

HOUSE EDUCATION COMMITTEE

January 21, 1983

The meeting was called to order by Chairman Fritz Daily in room 420 of the Capitol Building at 12:40 p.m., with all members present.

Chairman Daily opened the meeting to a hearing on House Bills: 166, 176, 221, 224.

HOUSE BILL 176

REPRESENTATIVE JAY FABREGA, District 44, Great Falls, opened by stating the intended purpose of this bill is to change the nomenclature of the Professional Assistant to the Executive Secretary to the Board of Public Education. This is not a bill meant to be expansionary for staff purposes.

PROPONENTS

HIDDE VAN DUYM, Executive Secretary to the Board of Public Education submitted a written copy of his testimony, a copy is attached. (see exhibit 1)

HARRIET MELOY, Board of Public Education, said I served on the Board of Public Education for quite some time. Our authority is derived from the constitution and from the statutes. We do have governing powers over grades K through 12. We also have jurisdiction over fire training services within schools. In a parallel situation, the Superintendent of Public Instruction is by statute also responsible for supervision of schools. The board exercises it's powers through the development of policies, and the superintendent through the implementation of these policies. The longer I serve as a member of the Board of Public Education, the more certain I am that the intent of the constitution is to support a board that maintains objectivity, and a sense of independence. The framers of the constitution never meant that the board should just endorse the decisions of the Superintendent of Public Instruction, but the board should explore options and alternatives. If the Board of Education is to fulfill it's constitutional obligations, and comply with the statutes, we believe we must have a staff to do this.

CHIP ERDMANN, Montana School Board Association, said we support the bill. We work with the Board of Public Education and the staff personnel. They are a very hard working unit. This bill would change the title of the job to more accurately reflect the duties and functions. It would take away the limitation on the staff, and would allow the board to add a staff position, and to do the job they are doing now even better.

HOUSE EDUCATION COMMITTEE MINUTES
January 21, 1983, page 2.

KATHRYN PENROD, Montana Advisory Council for Vocational Education, stated I am speaking as an administrator of an agency, and from an educator's point of view. The responsibilities of the Board of Public Education do include policy development, and doing educational research is very time consuming. I would encourage that the law be changed.

JESS LONG, School Administrators of Montana, said we support the redefinition of the Board of Public Education duties to appoint an Executive Secretary and prescribe the perimeters of the job as outlined in this legislation.

NANCY WALTER, Montana Education Association, presented a written copy of her testimony, see attached letter. (exhibit 2)

Rep. Fabrega closed.

Questions from committee. Rep. Hannah asked Ms. Meloy why the duties of the board have expanded over the past 10 years. She answered the administrative procedures act has changed our duties and given us additional tasks.

Chairman Daily closed the hearing on House Bill 176 at 12:50 p.m.

HOUSE BILL 166

REPRESENTATIVE RON MILLER, District 42, Great Falls, said House Bill 166 was adopted at the Montana School Board Association Yearly Convention, and at the same time, the Office of Public Instruction was independently seeking this same type of legislation. This is an act to increase the amount school districts shall expend without going through the formal bid process and clarifying the formal bidding process, that would be as it is amended, (see exhibit 3). This bill has adopted the process currently used by community colleges in Montana for contract bidding. The bill takes the contracting section verbatim from Section 20-15-1042 in the community college section. It provides that the trustees need not meet any bid requirements when an item or service is less than \$5,000. This has raised the present limit from \$4,000. Between \$5,000. and \$25,000., the trustees must procure at least three informal bids. The present statute has not been changed since 1973. This bill would still require three informal bids, and would mandate advertisement on contracts over \$25,000.

PROPOSERS

HOUSE EDUCATION COMMITTEE MINUTES
January 21, 1983, page 3

CHIP ERDMANN, Montana School Board Association, said the \$4,000. limit contained in the school bidding law was adopted in 1973. It is now outdated. It should be brought up to the community college limit, which was adopted in 1979. The amendment also clarifies that a school district staff can perform jobs that are over the contract limit. Just because they are over the limit, the law didn't intend that they have to be bid.

JOHN DEENEY, School District #2, Billings, said in our particular district, we take options from \$5,000. and up. There are a considerable number of issues that go above the \$4,000. limit. This bill would benefit all school districts along with Billings.

JACOB BLOCK, Missoula, School District #1, said the increase provision allows school districts to utilize their people. We believe that the only prudent approach to spending the taxpayer's money is to spend it with as much efficiency as possible.

JESS LONG, School Administrators of Montana, said this approach to the bidding process would be of considerable value to the school districts.

GARY STEUERWALD, Office of Public Instruction, said OPI was independently seeking legislation that would increase this limit. We support House Bill 166 as amended.

LION COOK, District 75, Charlo, said I believe committee action would put Montana in line with other school districts in other states.

There were no opponents to House Bill 166.

Questions from committee. Rep. Eudaily asked Mr. Steuerwald what constitutes an informal bid. The answer was requirements would be in writing. Our interpretation would be that it would be informal but that it would be written down in some form.

Rep. Yardley asked Mr. Steuerwald if he would have any problem agreeing to an amendment to stipulate that these informal bids be in writing. The response was no objection.

Rep. Sands commented it requires that bids be submitted only from contractors licensed in Montana. If the bid is over \$25,000. it could be from out of state. I don't see the reason for restricting it to contractors in Montana for that range.

Chairman Daily closed the hearing on House Bill 166 at 1:00 p.m.

HOUSE BILL 221

HOUSE EDUCATION COMMITTEE MINUTES
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REPRESENTATIVE TOM HANNAH, District 67, Billings, opened by passing out an outline concerning data for the retention of select school district records. A copy of this outline is attached. (see exhibit 4) Rep. Hannah then read through and explained the bill. This bill allows destruction of old records that are useless and take up needed space. Standards of accreditation for all schools shall be adopted by the Board of Public Education upon the recommendation of the Superintendent of Public Instruction. Destruction of certain financial records, any claim, warrant, voucher, bond, or treasurers general receipt may be destroyed by any court or school district officer after a period of five years, unless a different time period is set by the Board of Trustees.

PROPOSERS

MIKE EASTON, Wilsall, said the only place the sewer system in our school could back up was into our records system. The effects of Rep. Hannah's bill would help a lot of schools in the state. I would appreciate your letting us destroy these old records.

JOHN DEENEY, School District #2, Billings, stated that most schools have space problems. This bill would help to alleviate expenses.

GARY STEUERWALD, Office of Public Instruction, said Texas has had this problem. They have come back into records and tried to recover between \$30,000. and \$40,000. from school districts. It is in the best interest of the school district to get rid of those records once they have been audited and are no longer needed.

CHIP ERDMANN, Montana School Boards Association, said there should be consistency in the record retention laws, and this bill would streamline the record retention systems.

JESS LONG, School Administrators of Montana, supported House Bill 221, for the above-stated reasons.

There were no opponents to House Bill 221.

Questions from committee. Rep. Yardley said if you want to establish age for social security purposes, one of the documents you can use is school records that state your year in school. Are we destroying these types of records? Rep. Hannah replied those types of records are permanent records of the student and are kept permanently with the records of the school.

HOUSE EDUCATION COMMITTEE MINUTES
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Rep. Peck stated this bill does not define what permanent records are.

Rep. Hannah replied this bill does not address the permanent records of the student. It deals with miscellaneous records and things that just pile up.

Rep. Yardley asked Rep. Hannah if this bill is in conflict with other state statutes. The response was I don't know, but I would be willing to find out.

Chairman Daily closed the hearing on House Bill 221, at 1:20 p.m.

HOUSE BILL 224

REPRESENTATIVE RAY JENSEN, District 25, St. Ignatius, opened by saying this is simply an act to allow school districts to go on an accrual accounting system. At this point, the local school district is the largest taxing body in the community. The present financial accounting activities are limited to merely paying the bills. In this day and age, record keeping requires a little more detail than that.

PROPOSERS

GLENN HAUGO, Local Government Services Division, Helena, said I have the oversight auditing for schools. The accrual method of accounting is a superior method.

GARY STEUERWALD, Office of Public Instruction, said OPI supports this bill. We are required to review audits of all school districts. They do not comply with accepted accounting procedures. This would allow school districts the opportunity to work within state systems.

JOHN DEENEY, School District #2, Billings, rose in support of House Bill 224, for the above-stated reasons.

CHIP ERDMANN, Montana School Board Association, said this would allow school districts to encounter funds for legally incurred claims into the next fiscal year. We envisioned the Office of Public Instruction adopting rules that would set a time limit on how long the district can hold the encountered funds. This would bring the districts into uniformity with state agencies and other local government entities.

There were no opponents to House Bill 224.

Rep. Jensen closed.

HOUSE EDUCATION COMMITTEE MINUTES
January 21, 1983, page 6

Rep. Eudaily asked Mr. Steuerwald if we don't put a time limit on these accrued expenses, could we be running this year's budget three years down the road. The response was currently, we have a limitation on the books of one year.

EXECUTIVE SESSION

HOUSE BILL 176

Rep. Eudaily moved House Bill 176, DO PASS.

Chairman Daily moved the amendment to House Bill 176, DO PASS, the motion carried unanimously. (see exhibit 5)

Rep. Eudaily moved House Bill 176, DO PASS as amended, the motion carried 16 to 1, with Rep. Hannah voting no.

HOUSE BILL 166

Chairman Daily moved House Bill 166, DO PASS.

Chairman Daily moved the amendments to House Bill 166, DO PASS. (see exhibit 3)

Rep. Sands made a substitute motion to amend the amendments to strike from contractors, licensed in Montana.

Rep. Schye stated I think contractors should be licensed, I would think they should get the first shot at the job.

The motion to amend the amendment failed, with Rep. Sands and Hannah voting yes.

The amendments to House Bill 166 passed unanimously.

Rep. Hammond moved House Bill 166, DO PASS as amended, the motion carried unanimously.

HOUSE BILL 89

Rep. Lory moved House Bill 89, DO NOT PASS, the motion carried unanimously.

HOUSE BILL 99

Rep. Hammond moved House Bill 99, DO PASS.

Rep. Lory moved the amendments to House Bill 99, DO PASS. (see exhibit 6) Rep. Lory explained that the amendments require the school district before they can implement the program to vote, so the voters can express their opinions on the issue. A statement of intent was required on House Bill 99. (see exhibit 7)

HOUSE EDUCATION COMMITTEE MINUTES
January 21, 1983, page 7

Rep. Hammond explained the statement of intent.

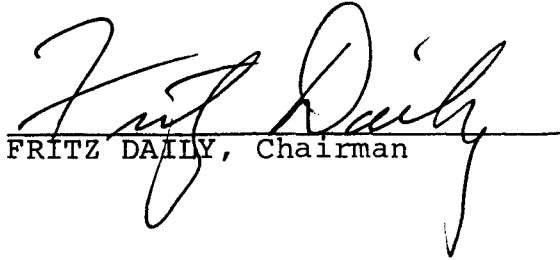
The motion to amend House Bill 99 passed unanimously.

Rep. Hammond moved House Bill 99, DO PASS as amended.

Rep. Eudaily commented I am still very concerned about the number of hours per day. You might get something out of the big kids during those extra hours, but you aren't going to get anything out of the little ones.

The motion passed 15-2, with Rep. Eudaily and Rep. Peck voting no.

The meeting was adjourned at 2:45 p.m.


FRITZ DAILY, Chairman


Cheryl Fredrickson, secretary

HOUSE Education COMMITTEE

DATE 11/21/83

[illegible]

WHEN TESTIFYING PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.

VISITOR'S REGISTER

HOUSE Education

COMMITTEE

BILL 166

DATE 1/21/83

SPONSOR _____

[illegible]

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR LONGER FORM.

WHEN TESTIFYING PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.

VISITOR'S REGISTER

HOUSE Education COMMITTEE

BILL 221

DATE 1/21/83

SPONSOR _____

[illegible]

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR LONGER FORM.

WHEN TESTIFYING PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.

VISITOR'S REGISTER

HOUSE

Education

COMMITTEE

BILL

224

DATE _____

1/21/83

SPONSOR

[illegible]

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR LONGER FORM.

WHEN TESTIFYING PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.



Board of Public Education

Exhibit 2

BOARD MEMBERS

Hidde Van Duym
Executive Secretary

EX OFFICIO MEMBERS:

J Schwinden, Governor

Argenbright, Superintendent of
Public Instruction

ng E. Dayton, Commissioner
Higher Education

APPOINTED MEMBERS:

n D. Gunderson, Chairman
lings

Jean Robocker, Vice Chairman
Kalispell

nes Graham
lay

George A. Johnson
Great Falls

riett C. Meloy
lena

Arthur Schauer
Libby

mas A. Thompson
winning

TESTIMONY FOR THE HOUSE EDUCATION COMMITTEE SUPPORTING HB 176

I am Hidde Van Duym, Executive Secretary to the Board of Public Education.

Nearly a year ago the Board reviewed its bylaws and agreed my position should be called executive secretary. On behalf of the Board I urge you to pass this bill which relates to the staff of the Board.

Permit me to go back to 1972 when the present Board of Public Education was created. A separate Board of Public Education was created in 1972 because as the Commission on Executive Reorganization reported, up until that time the "lower schools" were left to the discretion of the Superintendent, while the State Board saw its duties primarily in the field of higher education. Thus, there was a need for a State Board to give full attention to the governance of the public school system and the feeling was that it should be a lay board with long overlapping terms to provide continuity of policy and that it should be governor appointed to provide linkage with the executive arm of government.

It was created but it was not given any staff of its own. After five years, in 1977, the Board came to the Legislature and asked for an executive secretary and limited staff to carry out its duties.

The final form of the 1977 bill for board staff provided for a "professional assistant" and "a secretary." The problem has been that nobody knows what a professional assistant is. We do know what an executive secretary is. Robert's Rules of Order provide a description.

Robert's Rules of Order describe an executive secretary as a salaried officer who is employed by a board under contract and who devotes full time to his work as administrative officer especially at a national, regional or state level. And, that person's duties include being responsible for seeing that the Board's instructions are carried out, conducting the board's day-to-day business, and hiring, firing and setting salaries of other staff with the approval of the board.

My role with the Board of Public Education is exactly that. I am a salaried officer employed by the Board, and I devote full time to my work as administrative officer at a state level. I conduct

the Board's day-to-day business and I am responsible for seeing that the Board's instructions are carried out and I have hired a secretary and set her salary with the approval of the Board.

As to staff, I would like to stress that there is a need for additional staff in the Board's office because it needs to fulfill its policy formulating role and because the volume of Board business has increased.

There is no duplication between the work of the Board's staff and that of the Superintendent's staff. The Board's staff confines itself to Board responsibilities as outlined in the statutes. I have attached a list of the Board's responsibilities for your information.

A one-paragraph summary of Board staff activities would run as follows.
The staff:

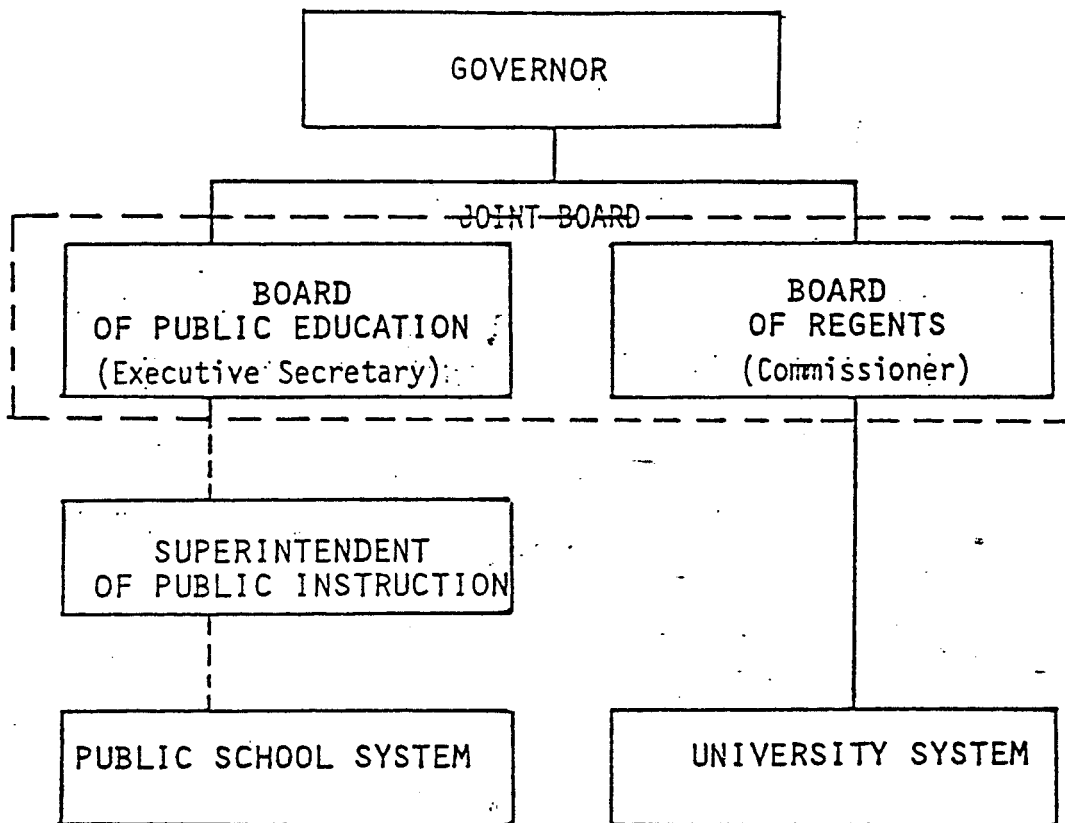
- (1) collects, numbers, prepares and distributes the materials for a one-and-a-half day agenda every month;
- (2) processes all changes in the standards for the schools, teachers, school buses and other areas according to the rules of the Secretary of State and the Administrative Procedures Act;
- (3) records the actions of the Board and maintains the files of all of all Board activities;
- (4) provides public information and handles the Board's correspondence;
- (5) manages the Board members' monthly travel expenditures, general office administration including payroll and related affairs; and,
- (6) monitors School for the Deaf and Blind and Fire Services Training School affairs.

At present, a good deal of my time is spent sharing all of the duties with my secretary: xeroxing the agenda, typing the cover sheets for all of the items and relaying phone calls about how to renew a teaching certificate in Montana.

I should be spending my time on review of policy and researching the new issues confronting the Board.

Essentially, this is the Board that sets the standards for one of the largest fiscal packages in the State. I urge you to adopt a statute that allows the Board to have the staff necessary to carry out its duties.

Thank you.



HVD/hvd
12jan83



Board of Public Education

BOARD MEMBERS

Hidde Van Duym
Executive Secretary

EX OFFICIO MEMBERS:

Schwinden, Governor

Ed Argenbright, Superintendent of
Public Instruction

ing E. Dayton, Commissioner
Higher Education

BOARD RESPONSIBILITIES

APPOINTED MEMBERS:

en D. Gunderson, Chairman
ings

Jean Robocker, Vice Chairman
Kalispell

es Graham
ay

George A. Johnson
Great Falls

riett C. Meloy
Mena

Arthur Schauer
by

mas A. Thompson
Browning

Accreditation of Schools	MCA 20-7-101
Basic Instructional Program	MCA 20-7-111
Special Education Policy	MCA 20-7-402
Teacher Certification and Suspension Appeals	MCA 20-4-102 and 104
Teacher Education Programs	MCA 20-4-102 and 122
Transportation	MCA 20-10-111
Pupil Instruction Related Days Policy	MCA 20-1-304
Kindergarten Variances	MCA 20-1-302
Food Services	MCA 20-10-201
Highschool Equivalency Diploma Standards	ARM 10.66.101
Equalization Distribution of Foundation Program	MCA 20-9-344
Education Media	MCA 20-2-121 and 20-7-201
Fire Services Training School	MCA 20-31-102
School for the Deaf and Blind	MCA 20-8-103

from Robert's Rules of Order Newly Revised,
pp. 386-387.

Appointed Officers or Consultants

EXECUTIVE SECRETARY. The term *executive secretary*, or *executive director*, is usually applied to a salaried officer who devotes full time to his work as administrative officer and general manager of an organization, especially at the national, regional, or state level; and unless otherwise indicated the term is used in that sense in this book. In most organizations, the executive secretary is employed by the board of directors under contract, but in some he is elected by the convention.

Duties of the executive secretary. The executive secretary is in charge of the central office of the society and acts under the immediate direction of the board and the executive committee, if there is one (see p. 403). He is sometimes ex officio the secretary of the executive committee (and sometimes of the board) and is responsible for seeing that the committee's instructions are carried out. He is expected to recommend plans of work and to conduct the day-to-day business of the organization. He is often responsible for the work that would otherwise be carried out by an elected corresponding secretary. He usually hires, fires, and determines the salaries of other staff members with the approval of the board or executive committee, which may regulate this function by adopting personnel policies. The bylaws should specify the duties of the executive secretary and should describe the manner in which he is to be selected, and for how long a term.

BOARD OF PUBLIC EDUCATION

What specific tasks are not getting done?

	accomplished	not timely or only partially accomplished	backlog
<u>Exec. Secretary Goals and Objectives</u>			
Goal Area A: Management of the Board's Administrative Affairs	shared w. adm. assistant; see adm.assist. workload below		
Goal Area B: Assistance with the Activities of the Board			backlog in formulating response to new policy issues
Goal Area C: Liaison between the Board and the Office of Public Instruction and other State Agencies		not enough time available for joint review and preparation of policies w. OPI University Sys- tem etc.	
Goal Area D: Communications with the Public and Professional Organizations			backlog in responding to public and professional inquiries and comments
<u>Administrative Assistant</u>			
1. Collection of agenda materials -----x			
2. Preparation of agenda materials -----x			
3. Mailing and distribution of agenda -----x			
4. Board meeting preparation -----x			
5. Board meeting management -----x			
6. Board expense reimbursements -----x			
7. Maintenance of mailing lists -----x			
8. Preparation of minutes -----x			
9. File maintenance -----x			
10. ARM-ATMS processing -----x			
11. Certification hearings and admini- stration -----x			
12. Policy hearings -----x			
13. Budget management and reporting -----x			
14. SBAS accounting -----x			
15. Payroll and time sheets -----x			
16. Inter-office communications -----x			
17. Public information and referral -----x			
18. Maintenance of office equipment and supplies -----x			
19. Typing and processing of correspon- dence -----x			

BOARD OF PUBLIC EDUCATION

What functions would new staff perform?

	Exec. Secret.	Analyst	Adm. Assist.	Secretary
<u>Exec. Secretary Goals and Objectives</u>				
Goal Area A: Management of the Board's Administrative Affairs			see below	see below
Goal Area B: Assistance with the Activities of the Board	longterm planning (2); response to new policy issues (3); review schedules (4); communication w. chairman and orientation of new Board members (5,8)	collection of materials (1); drafting of legislation (5); alternative solutions (12)		
Goal Area C: Liaison between the Board and the Office of Public Instruction and other State Agencies	timely consultation w. OPI Depts of Ed. Gov's Office	collection and analysis of agency and program reports		
Goal Area D: Communications with the Public and Professional Organizations	timely response to public and professional inquiries and comments	collection and analysis of agency and program reports		
<u>Administrative Assistant</u>				
1. Collection of agenda materials	-----	-----	-----X	
2. Preparation of agenda materials	-----	-----	-----X	
3. Mailing and distribution of agenda	-----	-----	-----	-----X
4. Board meeting preparation	-----	-----	-----X	
5. Board meeting management	-----	-----	-----X	
6. Board expense reimbursements	-----	-----	-----X	
7. Maintenance of mailing lists	-----	-----	-----	-----X
8. Preparation of minutes	-----	-----	-----X	
9. File maintenance	-----	-----	-----	-----X
10. ARM-ATMS processing	-----	-----	-----X	
11. Certification hearings and administration	-----	-----	-----X	
12. Policy hearings	-----	-----	-----X	
13. Budget management and reporting	-----	-----	-----X	
14. SBAS accounting	-----	-----	-----X	
15. Payroll and time sheets	-----	-----	-----X	
16. Inter-office communications	-----	-----	-----X	
17. Public Information and referral	-----	-----	-----X	
18. Maintenance of office equipment and supplies	-----	-----	-----	-----X
19. Typing and processing of correspondence	-----	-----	-----	-----X

Montana Education Association

1232 East Sixth Avenue, Helena, Montana 59601
Telephone 406-442-4250

Exhibit 2

January 21, 1982

TO: House Committee on Education
FROM: Montana Education Association
RE: Board of Public Education Staffing Request (HB176)

The MEA supports the Board of Public Education staffing request.

The Board has the major responsibility for setting the state's educational policy. As teachers we are highly aware of the Board's obligation to establish some of the most essential regulations affecting education quality, such as teacher certification standards and accreditation of schools. We believe also the Board should have a leadership role as the citizen's forum for voicing educational concerns.

These heavy responsibilities cannot be carried out by our citizen board without a staff to do the necessary legwork. Just as a legislative committee cannot function efficiently without researchers, fiscal analysts, secretaries, etc., neither can the Board.

We believe the Board should have staff at least adequate to help the Board fulfill its constitutional role as an independent agency. This is impossible if the Board must rely on the willingness of another office to perform these administrative tasks. The problem becomes acute when there are policy differences between the two.

MEA is not interested in eroding the important office of state superintendent. We simply want the state board to have the chance to function realistically and efficiently.

Amendment to HB166
(Introduced Bill)

1. Title, line 6
following: "THE"
Insert: "FORMAL"
Following: "PROCESS"
Strike: " ; "
Insert: ", AND CLARIFYING THE BIDDING REQUIREMENTS;"
2. Page 2, line 13 through line 3 on page 3
Strike: line 13 on page 2 through line 3 on page 3 in
its entirety
Insert: (3) The board of trustees shall let contracts for
building, furnishing, repairing, or other work
or supplies for the benefit of the district
according to the following rules and procedures:
(a) The board of trustees need not meet require-
ments relating to advertising or bidding if a
proposed contract for building, furnishing,
repairing or other work or supplies is for less
than \$5,000.
(b) Whenever the proposed contract costs are
less than \$25,000 but more than \$5,000, the
board of trustees shall procure at least three
informal bids, if reasonably available, from
contractors licensed in Montana.
(c) Whenever the proposed contract costs are
more than \$25,000, the board of trustees shall
solicit formal bids and advertise once each week
for at least 2 weeks in a newspaper published
in each county wherein the area of the district
lies, calling for bids to perform such work or
furnish such supplies. If advertising is
required, the board shall award the contract to
the lowest responsible bidder. However, the
board of trustees has the right to reject any
and all bids.
(d) Nothing in this section shall require
the board of trustees to let a contract for
any project or service which can be accomplished
by district staff.

GUIDELINES FOR THE RETENTION
OF
SELECTED SCHOOL DISTRICT RECORDS
June 1977

Exhibit 4

Pass to
meet needs
of 221

RECORDMINIMUM RETENTION

FEDERAL PROJECT RECORDS

E.S.E.A. Title I, II, III
N.D.E.A. Title III
Vocational Education
Special Education Reimbursements

5 Years
5 Years
5 Years
5 Years

1977

GENERAL FINANCE RECORDS

Miscellaneous General Receipts
Adult Education Receipts - Duplicate Copy
Adult Education Receipts - Triplicate Copy
Annual School Trustees' Report
County Treasurer's Monthly Statements
Disbursement Authorizations:
 Requisitions
 Purchase Orders
 Invoices-
Unused Checks
Bank Statements
Canceled and Paid Checks
Duplicate Warrant Copies
Official Budget Copies
Budget/Receipt Sheets
Claims, Approved and Paid
Bonds and Coupons (Paid)
Triplicate Warrants

25 Years
Audit plus 1 Year
25 Years
10 Years
3 Years

1957

1972

1979

8 Years
8 Years
8 Years
8 Years

1974

8 Years
8 Years
8 Years

10 Years - 1972

Permanent Record

25 Years
25 Years
3 Years

1957

1979

PAYROLL RECORDS

Form W-2 Retained Copy
Monthly and Quarterly Wage Records
 Duplicate - Federal Tax Form 941
 Duplicate - State Tax Forms MW2A and MW2B
 Duplicate - Social Security Report Form SAR3
 Duplicate - PERS Systems Reports 33A and 33B
 Duplicate - Industrial Accident Board Report Form 3012
 Duplicate - State and Federal Tax Withholding
Tax Shelter Annuities
Duplicate Veterans' Retirement Reports
Time Cards (Sheets)
Teacher's Retirement

6 Years

6 Years

5 Years

4 Years

8 Years

5 Years

7 Years

10 Years

After Audit

3 Years

8 Years

TRANSPORTATION RECORDS

Route Maps
Drivers Written Examination
Drivers Physical Examination
Driver's Trip Reports

Current
3 Years After Examination
3 Years After Examination
90 Days After End of School Year

RECORDMINIMUM RETENTION

TRANSPORTATION RECORDS - cont.

Individual Transportation Report to County Supt.	Audit plus 1 Year
Bus Accident Reports	3 Years
Bus Inspection Forms	2 Years After Inspection
Claims for School Transportation	Audit plus 1 Year
Transportation Contracts	3 Years After Fulfillment

STUDENT ACTIVITIES

Minute Books	Permanent
Dues and Ticket Reports	Audit plus 1 Year
Bank Statements	8 Years
Canceled Checks	8 Years
Receipt Documents	25 Years
Disbursement Authorizations	8 Years

ATHLETICS

Game Contracts, Score Books and Rosters	End of School Year
Accident Reports	Active plus 6 Years

SCHOOL LUNCH/SPECIAL MILK RECORDS

Monthly Consumption and Expenditures	5 Years
Daily Receives, Consumption, Expenditures	5 Years
Ticket Receipts	5 Years
Lunch Reports (Monthly)	8 Years

STUDENT RECORDS

School Census Report - Summary	Permanent
School Census Name Sheets	2 Years
Tuition Records - General	Audit plus 1 Year
Tuition Records - Involving Federal Funds	4 Years
Standardized Test Results	
National Tests	End of Senior Year
Local Tests	Local Opinion
Individual File Folders	End of Senior Year
Written Excuses	End of School Year
Class Schedule Cards	End of School Year
Teacher's Class Record/Grade Sheets	
1st thru 8th Grades	End of School Year plus 90 Days
9th thru 12th Grades	4 Years

SCCELLANEOUS AND NON-FINANCE RECORDS

Teacher Year-End Reports	2 Years
Bid Lettings and Acceptances	3 Years After Fulfillment

RECORDMINIMUM RETENTION

MISCELLANEOUS AND NON-FINANCE RECORDS - cont.

Insurance Policies	7 Years After Lapse of Coverage
Election Materials (Except Registration Records and Final Canvass)	4 Years
Teachers' Contracts	5 Years
Official Bonds	After Audit and Close of Term
Audit Reports	10 Years
Minutes of Board Meetings	Permanent
Report Cards	At Discretion of Board
I.Q. Tests	At Discretion of Board
General Correspondence	At Discretion of Board

STATUTORY AUTHORIZATION

FOR

RECORDS DESTRUCTION

59-514. (455.2) Destruction of old county records may be ordered by commissioners with examiner's approval—destruction of old school district records may be ordered by trustees with examiner's approval. (1) Any county officer may destroy old worthless reports, papers or records in his office that have served their purpose and that are substantiated by permanent records, upon the order of the board of county commissioners and with the approval of the state examiner.

(2) A school officer may destroy old worthless reports, papers or records in his office that have served their purpose and that are substantiated by permanent records, upon the order of the board of trustees and with the approval of the state examiner.

History: En. Sec. 2, Ch. 92, L. 1935;
amd. Sec. 1, Ch. 166, L. 1967.

Amendments to HB 176

1. Page 1, line 15.

Following: "secretary"

Strike: "such"

2. Page 1, lines 16 through 17.

Following: "persons"

Strike: remainder of lines 16 through 17

Insert: "within legislatively authorized appropriations"

AMENDMENTS TO HB 99

1. Title.
Following: line 8
Insert: "to provide for approval of equivalent plan by district voters;"
2. Page 2, line 2.
Following: "instruction"
Strike: "and:"
Insert: "",""
3. Page 2, line 3.
Following: "education"
Insert: ", and complies with the provisions of [section 3]"
4. Page 3.
Following: line 25.
Insert: "New Section. Section 3. District election for approval of school year equivalent plan. Before a district applies to the board of education for a variance to conduct on equivalent to the required 180 school days of pupil instruction as provided in 20-1-301, the trustees of the district must submit the question of the school year equivalent plan to the electors of district for approval at a regular or special school election conducted under the election provisions of Title 20."

STATEMENT OF INTENT: HB 99

A statement of intent is required for this bill because it allows the board of public education to grant permission to a school district to conduct a school fiscal year of less than 180 school days by conducting an equivalent number of hours.

The board shall adopt the following approval procedures:

- (a) any deadlines for application that may be necessary to designate;
- (b) indication that school officials make a serious effort to involve teachers, parents and other affected individuals or groups in the discussion and implementation of the school year plan;
- (c) indication that the longer school day plan shall be subject to review by the state superintendent of public instruction;
- (d) indication that the approved plan would be granted for one year and renewable if it is evaluated to be workable and educationally sound by both the school district and the board of public education.

STANDING COMMITTEE REPORT

1 of 2

January 21, 83

19.....

SPEAKER:

MR.

EDUCATION AND CULTURAL RESOURCES

We, your committee on.....

HOUSE

166

having had under consideration Bill No.

first reading copy of white bill

A BILL FOR AN ACT ENTITLED: "AN ACT TO INCREASE THE LIMIT
ON THE AMOUNT THAT A SCHOOL DISTRICT CAN EXPEND WITHOUT GOING
THROUGH THE BID PROCESS; AMENDING SECTION 20-9-204, MCA."

HOUSE

166

Respectfully report as follows: That..... Bill No.

be amended as follows:

1. Title, line 6.

Following: "THE"

Insert: "FORMAL"

Following: "PROCESS;"

Insert: "CLARIFYING THE BIDDING REQUIREMENTS; AND"

2. Page 2, line 13 through line 3 on page 3.

Strike: line 13 on page 2 through line 3 on page 3 in its
entirety

XXXX
DO PASS

January 21, 1983

Insert: (3) The board of trustees shall let contracts for building, furnishing, repairing, or other work or supplies for the benefit of the district according to the following rules and procedures:

(a) The board of trustees need not meet requirements relating to advertising or bidding if a proposed contract for building, furnishing, repairing or other work or supplies is for less than \$5,000.

(b) Whenever the proposed contract costs are less than \$25,000 but more than \$5,000, the board of trustees shall procure at least three informal bids, "in writing, if reasonably available, from contractors licensed in Montana.

(c) Whenever the proposed contract costs are more than \$25,000, the board of trustees shall solicit formal bids and advertise once each week for at least 2 weeks in a newspaper published in each county wherein the area of the district lies, calling for bids to perform such work or furnish such supplies. If advertising is required, the board shall award the contract to the lowest responsible bidder. However, the board of trustees has the right to reject any and all bids.

(d) Nothing in this section shall require the board of trustees to let a contract for any project or service which can be accomplished by district staff.

AND AS AMENDED
DO PASS

STANDING COMMITTEE REPORT

January 21, 1923

MR. SPEAKER:

We, your committee on EDUCATION AND CULTURAL RESOURCES

having had under consideration HOUSE Bill No. 176

first reading (white)
color

"AN ACT TO REVISE THE LAW RELATING TO THE STAFF OF THE BOARD
OF PUBLIC EDUCATION; AMENDING SECTION 20-2-122, MCA."

Respectfully report as follows: That HOUSE Bill No. 177
be amended as follows:

1. Page 1, line 15.

Following: "secretary"

Strike: "such"

2. Page 1, lines 16 through 17.

Following: "persons"

Strike: line 16 and 17 through "it"

Insert: "within legislatively authorized appropriations"

AND AS AMENDED

DQ PASS.

STANDING COMMITTEE REPORT

January 24, 19 83

SPEAKER:

MR.

EDUCATION AND CULTURAL RESOURCES

We, your committee on

having had under consideration HOUSE Bill No. 221

first white
reading copy (color)

"AN ACT TO GENERALLY REVISE THE TIME PERIOD FOR THE RETENTION
OF SCHOOL RECORDS; AMENDING SECTIONS 20-1-212, 20-7-101, AND
20-9-215, MCA."

HOUSE 221

Respectfully report as follows: That Bill No.
be amended as follows:

1. Page 1, line 16.
Following: "administration;"
Strike: "or"
Insert: "and"
2. Page 1, line 24 through line 1 on page 2.
Following: "period" on line 24
Strike: line 24 through "necessary" on line 1, page 2
3. Page 2, line 6 through line 7.
Following: "years" on line 6
Strike: line 6 through "trustees" on line 7

AND AS AMENDED

DO-PASS

STANDING COMMITTEE REPORT

January 24, 1933

SPEAKER:

MR.

EDUCATION AND CULTURAL RESOURCES

We, your committee on

having had under consideration HOUSE Bill No. 224

first reading copy (white)
color

"AN ACT TO ALLOW SCHOOL DISTRICTS TO USE AN ACCRUAL ACCOUNTING
SYSTEM FOR BUDGETED FUNDS; AMENDING SECTION 20-9-209, MCA."

Respectfully report as follows: That HOUSE Bill No. 224

DQ PASS.