton	Kahlee	Track-Asst Girls	HMS	\$562.00
Danzinger	Michaela	Volleyball-6 th Grade	HMS	\$559.00
Dugars	Jeffrey	Volleyball-6 th Grade	CRA	\$559.00
Franzen	Jesse	Track-Asst Boys	HMS	\$562.00
Girvan	Tabitha	Volleyball-7 th Grade	CRA	\$559.00
Graham	Susan	Volleyball-6 th Grade	CRA	\$559.00
Graham	Susan	Traci-Asst Girls Coach	CRA	\$628.00
Grotbo	Sarah	Track-Asst Boys	HMS	\$562.00
Hagengruber	Leslie	Track-Asst Girls Coach	CRA	\$628.00
Hatten	Teal	Volleyball-6 th Grade	HMS	\$559.00
Hatten	Teal	Track-Asst Boys	HMS	\$562.00
Heiser	Robert	Tennis-Asst Coach	HHS	\$1,224.12
Hogan	Brittany	Coordinator/Softball	HHS	\$600.00
Hogan	Sarah	Track-Asst Girls	CRA	\$562.00
Hunt	Jared	Track-Asst Girls Track	CRA	\$562.00
Hurford	William	Track-Varsity Boys Asst	HHS	\$3,142.12
Lindgren	David	Volleyball-6 th Grade	CRA	\$559.00
Lindgren	David	Track-Asst Boys Coach	CRA	\$562.00
McGinley	Michael	Volleyball-7 th Grade	CRA	\$559.00
McGinley	Michael	Track-Asst Boys Coach	CRA	\$628.00
McMahon	Kelle	Volleyball-7 th Grade	HMS	\$559.00
McMahon	Kelle	Track-Head Girls	HMS	\$704.00
Miller	Lauren	Track-Asst Girls Coach	CRA	\$562.00
Muir	Jeremy	Track-Asst Boys Coach	CRA	\$562.00
Nicholson	Brayden	Track-Asst Boys	HMS	\$562.00
Norbeck	Casey	Volleyball-6 th Grade	CRA	\$559.00
Norbeck	Casey	Track-Asst Boys Coach	CRA	\$562.00
North	Dawn	Volleyball-6 th Grade	CRA	\$559.00
North	Dawn	Track-Asst Girls	CRA	\$628.00
Pancich	Kylie	Volleyball-7 th Grade	CRA	\$559.00
Parker	Michaela	Volleyball-6 th Grade	HMS	\$559.00
Parrish	Jamie	Track-Asst Girls	HMS	\$562.00
Reyant	Mathew	Coordinator/Track	CHS	\$800.00
Sheridan	James	Track-Head Girls Coach	CRA	\$793.00
Shockley	Roxanne	Track-Asst Boys	HMS	\$562.00
Smith	Lori	Track-Asst Girls	HMS	\$562.00
Steif	Halstyn	Track-Asst Girls	HMS	\$562.00
Stergar	Dave	Track-Head Boys	HMS	\$704.00
Thomas	Shannon	Volleyball-6 th Grade	CRA	\$559.00

Toscano	Maree	Volleyball-7 th Grade	CRA	\$559.00
Wall	Glen	Track-Asst Boys Coach	CRA	\$562.00
Zapata	Haendel	Track-Asst Girls	HMS	\$562.00
Zentz	Jesse	Track-Asst Boys (.50)	HHS	\$1,605.00

APPROVAL OF OUT-OF-DISTRICT ATTENDANCE AGREEMENTS
(NONRESIDENT STUDENTS ATTENDING HELENA SCHOOL DISTRICT)

Grade	District of Residence	Address	School of Attendance
9	Jefferson High School	Clancy	Helena High School
11	Jefferson High School	Clancy	Helena High School
11	Jefferson High School	Clancy	Helena High School
11	Jefferson High School	Clancy	Helena High School
11	Jefferson High School	Jefferson City	Helena High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Clancy	Helena High School
12	Jefferson High School	Jefferson City	Helena High School

Running Total of Out-of-District Attendance Agreements

Grade	Address								Total
	East Helena	Clancy	MT City	Jefferson City	Boulder	Townsend	Winston	Wolf Creek	
9	2	33	3	1					39
10	4	26	4						34
11	1	29	6	3		1	1		41
12	3	45	7		1				56
	10	133	20	4	1	1	1	0	170

HELENA SCHOOL DISTRICT NO. 1, LEWIS AND CLARK COUNTY
RESOLUTION TO DISPOSE OF PERSONAL PROPERTY

WHEREAS, the trustees of any district have the power and the responsibility to hold in trust all real and personal property of the District for the benefit of the schools and children of the district, and;

WHEREAS, the trustees of any district have the authority to determine that certain personal property of the District is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district pursuant to Mont. Code Ann. § 20-6-604, and;

WHEREAS, the District owns items of personal property consisting of computers, no hard drives included, and other technology equipment.

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to dispose of computers because they are abandoned, obsolete, undesirable or unsuitable for school purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Helena School District No. 1, Lewis and Clark County, Montana, shall sell or otherwise dispose of the computers and technology equipment identified below:

- **Pallet #1**

28 - HP Compaq 8300 Core i5 8GB Ram

3 – HP Compaq 4000

Monitors:

1 – HP L1908W

1 – HP L2208W

5 – HP L1706

5 – HP L1702

1 – HP L1502

1 – HP D5065

Projectors:

17 – Epson EMP-83H

1 – Epson H371A

1 – Epson H376A

1 – Sanyo PLC-SU20N

1 – Sanyo PLC-SU31

Document Cameras:

3 – Epson ELPDC10S

4 – Epson ELPDC11

• **Pallet #2**

Printers:

- 2 – HP Office Jet Pro x576dw MFP
- 1 – HP LaserJet 1012

Laptops:

- 1 – Acer Aspire 3680
- 6 – Asus Eee PC
- 2 – HP Revolve 810
- 2 – HP Revolve 810 Docking Stations
- 5 – HP Mini 1101
- 4 – HP ProBook 4520s
- 1 – HP EliteBook 8430p
- 1 – Compaq 6730s
- 1 – HP ProBook 4510s
- 1 – Dell Inspiron 1501
- 4 – Apple iBooks

Desktops:

- 2 – HP Elite 8200
- 1 – HP Elite 8500
- 1 – Apple eMac
- 1 – Dell Optiplex GX620

Miscellaneous:

- 7 – Alpha Smart Neo 2
- 1 – Dell 1908 FPc Monitor
- 1 – Emerson ET-13P2 CRT TV
- 1 – Epson DC10S Document Camera

• **Pallet #3**

Network Switches/Equipment:

- 3 – HP ProCurve J9280A switch
- 2 – HP ProCurve J4905A switch
- 3 – HP ProCurve J4899B switch
- 3 – HP ProCurve J9299A switch
- 2 – HP ProCurve J4850A switch
- 2 – HP ProCurve J9279A switch
- 1 – HP ProCurve J4899C switch
- 4 – HP ProCurve J4900A switch
- 1 – HP ProCurve J9145A switch
- 4 – HP ProCurve J9146A switch
- 2 – HP ProCurve J4899A switch

- 1 – HP ProCurve 9450A switch
- 1 – HP Proliant ML310 G3 server
- 1 – HP Proliant DL380 G4 server
- 3 – Enterasys RBT-8500 Wireless Controller
- 1 – Telco-524
- 1 – NetEnforcer AC-402
- 1 – Load Master LM-1500
- 2 – Compellent SC30

Miscellaneous:

- 3 – HP OfficeJet Pro x576dw MFP
- 1 – HP L1706 Monitor
- 4 – HP ProDisplay P221 monitor
- 4 – HP Compaq Elite 8300 desktops
- 1 – HP Compaq dc5750 desktop
- 1 – Epson 4490 Photo Scanner
- 3 – HP Mini Laptops
- 1 – Sylvania Tablet
- 1 – HP ProBook 4530s

• **Pallet #4**

1,350 – HP 45W USB Type-C AC Adapter (straight type)

• **Pallet #5**

700 – HP 45W HP 45W Smart AC Adapter

• **Pallet #6**

Network Switches

- 1 – Cisco Catalyst 4507R with 2 - WS-X4516-10GE and 2 – WS-X4548-GB-RJ45
- 1 – Cisco Catalyst 4507R with 1 – WS-X4516-10GE and 3 – WS-X4548-GB-RJ45
- 1 – Cisco Catalyst 4510R with 3 – WS-X4548-GB-RJ45
- 1 – Cisco Catalyst 4506-E with 3 – WS-X4548-GB-RJ45 and 1 – WS-X4516-10GE
- 1 – Cisco Catalyst 4510R with 6 – WS-X4548-GB-RJ45
- 1 – Cisco Catalyst 4506-E with 4 – WS-X4548-GB-RJ45 and 1 – WS-X4516-10GE
- 1 – Cisco Catalyst 4510R with 7 – WS-X4548-GB-RJ45 and 2 – WS X4516-10GE
- 1 – Cisco Catalyst 4506 with 4 – WS-X4548-GB-RJ45 and 1 – WS-X4515
- WS-X4516-10GE line card
- WS-X4306-GB line card
- Extra 1400AC power supply

Miscellaneous:

- 1 – Apple iMac A1224
- 1 – Peavey – PV 1200 Amplifier
- 1 – Canon MP27D Calculator

• **Pallet #7**

Network Equipment:

- 1 – Cisco Catalyst 4507R with 5 – WS-X4548-GB-RJ45 and 1 – WS-X4516-10GE
- 1 – HP ProCurve J4900A
- 11 – HP ProCurve J9299A
- 6 – HP ProCurve J9280A
- 2 – HP ProCurve J4899A
- 3 – HP ProCurve J4899B
- 2 – HP ProCurve J9279A
- 1 – HP ProCurve J4819A
- 1 – HP J4820A line card
- 1 – HP J4821A line card
- 1 – HP J4878A line card
- 2 – HP J4878B line cards
- 1 – HP 10Gbe Interconnect

Alcatel Phones:

- 9 – Alcatel 4305
- 27 – Alcatel 4010

Miscellaneous:

- 1 – HP 1702 Monitor
- 1 – HP L1706 Monitor
- 1 – HP LA2205wg
- 1 – APC UPS 1500 Smart-UPS
- 1 – HP 4510s laptop
- 1 – CX-CD247 Portable CD Am/Fm stereo cassette player record and headphones
- 1 – TDD machine

• **Pallet #8**

Servers:

- 4 – HP DL380 G5
- 2 – HP DL360 G5
- 1 – HP DL180 G5
- 1 – HP DL180 G6

Network Switches:

- 1 – HP 2520G-24-POE

10 – Cisco Catalyst 3750G

Miscellaneous:

1 – eBeam Edge

1 – Classroom Performance System

Stand alone:

1 – 30 slot laptop charging cart.

The items may be viewed at Helena Middle School Warehouse, located at 1010 Idaho Ave, Helena, MT, May 17th, 2019 between the hours of 1:00 pm and 2:00pm. Please call Technology Department at 406-324-2114 for more information. Purchased by pallets, not individually, except for the charging cart. Purchasing parties are responsible for the pickup or shipping of purchased pallets no later than June 4th, 2019. Interested parties must submit sealed bids to the Helena School District #1 Business Office, 55 S. Rodney, Helena, MT 59601 by 3:00 p.m. on May 29th, 2019. The exterior of all bid envelopes or packages must clearly state: Sealed Bid for Surplus Technology Equipment. In the event that no bids are received for an item listed above, the District will dispose of the item(s) in any manner deemed appropriate.

This Resolution shall not become effective for 14 days. Upon expiration of the 14-day period, the Superintendent of the District shall effectuate the sale or disposal of the above-described property. Money realized from the sale of any of the above-identified items shall be credited to the elementary and high school miscellaneous funds as deemed appropriate.

Adopted this 14nd day of May, 2019.

By: _____

Chairperson, Board of Trustees

DISTRICT CLERK CERTIFICATION:

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows: _____ made the motion to approve this RESOLUTION TO DISPOSE OF PERSONAL PROPERTY and _____ seconded the motion; the following Trustees voted in favor of the motion: _____; the following Trustees voted against: _____; and the following Trustees were absent: _____

By:_____

Janelle Mickelson, District Clerk

Helena School District No. 1



MEMORANDUM

TO: HSD Board of Trustees

FROM: Kalli Kind

DATE: March 14, 2019

RE: Four Georgians Boiler Replacement Project

The Four Georgians boiler replacement project was advertised for public bid and bids were opened on May 2, 2019. Three contractors provided bids, with price variation due to availability and existing project load. MT City Plumbing and Heating was the lowest responsible bidder at \$190,983.00. This bid is within the engineer's project estimate.

The project will be funded by the Elementary School Building Reserve. Work will commence the week of June 10, 2019 and substantial completion is scheduled for late July.

I respectfully recommend the board of trustees' award the Four Georgian's boiler project to MT City Plumbing and Heating.

Regards,
Kalli Kind

Kalli Kind, Engineer
Facilities Director
Helena School District



Memo

To: Kalli Kind: Facility Director of Helena Schools

From: Kip Weeda

Date: May 6, 2019

Re: Four Georgians School District Boiler Replacement- Contractor recommendation

A.C.E. Job #19BZ4951

Dear Kalli,

As you are aware, we publicly opened the bids for the Boiler Replacement project on May2, 2019. The project generated good interest and three bid were received. The bid results were as follows:

Central Plumbing and Heating:	\$205,466.00
Midland Mechanical:	\$287,642.00
MT City Plumbing and Heating:	\$190,983.00

The spread in bids is largely due to workload in the area. We feel the bids were respective of the scope of work.

With this, Associated Construction Engineering would recommend to the Board to select MT City Plumbing and Heating for the boiler replacement project.

Although unlikely, we would recommend a contingency for the project. A project such as this, 10% should be adequate.

Please let us know if you have any questions or comments.

Thanks and look forward to a great project.
Kip

Bid Tabulation and Report

Project Name and Address: Four Georgians Elementary School - Boiler Replacement	Bid Date: 2 May 2019 Bid Opening Time: 5/2/2019 2:00 P.M.	Engineer: Associated Construction Engineering 12 N. Broadway Belgrade, MT 59714
ACE# 19BZ4951		

Name of Bidder	Contractor License Number	Bid Bond (Y/N)	Number of Addenda Acknowledged				Base Bid	Comments
			1	2	3	4		
1 MT City Plumbing & Heating	156435	Y	✓				190,983	
2 Midland Mechanical	53243	N	✓				205,466 287,642	
3 Central Plumbing & Heating	4443	N	✓				205,466	
4 Tri-County Plumbing & Heating								
5 Big Sky Plumbing & Heating								
6								
7								
8								
9								
10								

Project Manager Signature: _____ Engineer (principal) Signature: 

HELENA SCHOOL DISTRICT
FOUR GEORGIANS ELEMENTARY
BOILER REPLACEMENT

PROPOSAL - GENERAL CONTRACT

Helena School District
Four Georgians Elementary
Boiler Replacement
Helena, Montana

Helena School District
1201 Boulder Ave.
Helena, Montana 59601

Dear Sirs:

The undersigned, having familiarized himself with the conditions of the work and the Contract Documents as prepared by ASSOCIATED CONSTRUCTION ENGINEERING, INC. 12 North Broadway, Belgrade, MT 59714 (406) 388-3320, agrees to furnish all labor, equipment, materials and services necessary to complete the work covered by the plans and specifications and Contract Documents including all Addenda as follows:

BASE BID:

Provide all necessary labor and materials required to complete the Work according to the plans and specifications as described herein:

SUM OF one hundred ninety thousand and ninety three and 00/100 DOLLARS \$ 190,983.00

This bidder acknowledges receipt of the following:

ADDENDUM NO. 1 DATED 04-29-19

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

HELENA SCHOOL DISTRICT
FOUR GEORGIANS ELEMENTARY
BOILER REPLACEMENT

And, certifies that he is a duly and registered Montana Contractor,

156435 Plumbing Contractor
Number Class

FIRM NAME: Montana City Plumbing & Heating Inc.

BY: Dustin Lundstrom
Name

BY: Dm Z
Signature

BUSINESS ADDRESS: 1196 Hwy 282
Montana City, MT 59634

TELEPHONE NUMBER: 406-449-2400

STATE OF INCORPORATION: Montana

SEAL:



Addendum #1

Date: 04-29-19
Project: Four Georgians Boiler Replacement
Prepared By: Kip Weeda, ACE Inc.
Project Number: 19BZ4951
Issued To: See Distribution.

Addendum to Contract Documents:

General Notes:

The additions, clarifications, and corrections contained herein shall be made to the Project Specification Manual, Drawings, and Schedules for the above referenced project, and shall be included in the scope of work and proposals to be submitted. References made below to the Project Specification Manual and Drawings shall be used as a general guide only. Bidder shall determine the extent of work affected by Addendum items.

General Bid Items:

Pre-Bid Walk Sign-in Sheet – Kip Weeda (ACE), Stu Stevens (Midland Mechanical), Dustin Lunstrom (Montana City Plumbing and Heating), Radley Clark (Helena School District)

Prior Approvals:

1. **EQUIPMENT SUBSTITUTION APPROVALS:** Prior approvals for equipment substitutions are based upon manufacturer's name only. No material submissions have been reviewed. Any substitutions shall meet the specification for the product specified. Any costs associated with electrical modifications necessary due to a product substitution shall be the responsibility of the mechanical contractor.

<u>Section</u>	<u>Description</u>	<u>Approved</u>
23 21 16	Expansion Tank	Taco
23 21 16	Air and Dirt Separators	Taco

End of Addendum

Distribution:

Kalli Kind, Helena Public Schools
Stu Stevens, Midland Mechanical
Dustin Lundstrom, Montana City Plumbing and Heating
Matt Lane, Tri- County Mechanical and Electrical
Tom Belnap, Central Plumbing and Heating
Troy Hedden, Big Sky Plumbing and Heating
Joe Durocher, Elkhorn Commissioning

CNA SURETY

Bid Bond

Bond No. 72153077

CONTRACTOR:

(Name, legal status and address)

Montana City Plumbing and Heating, Inc.

Corporation

1196 Hwy. 282,
Montana City, MT 59634

OWNER:

(Name, legal status and address)

Helena School District

Governmental Entity

1600 8th Ave.

Helena, MT 59601

BOND AMOUNT: Ten Percent of Amount Bid
10.0 % of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Four Georgians Elementary School Boiler Replacement

SURETY:

(Name, legal status and principal place of business)

WESTERN SURETY COMPANY
South Dakota Corporation
151 North Franklin
17th Floor
Chicago, IL 60606

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.


Signed and sealed this 2nd day of May, 2019.


(Witness)


(Witness)

Montana City Plumbing and Heating, Inc.

(Principal)


(Title)

(Seal)

WESTERN SURETY COMPANY

(Surety)


(Title) Jonathan M. Emmons

(Seal)

Attorney-in-Fact

Western Surety Company

POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 72153077

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint Jonathan M. Emmons

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: Montana City Plumbing and Heating, Inc.

Obligee: Helena School District

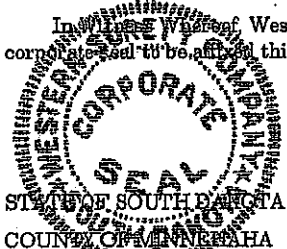
Amount: \$1,000,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

If Bond No. 72153077 is not issued on or before midnight of August 2, 2019, all authority conferred in this Power of Attorney shall expire and terminate.

In ~~Witness Whereof~~ Western Surety Company has caused these presents to be signed by its Vice President, Paul T. Bruflat, and its corporate seal to be affixed this 2nd day of May, 2019.

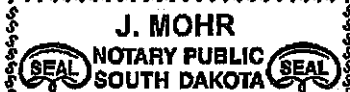


WESTERN SURETY COMPANY

Paul T. Bruflat

Paul T. Bruflat, Vice President

On this 2nd day of May, in the year 2019, before me, a notary public, personally appeared Paul T. Bruflat, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



J. Mohr

Notary Public - South Dakota

My Commission Expires June 23, 2021

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 2nd day of May, 2019.

WESTERN SURETY COMPANY

Paul T. Bruflat

Paul T. Bruflat, Vice President

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



MEMORANDUM

TO: Ms Kalli Kind, Helena Schools
CC: Mr. Rich Whitney, Hulteng, Owner's Representative
FROM: Anthony Houtz, AIA
DATE: 05-08-2019
RE: Furniture Procurement Package – Bryant, Central, and Jim Darcy Elementary

Ms Kind :

Regarding the recently received bids for furniture at Bryant Elementary, Central Elementary, and Jim Darcy Elementary schools, six (6) vendors supplied bids for various furniture items across all three schools. Consistent with bids of this type of procurement, all of the bids were partial and did not include every item in the bid package. Also consistent with bids of this type, multiple substitutions are made for each item in the bid package. Our team works through each piece of furniture and seeks to organize the final procurement package amongst multiple vendors based on a combination of a review against the specification as well as the bid pricing delivered at bid time.

Having reviewed the results with your team, we concur with the recommendation that the district award contracts to the following vendors, for the associated amounts for furniture procurement for the schools mentioned above. Upon approval, our team will specify color selection for each item prior to procurement.

These vendors are :

Montana School Equipment	\$ 209,300.85
J2	\$ 109,065.02
360OS	\$ 666,581.33
Office City	\$ 136,881.30

Totals by school are within their respective budgets and are as follows :

Bryant Elementary	\$ 324,280.96
Central Elementary	\$ 360,883.17
Jim Darcy Elementary	\$ 436,664.37

If you should have any further questions or require further clarification regarding the bid documentation and/or process, please contact our office.

Thank you,


Anthony Houtz, AIA

Associate
o 406.452.3321



HELENA PUBLIC SCHOOLS FF&E

Bryant, Central and Jim Darcy Elementary School
 Bid Tabulation Summary - April 16, 2019 at 1:00pm.



Vendors	Bid Form	Addendums Acknowledged (1)	Bid Security Bond	Signed Agreement Form	Base Bid
CDA	✓	✓		✓	1,075,170.25
DUNDAS INTERIORS	✓	✓		✓	645,424.00
360 OFFICE SOLUTIONS	✓	✓	✓	✓	1,020,269.17
MONTANA School Equip. Co.	✓	✓	✓	✓	1,275,000.00
MONTANA OFFICE Machines ^ (aka IZ Business Products)	✓	✓	✓	✓	360,360.36
THE OFFICE SUPPLY CO	✓	✓	✓	✓	546,500.71
^ (aka MISSOURIA'S OFFICE CITY)					

END OF BIDDING REQUIREMENTS SECTION

BID FORM

DO NOT MODIFY BID FORM – Any modification to this form from its original format will result in rejection of bid.

BID FORM TO BE COMPLETED IN ITS ENTIRETY, INCLUDE COMPANY NAME ON EACH SIDE WHERE INDICATED, AND SIGNED IN INK. SUBMIT BID FORM IN ITS ENTIRETY.

BID FOR: Helena Public Schools FF&E
1201 Boulder Avenue
Helena, MT 59601

BID TIME AND DATE: 1:00 p.m., April 16, 2019

TO: Helena Public Schools
Attn. Kalli Kind
1201 Boulder Avenue
Helena, Montana 59601
Email: kkind@helenaschools.org

VENDOR: Montana School Equipment Co.
Legal Name of Firm

6100 3rd AVE. S.
Address

Great Falls MT 59405
City State Zip

ADDENDA: The following addenda to the Contract Documents are acknowledged:

Addendum No. 1 Dated 4-12-19

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BID SUMMARY:

TOTAL BASE BID \$ 1,275,000.00

WRITTEN One million Two Hundred Seventy Five Thousand Dollars

SIGNATURE OF AGREEMENT FORM

COMPANY NAME: Montana School Equipment Co.

The undersigned, pursuant to the Invitation to Bid, and all other bidding requirements, being familiar with existing conditions, the site and other local conditions affecting the cost and performance of the work, hereby proposes and agrees to perform all work including labor, material, services etc. in strict accordance with the Contract Documents.

SIGNATURE

Signature of Vendor: Bret Hagel

Typed Name and Title: Bret Hagel President

Name of Company: Montana School Equipment Co.

Company Organization: Corporation
(Individual, Partnership, Corporation)

Incorporated in the State of: Montana

How many years has the organization been in business as an FF&E contractor? 21

Under what other or former names has your organization operated? —

Date of organization or incorporation under the present name: May 1998

Names of other partners or officers: Aaron Johnson VP
Clinton Jackson Sec.

Company Address: 6100 3rd AVE. S. Great Falls, MT 59405
(City / State / Zip code)

Company Telephone Number: 406-454-0420

Company Fax Number: 406-454-0439

Company / Contact E-mail Address: bret@mtschoolsequipment.com

EXPERIENCE, REFERENCES AND RESUME

COMPANY NAME: Montana School Equipment Co.

EXPERIENCE: (Submit with Bid)

If more space is needed to answer the following questions, submit on a separate sheet(s) of paper.

1. Within the last five years, has your organization ever failed to complete any work awarded to it or has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If "yes", explain)

no

2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? (If "yes", explain)

no

3. Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five years? (If "yes", explain)

no

PROJECT MANAGER: Vendors must submit on a separate sheet the following:

1. Resume' with qualifications as project manager of projects in similar scope on which they performed as lead project manager. Include current job assignments and educational degrees, diplomas, trade schools, apprentice and other training programs, and continuing education courses, programs or seminars.
2. References:

REFERENCES AND EXPERIENCE: (Submit with Bid)

Vendors must submit on a separate sheet the following:

List only references and projects similar to the type and size of this bid. Projects must have been completed within the past five (5) years. Do not provide references for projects not yet complete. Only projects in which your firm completed 20% of the work using your own forces will be considered.

Newly formed firms that may not have five years' experience as a firm or have fewer than five completed projects may provide references reflecting experience of key personnel when that experience was within the past five years and meets all of the above requirements. In this case, provide the name of the key individual who has the experience, the name of the firm that employed them, and provide the reference data as requested above.

List the major projects your organization has completed in the past five years, giving the name of project, location, owner, contact person and telephone number; architect, contact person and telephone number; contract amount, date of completion and percentage of the cost of the work performed with your own forces. List projects in reverse chronological order.

END OF BID FORM REQUIREMENTS SECTION



61003rd AVE. S.
Great Falls, MT 59405

Phone: (406) 454-0420
Fax: (406) 454-0439

Project manager Bret Hagel 42 years experience

References prior projects

Manhattan schools 2018

Cold Springs school Missoula 2018

Giants Springs school Great Falls 2018

Monforton school 2018

AIA[®] Document A310[™] – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Montana School Equipment Co.
6100 3rd Ave South
Great Falls, MT 59405

SURETY:

(Name, legal status and principal place of business)

Developers Surety and Indemnity
Company
P.O. Box 19725
Irvine, CA 92623

OWNER:

(Name, legal status and address)

Helena Public Schools
1201 Boulder Avenue
Helena, MT 59601

BOND AMOUNT: \$ Ten Percent of the Total Amount Bid (10%)

PROJECT:

(Name, location or address, and Project number, if any)

Furniture, Fixtures, and Equipment for the Jim Darcy, Central and Bryant Elementary
Schools, Helena, Montana

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

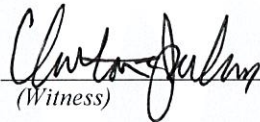
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

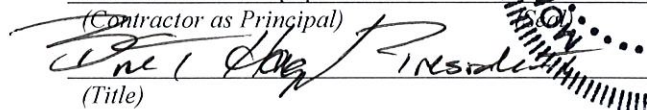
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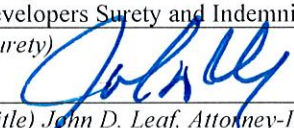
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 4th day of April, 2019


(Witness)


(Witness) Kimberly Hodson, Bond Clerical

Montana School Equipment Co.
(Contractor as Principal)

(Title)

Developers Surety and Indemnity Company
(Surety)  (Seal)
(Title) John D. Leaf, Attorney-In-Fact



**POWER OF ATTORNEY FOR
DEVELOPERS SURETY AND INDEMNITY COMPANY
INDEMNITY COMPANY OF CALIFORNIA**
PO Box 19725, IRVINE, CA 92623 (949) 263-3300

KNOW ALL BY THESE PRESENTS that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, do each hereby make, constitute and appoint:

John D. Leaf, Chris Jermunson, Kristin A. Piccioni, Gary Paladichuk, Jon Tierney, Billy J. Bolt, Kaye U. Muzzana, Jamie M. Roe, Brooke A. Garness, Brooke Schmidt, Michelle Schermerhorn, Kimberly Hodson, jointly or severally

as their true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporations, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said corporations could do, but reserving to each of said corporations full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolutions adopted by the respective Boards of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, effective as of January 1st, 2008.

RESOLVED, that a combination of any two of the Chairman of the Board, the President, Executive Vice-President, Senior Vice-President or any Vice President of the corporations be, and that each of them hereby is, authorized to execute this Power of Attorney, qualifying the attorney(s) named in the Power of Attorney to execute, on behalf of the corporations, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of either of the corporations be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporations when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA have severally caused these presents to be signed by their respective officers and attested by their respective Secretary or Assistant Secretary this 6th day of February, 2017.

By: *Daniel Young*
Daniel Young, Senior Vice-President

By: *Mark Lansdon*
Mark Lansdon, Vice-President



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange

On February 6, 2017 before me, Lucille Raymond, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Daniel Young and Mark Lansdon
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Lucille Raymond*
Lucille Raymond, Notary Public



Place Notary Seal Above

CERTIFICATE

The undersigned, as Secretary or Assistant Secretary of DEVELOPERS SURETY AND INDEMNITY COMPANY or INDEMNITY COMPANY OF CALIFORNIA, does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked and, furthermore, that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in the Power of Attorney are in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, this 4th day of April, 2019.

By: *Cassie J. Berrisford*
Cassie J. Berrisford, Assistant Secretary

ATS-1002 (02/17)



END OF BIDDING REQUIREMENTS SECTION

BID FORM

DO NOT MODIFY BID FORM – Any modification to this form from its original format will result in rejection of bid.

BID FORM TO BE COMPLETED IN ITS ENTIRETY, INCLUDE COMPANY NAME ON EACH SIDE WHERE INDICATED, AND SIGNED IN INK. SUBMIT BID FORM IN ITS ENTIRETY.

BID FOR: Helena Public Schools FF&E
1201 Boulder Avenue
Helena, MT 59601

BID TIME AND DATE: **1:00 p.m., April 16, 2019**

TO: Helena Public Schools
Attn. Kalli Kind
1201 Boulder Avenue
Helena, Montana 59601
Email: kkind@helenaschools.org

VENDOR: Montana Office Machines, Inc. dba J2 Business Products
Legal Name of Firm

700 Sunset Blvd, Kalispell, MT 59901
Address

<u>Kalispell</u>	<u>MT</u>	<u>59901</u>
City	State	Zip

ADDENDA: The following addenda to the Contract Documents are acknowledged:

Addendum No. 1 Dated April 12, 2019

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BID SUMMARY:

TOTAL BASE BID \$ 360,360.36

WRITTEN

Three hundred sixty thousand three hundred sixty and 36/100 dollars

SIGNATURE OF AGREEMENT FORM

COMPANY NAME: Montana Office Machines, Inc. dba J2 Business Products

The undersigned, pursuant to the Invitation to Bid, and all other bidding requirements, being familiar with existing conditions, the site and other local conditions affecting the cost and performance of the work, hereby proposes and agrees to perform all work including labor, material, services etc. in strict accordance with the Contract Documents.

SIGNATURE

Signature of Vendor: Montana Office Machines, Inc.

Typed Name and Title: John W. Flink, President

Name of Company: Montana Office Machines, Inc. dba J2 Business Products

Company Organization: Corporation

(Individual, Partnership, Corporation)

Incorporated in the State of: Montana

How many years has the organization been in business as an FF&E contractor? 23 years

Under what other or former names has your organization operated? None

Date of organization or incorporation under the present name: 1997

Names of other partners or officers: _____

None

Company Address: 700 Sunset Blvd, Kalispell, MT 59901

(City / State / Zip code)

Company Telephone Number: 406-752-9800

Company Fax Number: 406-752-6909

Company / Contact E-mail Address: john@j2op.com

gt

EXPERIENCE, REFERENCES AND RESUME

COMPANY NAME: Montana Office Machines, Inc. dba J2 Business Products

EXPERIENCE: (Submit with Bid)

If more space is needed to answer the following questions, submit on a separate sheet(s) of paper.

1. Within the last five years, has your organization ever failed to complete any work awarded to it or has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If "yes", explain)

No

2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? (If "yes", explain)

No

3. Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five years? (If "yes", explain)

No

PROJECT MANAGER: Vendors must submit on a separate sheet the following:

1. Resume' with qualifications as project manager of projects in similar scope on which they performed as lead project manager. Include current job assignments and educational degrees, diplomas, trade schools, apprentice and other training programs, and continuing education courses, programs or seminars.
2. References:

REFERENCES AND EXPERIENCE: (Submit with Bid)

Vendors must submit on a separate sheet the following:

List only references and projects similar to the type and size of this bid. Projects must have been completed within the past five (5) years. Do not provide references for projects not yet complete. Only projects in which your firm completed 20% of the work using your own forces will be considered.

Newly formed firms that may not have five years' experience as a firm or have fewer than five completed projects may provide references reflecting experience of key personnel when that experience was within the past five years and meets all of the above requirements. In this case, provide the name of the key individual who has the experience, the name of the firm that employed them, and provide the reference data as requested above.

List the major projects your organization has completed in the past five years, giving the name of project, location, owner, contact person and telephone number; architect, contact person and telephone number; contract amount, date of completion and percentage of the cost of the work performed with your own forces. List projects in reverse chronological order.

END OF BID FORM REQUIREMENTS SECTION





AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Montana Office Machines, Inc.
dba J2 Office Products
700 Sunset Blvd.
Kalispell, MT 59901

SURETY:

(Name, legal status and principal place of business)
Developers Surety and Indemnity Company
P.O. Box 19725
Irvine, CA 92623

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)
Helena Public Schools
1201 Boulder Avenue
Helena, MT 59601

BOND AMOUNT: Ten Percent of the Total Amount Bid (10%)

PROJECT:

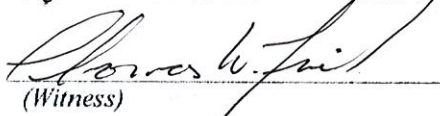
(Name, location or address, and Project number, if any)
Furniture, Fixtures, and Equipment for the Jim Darcy, Central and Bryant Elementary Schools, Helena, MT

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 12th day of April, 2019


(Witness)

Montana Office Machines, Inc. dba J2 Office Products

(Contractor As Principal)

 President (Seal)

Developers Surety and Indemnity Company

(Surety)

 (Seal)
Jon Tierney, Attorney-In-Fact


(Witness) Brooke A. Garness, Bond Clerical

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.

AIA Document A310™ – 2010 (rev. 10/2010). Copyright © 1963, 1970 and 2010 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

ACD43070810

**POWER OF ATTORNEY FOR
DEVELOPERS SURETY AND INDEMNITY COMPANY
INDEMNITY COMPANY OF CALIFORNIA
PO Box 19725, IRVINE, CA 92623 (949) 263-3300**

KNOW ALL BY THESE PRESENTS that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, do each hereby make, constitute and appoint:

*****John D. Leaf, Chris Jermunson, Kristin A. Piccioni, Gary Paladichuk, Jon Tierney, Billy J. Bolt, Kaye U. Muzzana, Jamie M. Roe, Brooke A. Garness, Brooke Schmidt, Michelle Schermerhorn, Kimberly Hodson, jointly or severally*****

as their true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporations, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said corporations could do, but reserving to each of said corporations full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolutions adopted by the respective Boards of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, effective as of January 1st, 2008.

RESOLVED, that a combination of any two of the Chairman of the Board, the President, Executive Vice-President, Senior Vice-President or any Vice President of the corporations be, and that each of them hereby is, authorized to execute this Power of Attorney, qualifying the attorney(s) named in the Power of Attorney to execute, on behalf of the corporations, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of either of the corporations be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporations when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA have severally caused these presents to be signed by their respective officers and attested by their respective Secretary or Assistant Secretary this 6th day of February, 2017.

By: *Daniel Young*
Daniel Young, Senior Vice-President

By: *Mark Lansdon*
Mark Lansdon, Vice-President



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange

On February 6, 2017 before me, Lucille Raymond, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Daniel Young and Mark Lansdon
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Lucille Raymond*
Lucille Raymond, Notary Public



Place Notary Seal Above

CERTIFICATE

The undersigned, as Secretary or Assistant Secretary of DEVELOPERS SURETY AND INDEMNITY COMPANY or INDEMNITY COMPANY OF CALIFORNIA, does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked and, furthermore, that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in the Power of Attorney are in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, this 12th day of April, 2019.

By: *Cassie J. Berrisford*
Cassie J. Berrisford, Assistant Secretary

ATS-1002 (02/17)



END OF BIDDING REQUIREMENTS SECTION

BID FORM

DO NOT MODIFY BID FORM – Any modification to this form from its original format will result in rejection of bid.

BID FORM TO BE COMPLETED IN ITS ENTIRETY, INCLUDE COMPANY NAME ON EACH SIDE WHERE INDICATED, AND SIGNED IN INK. SUBMIT BID FORM IN ITS ENTIRETY.

BID FOR: Helena Public Schools FF&E
1201 Boulder Avenue
Helena, MT 59601

BID TIME AND DATE: **1:00 p.m., April 16, 2019**

TO: Helena Public Schools
Attn. Kalli Kind
1201 Boulder Avenue
Helena, Montana 59601
Email: kkind@helenaschools.org

VENDOR: 360 OFFICE SOLUTIONS
Legal Name of Firm

3676 PIERCE RAILWAY
Address

BILLINGS MT 59102
City State Zip

ADDENDA: The following addenda to the Contract Documents are acknowledged:

Addendum No. 1 Dated APRIL 12, 2019

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BID SUMMARY:

TOTAL BASE BID \$ 1,020,269.17

WRITTEN ONE MILLION - TWENTY THOUSAND - TWO HUNDRED SIXTY-NINE & SEVENTEEN

SIGNATURE OF AGREEMENT FORM

COMPANY NAME: 360 OFFICE SOLUTIONS

The undersigned, pursuant to the Invitation to Bid, and all other bidding requirements, being familiar with existing conditions, the site and other local conditions affecting the cost and performance of the work, hereby proposes and agrees to perform all work including labor, material, services etc. in strict accordance with the Contract Documents.

SIGNATURE

Signature of Vendor:



Typed Name and Title: PATRICK BROWNBACK VP OF SALES - HELENA

Name of Company: 360 OFFICE SOLUTIONS

Company Organization: CORPORATION
(Individual, Partnership, Corporation)

Incorporated in the State of: MONTANA

How many years has the organization been in business as an FF&E contractor? 71

Under what other or former names has your organization operated? REPORTER BIG SKY

Date of organization or incorporation under the present name: JUNE 01, 2010

Names of other partners or officers: CRAIG BARTHOLOMEW, GREG REISS

Company Address: 3676 PIERCE PARKWAY BILLINGS, MT 59102
(City / State / Zip code)

Company Telephone Number: 406-248-7881

Company Fax Number: 406-245-0621

Company / Contact E-mail Address: PATRICK.B@360-OS.COM

EXPERIENCE, REFERENCES AND RESUME

COMPANY NAME: 360 OFFICE SOLUTIONS

EXPERIENCE: (Submit with Bid)

If more space is needed to answer the following questions, submit on a separate sheet(s) of paper.

1. Within the last five years, has your organization ever failed to complete any work awarded to it or has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If "yes", explain) NO
2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? (If "yes", explain) NO
3. Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five years? (If "yes", explain) NO

PROJECT MANAGER: Vendors must submit on a separate sheet the following:

1. Resume' with qualifications as project manager of projects in similar scope on which they performed as lead project manager. Include current job assignments and educational degrees, diplomas, trade schools, apprentice and other training programs, and continuing education courses, programs or seminars.
2. References:

REFERENCES AND EXPERIENCE: (Submit with Bid)

Vendors must submit on a separate sheet the following:

List only references and projects similar to the type and size of this bid. Projects must have been completed within the past five (5) years. Do not provide references for projects not yet complete. Only projects in which your firm completed 20% of the work using your own forces will be considered.

Newly formed firms that may not have five years' experience as a firm or have fewer than five completed projects may provide references reflecting experience of key personnel when that experience was within the past five years and meets all of the above requirements. In this case, provide the name of the key individual who has the experience, the name of the firm that employed them, and provide the reference data as requested above.

List the major projects your organization has completed in the past five years, giving the name of project, location, owner, contact person and telephone number; architect, contact person and telephone number; contract amount, date of completion and percentage of the cost of the work performed with your own forces. List projects in reverse chronological order.

END OF BID FORM REQUIREMENTS SECTION

Project Manger-360 Office Solutions

Name: Craig Nielsen
Years with Company 3 year
Years In the Industry 25 Years

Contact Information:

Email: craign@360-os.com
Direct Line: 406.869.0465

Education:

- Bachelor of Science, Business Management – Alameda University

Professional History:

- 360 Office Solutions - Director of Operations - Oversight of business warehouse, delivery, furniture installation and purchasing
- Westinghouse Electric Nuclear Fuel Facility - worker and supervisor for spent nuclear fuel from the US nuclear naval fleet
- EG&G Idaho - Radioactive High Bay Facility Manager - Research of Three Mile Island reactor core and dry storage fuel cask testing
- Corporate Express - Regional Vice President Operations - Operational oversight of regional warehouse, purchasing, customer service, retail and furniture installation
- Independent Stationers - National Dealer Field Support Manager – Training Independent dealers on business operations
- State of Utah - Warehouse General Manager - Oversight of State of Utah distribution and operation of 15,000 pallet storage facility

Industry Experience:

- Most efficient warehouse in the US Corporate Express 3 years
- Most efficient distribution in the US Corporate Express 2 years
- Consulting with 700 dealer buying group on warehousing & operational efficiencies
- Multi State retail store and cross dock operation

Community Involvement:

- Scout Coordinator Boy Scout Troop
- Boy Scout District Eagle Scout Chairman
- Active member of LDS church
- Volunteer work 2 years in Great Britain

REFERENCES AND EXPERIENCE:

BOZEMAN SCHOOL DISTRICT 7, BOZEMAN, MT
TODD SWINEHART 406-522-6009
SYSTEMS, CLASSROOM TABLES, DESK, CHAIRS, LOCKERS
\$230,000
COMPLETED AUGUST 2017, 100% 360 STAFF

CROWLEY FLECK LAW FIRM – CASPER, WY
JANET KRESSLEIN 406-534-2685
SYSTEMS, CASEGOODS, TABLES AND SEATING
SELL \$127,573
COMPLETED MAY 2017, 100% 360 STAFF

BOZEMAN HEALTH – MEDICAL OFFICE BUILDING 5
IRENE EIDET 406-522-1615
SYSTEMS, SEATING, TABLES AND CASEGOODS
SELL \$304,279
COMPLETED JANUARY 2017, 100% 360 STAFF

USDA FOREST SERVICE, BOZEMAN, MT
DANA BANGART 406-624-3442
SYSTEMS, FILING, CASEGOODS
SELL \$243,000
COMPLETED NOVEMBER 2016, 80% 360 STAFF

HOLLAND & HART, BILLINGS, MT
WARREN SILL, 303-295-8295
CASEGOODS, LOUNGE, BREAKROOM, SEATING
SELL \$220,000
COMPLETED JULY 2016, 100% 360 STAFF

BILLINGS SCHOOL DISTRICT #2, BILLINGS, MT (BEN STEELE)
LEW ANDERSON, 406-281-5787
SYSTEMS, CLASSROOM TABLES, DESK, CHAIRS
SELL \$543,000
COMPLETED AUGUST 2017, 100% 360 STAFF

BILLINGS SCHOOL DISTRICT #2, BILLINGS, MT (MEDICINE CROW)
LEW ANDERSON, 406-281-5787
SYSTEMS, DESK, CHAIRS, CLASSROOM TABLES
SELL \$517,000
COMPLETED JULY 2016, 100% 360 STAFF

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

360 Office Solutions, Inc.
PO Box 30598
Billings, MT 59107

OWNER:

(Name, legal status and address)

Helena School District
1201 Boulder Avenue
Helena, MT 59601

SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance Company

1450 American Lane, Suite 1100
Schaumburg, IL 60173

Mailing Address for Notices

1450 American Lane, Suite 1100
Schaumburg, IL 60173

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Various Schools Office Furniture, Helena, Montana

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 10th day of April, 2019.


(Witness) MARK LAPAVE

360 Office Solutions, Inc.

(Principal)

(Seal)

By: 

VP of Sales

(Title) PATRICK BROWN VP OF SALES

North American Specialty Insurance Company

(Surety)

(Seal)

By: 

(Title) Naomi Gerber, Attorney-in-Fact




(Witness) Allan Hultgren

SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint: **Naomi Gerber**

Principal: 360 Office Solutions, Inc.

Bond Number: Bid Bond

Obligee: Helena School District

Bond Amount: See Bond Form

Bond Description: Various Schools Office Furniture, Helena, Montana

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:


FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:


"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By 
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By 
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

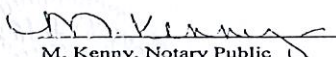
IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 1st day of February, 2019.

**North American Specialty Insurance Company
Washington International Insurance Company**

State of Illinois
County of Cook SS:

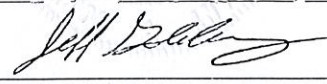
On this 1st day of February, 2019, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.




M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 10th day of April, 2019.


Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

END OF BIDDING REQUIREMENTS SECTION

BID FORM

DO NOT MODIFY BID FORM – Any modification to this form from its original format will result in rejection of bid.

BID FORM TO BE COMPLETED IN ITS ENTIRETY, INCLUDE COMPANY NAME ON EACH SIDE WHERE INDICATED, AND SIGNED IN INK. SUBMIT BID FORM IN ITS ENTIRETY.

BID FOR: Helena Public Schools FF&E
1201 Boulder Avenue
Helena, MT 59601

BID TIME AND DATE: **1:00 p.m., April 16, 2019**

TO: Helena Public Schools
Attn. Kalli Kind
1201 Boulder Avenue
Helena, Montana 59601
Email: kkind@helenaschools.org

VENDOR:

the Office Supply Co (DBA Mission's Office City)

Legal Name of Firm

115 West Broadway

Address

Mission Montana 59801

City

State

Zip

ADDENDA:

The following addenda to the Contract Documents are acknowledged:

Addendum No. # Dated 4-12-19 W. W. W.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BID SUMMARY:

TOTAL BASE BID

\$ 546,500.71

WRITTEN

Five Hundred Forty Six thousand
Five Hundred dollars and seventy one Cents.

SIGNATURE OF AGREEMENT FORM

COMPANY NAME:

The Office Supply Co

(DBA

Missoula's Office City)

The undersigned, pursuant to the Invitation to Bid, and all other bidding requirements, being familiar with existing conditions, the site and other local conditions affecting the cost and performance of the work, hereby proposes and agrees to perform all work including labor, material, services etc. in strict accordance with the Contract Documents.

SIGNATURE

Signature of Vendor:

[Signature]

Typed Name and Title:

Brian Hughes - Purchasing Manager

Name of Company:

The Office Supply Co

(DBA Missoula's Office City)

Company Organization:

CORP.

(Individual, Partnership, Corporation)

Incorporated in the State of:

MONTANA

How many years has the organization been in business as an FF&E contractor?

103 years

Under what other or former names has your organization operated?

NONE

Date of organization or incorporation under the present name:

1916

Names of other partners or officers:

Richard Hughes, Jo Ann Hughes

Company Address:

115 West Broadway

Missoula MT 59802

(City / State / Zip code)

Company Telephone Number:

406-543-7171

Company Fax Number:

406-543-4254

Company / Contact E-mail Address:

wesw@mocmt.com

EXPERIENCE, REFERENCES AND RESUME

COMPANY NAME:

Misson's Office City

EXPERIENCE: (Submit with Bid)

If more space is needed to answer the following questions, submit on a separate sheet(s) of paper.

1. Within the last five years, has your organization ever failed to complete any work awarded to it or has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If "yes", explain) NO
2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? (If "yes", explain) NO
3. Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five years? (If "yes", explain) NO

PROJECT MANAGER: Vendors must submit on a separate sheet the following:

1. Resume' with qualifications as project manager of projects in similar scope on which they performed as lead project manager. Include current job assignments and educational degrees, diplomas, trade schools, apprentice and other training programs, and continuing education courses, programs or seminars.
2. References: see attached

REFERENCES AND EXPERIENCE: (Submit with Bid)

Vendors must submit on a separate sheet the following:

List only references and projects similar to the type and size of this bid. Projects must have been completed within the past five (5) years. Do not provide references for projects not yet complete. Only projects in which your firm completed 20% of the work using your own forces will be considered.

Newly formed firms that may not have five years' experience as a firm or have fewer than five completed projects may provide references reflecting experience of key personnel when that experience was within the past five years and meets all of the above requirements. In this case, provide the name of the key individual who has the experience, the name of the firm that employed them, and provide the reference data as requested above.

List the major projects your organization has completed in the past five years, giving the name of project, location, owner, contact person and telephone number; architect, contact person and telephone number; contract amount, date of completion and percentage of the cost of the work performed with your own forces. List projects in reverse chronological order.

END OF BID FORM REQUIREMENTS SECTION

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Missoula's Office City
115 W. Broadway Street
Missoula, MT 59802

OWNER:

(Name, legal status and address)

Helena School District
1201 Boulder Avenue
Helena, MT 59601

SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance Company

1450 American Lane, Suite 1100

Schaumburg, IL 60173

Mailing Address for Notices

1450 American Lane, Suite 1100

Schaumburg, IL 60173

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

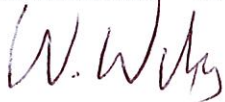
Furniture, Fixtures and Equipment for the Jim Darcy, Central and Bryant Elementary Schools in Helena, Montana

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 12th day of April, 2019.



(Witness)



(Witness)

Missoula's Office City

(Principal) (Seal)

By: 

(Title)

North American Specialty Insurance Company

(Surety) (Seal)

By: 

(Title) Tyler McIntyre, Attorney-in-Fact



SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint: Tyler McIntyre

Principal: Missoula's Office City

Bond Number: Bid Bond

Obligee: Helena School District

Bond Amount: See Bond Form

Bond Description: Furniture, Fixtures and Equipment for the Jim Darcy, Central and Bryant Elementary Schools in Helena, Montana

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By

[Signature]

Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

By

[Signature]

Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 1st day of February, 2019.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 1st day of February, 2019, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 12th day of April, 2019.

[Signature]

Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

PERSONNEL

Employment and Assignment

Each certificated employee will be employed under a written contract, subject to the terms and conditions of the collective bargaining agreement and District policies. ~~Renewal and nonrenewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with law.~~ The Board, after receiving the recommendations of the Superintendent, will determine the non-renewal or termination of certified and classified staff, in conformity with state statutes and applicable District policy.

Classified employees whose positions are covered by a collective bargaining agreement will be employed subject to the terms and conditions of the collective bargaining agreement. Classified employees whose positions are not covered by a collective bargaining agreement will be subject to a one year probationary period, after which their employment is governed by the District's policies and procedures. The District reserves the right to change employment conditions affecting an employee's duties, assignment, and/or supervisor, subject to collective bargaining language.

Assignment, Reassignment and Transfer

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the collective bargaining agreements. ~~The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions.~~ Nothing in this policy prevents reassignment of a staff member during a school year.

Legal References: § 39-2-904, MCA Elements of wrongful discharge
 § 39-2-912, MCA Exemptions (wrongful discharge)
 10.57.601a, ARM Definition of Immoral Conduct

Cross References:

Policy History:

Adopted on: 8.13.2013

Revised on:

PERSONNEL

Disciplinary Action

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect school operations, may be subject to discipline. Behavior, conduct, or action that may call for disciplinary action or dismissal includes but is not limited to reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include but not be limited to a supervisor's right to reprimand an employee and the Superintendent or building principal's right to suspend an employee, without pay, or to impose other appropriate disciplinary sanctions. Disciplinary sanctions, including all forms or reprimands, will be documented and placed in the employees personnel file accordance with Policy 5040. In accordance with Montana law, only the Board may terminate an employee or non-renew employment.

The Superintendent or designee is authorized to immediately suspend a staff member, with or without pay, ~~in a non-disciplinary manner~~.

Cross Reference:	Policy 5225	Termination from Employment / Non-Renewal of Employment
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	Policy 5040	Personnel Records
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Legal Reference:	§20-3-324, MCA	Powers and duties
	§20-4-204, MCA	Termination of tenure teacher services
	§20-4-207, MCA	Dismissal of teacher under contract
	§39-2-903, MCA	Definitions
	§45-8-361, MCA	Possession or allowing possession of a weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions

Policy History:

Adopted on:

Revised on: