

**April 18th, 2023 Regularly Scheduled Board Meeting**

**3:45 p.m. Via Zoom Webinar - Ophir Elementary Large Conference Room**

**Link: <https://us06web.zoom.us/j/86026256492>**

**Call to Order**

**Pledge of Allegiance**

**Revision(s) to Agenda**

**Public Comment – Non-Agenda Items**

**Approval of Minutes**

**Recognitions and Commendations**

**Superintendent Report**

**Middle School / High School Principal's Report**

**Elementary School Principal's Report**

**DP Coordinator Report**

**Activities Report**

**Business Manager's Report**

**Committee Reports**

- **Personnel committee - No report**
- **Wellness committee - No report**
- **Policy Committee - No report**
- **Strategic plan committee - Full plan update**
- **Budget committee - Report at meeting**
- **Negotiations committee - No report - Suspended for the year**
- **Safety and Security sub-committee - Matt Daugherty to report**

**Special Reports**

- **Construction Update**
- **Bond committee**

**Discussion and Action:**

- 1. Certified Hire**
- 2. Girls Soccer Roster and 8th grade participation**
- 3. Law presentation for students**
- 4. MSU study update and addition of parent focus group**
- 5. 1900 series of BSSD policy manual - Emergency series**

**Consent Agenda**

- 1. Warrants and Liabilities**
- 2. Staff**
  - a. Resignations**
    - i. Kyana Saidizand**

- b. Guests**
  - i. Tesha Distad - Front office**
- c. Coaches**
  - i. Football**
    - 1. Dustin Shipman - head**
    - 2. James Miranda - Assistant**
    - 3. Brian Squillace - Assistant**
    - 4. Jeff Helms - Volunteer**

- 3. Out of District students**
  - a.**

**Future Meeting Dates: Regular meeting May 10th, 3:45 p.m. - To include IB visitors, swearing in of trustees and board realignment.**

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Superintendent Report - [at meeting](#)

Middle School / High School Principal's Report - [at meeting](#)

Elementary School Principal's Report - [at meeting](#)

DP Coordinator Report - [at meeting](#)

Activities Report - [at meeting](#)

Business Manager's Report - [at meeting](#)

### Committee Reports

- Strategic plan committee - [Full plan update](#)
- Safety and Security sub-committee - [Matt Daugherty to report](#)

### Special Reports

- Construction Update - [Cristei Tate to report](#)
- Bond committee - [Dustin, Kara and Stacy to report](#)

### Discussion and Action:

1. Certified Hire - [Christine Toy, CV in packet Ophir elementary school. We are still trying to get over the finish line with her. Recommended motion = Approve Christine Toy as a 1.0 FTE certified teacher for OES.](#)
2. Girls Soccer Roster and 8th grade participation - [Kim Dickerson](#) has requested to have 8th graders who want try out and participate in LPHS girls soccer for next fall. She is confident that this is a bridge year and participation numbers will increase and she will be able to roster with LPHS students from 2024 forward. *Recommended motion = Approve the participation of 8th graders on the LPHS girls soccer team for the 2023 season.*
3. Law presentation for students - [Tabled until May.](#)
4. MSU study update and addition of parent focus group - [Katie Franklin would like to add a parent focus group to her study. Recommended motion = Approve the addition of a parent focus group to the MSU study.](#)
5. 1900 series of BSSD policy manual - Emergency series - From MTSBA:

[. On February 10, 2023, the President temporarily extended the declared national emergency for COVID-19. However, this announcement concluded with the statement, "I anticipate terminating the national emergency concerning the COVID-19 pandemic on May 11, 2023." This statement is a signal that the declared national emergency will conclude on or around May 11, 2023.](#)

In anticipation of the end of the declared emergency, local boards of trustees in districts where the MTSBA Model Emergency Policies numbered 1900-1912 are still in effect should include the following item on their April meeting agenda:

*"Consider Termination and Removal of Temporary Emergency Policies Numbered 1900-1912"*

The Emergency Policies were initially distributed to districts in March 2020 to temporarily guide district operations and delivery of instruction during the period of emergency. Model Emergency Policy 1900 states the policies are in effect until terminated by a vote of the board of trustees:

*School District Policies Numbered 1900-1999 are intended to govern during any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, County Health Department, or the Board of Trustees. The term of School District Policies Numbered 1900-1999 shall run until terminated by a vote of the board of trustees.*

The declared national emergency is likely the final declared emergency in effect in Montana school districts. The termination of the national emergency will mean the policies are no longer in effect under the provision stated above. As a result, the presence of the policies in the manual could cause confusion among students, parents, staff, and taxpayers. Removing these items will help ensure clarity regarding district operations and avoid unnecessary distractions. Local boards of trustees have the authority to terminate the Emergency Policies with one reading in accordance Emergency Policy 1901.

However, the removal of the policies does not mean the issues covered in the emergency policies will no longer be addressed in the policy manual. In anticipation of the termination of these temporary emergency policies, MTSBA has adjusted standard policies within the MTSBA Model Policy Manual to reflect areas of need. By including these provisions in the standard MTSBA Model Policy Manual, the revised policies help prepare districts for future emergencies while ensuring policy coverage on important topics if the board decides to terminate a temporary Emergency Policy. These adjustments to the standard MTSBA Model Policies include updates as summarized in this chart.

When an Emergency Policy is terminated, a district's ESSER Safe Return to School and Continuity of Services Plan should be adjusted to replace the identified Emergency Policy with the corresponding updated Model Policy. This will ensure the adopted Plan is consistent with the district's actual practices and operations as required by ESSER. The policies identified in the Plan should be in effect in some form or the Plan should be revised to reflect current practice and policy. Finally, the updates to the MTSBA Model Policies do not include language on face coverings so if a district needs assistance on that issue, it should contact MTSBA for guidance.

Districts that participate in the MTSBA Policy Maintenance Program should inform MTSBA staff right away of any changes to the district's Emergency Policies to ensure the manuals posted on MTSBA.org are accurate.

If there are any questions about a specific emergency policy or termination procedures, MTSBA can assist in identifying useful solutions. Please contact the [MTSBA Policy Services staff](#) if we can be of any help.

**Recommended motion = *"I move the board of trustees terminate the Temporary Emergency Policies Numbered 1900-1912 and direct the administration to remove the policies and related procedures from the policy manual and work with necessary stakeholders to enact this motion."***

## **Consent Agenda**

### **1. Warrants and Liabilities**

### **2. Staff**

#### **a. Resignations**

##### **i. Kyana Saidizand**

#### **b. Guests**

##### **i. Tesha Distad - Front office**

#### **c. Coaches**

##### **i. Football**

- 1. Dustin Shipman - head**
- 2. James Miranda - Assistant**
- 3. Brian Squillace - Assistant**
- 4. Jeff Helms - Volunteer**

### **3. Out of District students**

#### **a.**

**Future Meeting Dates: Regular meeting May 10th, 3:45 p.m. - To include IB visitors, swearing in of trustees and board realignment.**

**Big Sky School District #72 School Board Meeting**  
**Ophir ES Conference Room (3:45pm)**  
**March 21st, 2023**  
**MINUTES**

**In attendance:** Loren Bough, Stacy Ossorio, Matt Jennings, Scott Hammond, Dustin Shipman, Corky Miller, Andrew Blessing, Marlo Mitchem, Brittany Shirley, Tim Sullivan, Libby Grabow, Cristie Tate, John Hannahs, Matt Daugherty, Linda Nell, Al Malinowski, Vanessa Wilson

**Meeting called to order at 3:45pm, by Chair Bough**

**Pledge of Allegiance**

**Revision(s) to Agenda** – None

**Public Comment – Non-Agenda Items** – None

**Approval of Minutes** – Trustee Jennings made a motion to approve minutes for the Meeting held February 14<sup>th</sup>, Trustee Ossorio seconded the motion. **Motion passed unanimously.**

**Recognitions and Commendations** – Superintendent Shipman recognized and congratulated the LPHS basketball teams. More than 100 teams competed at the Class C level, both boys and girls finished in the top 10%.

**Superintendent's Report – Dustin Shipman**

- Superintendent's Report is included as an Attachment

**OMS/LPHS Principal's Report – Marlo Mitchem**

- Academics
  - 7th grade finishing their MAST testing this week, the pilot program by the state and they will have one more session before the school year is out.
  - 9 weeks until graduation! IB students are gearing up for examinations.
  - Completed our ACT prep work in preparation for next week's ACT test on Tuesday, March 28<sup>th</sup>.
  - From Explore Big Sky - "Jeremy Harder's seventh-grade Design Technology class at Ophir Middle School took a short walk from campus to Roger Ladd's barn on March 8 for a unique, out-of-the-classroom activity: building birdhouses. Ladd and Harder have teamed up on the project for two years, making cedar birdhouses that provide nesting places for both local and migratory songbirds in the area."
  - Riley Niva, an 8th grader, represented Big Sky School District at the state spelling bee. BSSD's first state competition participant.
  - Claire Hoadley placed 2nd in our District at the American Legion Oratory Contest.
  - FOBSE Scholarship presentations are scheduled for April 4<sup>th</sup>, 2nd period. Great submission rate.
- Student Life
  - Very proud of our basketball teams – thank you for all the support from parents, teachers, students, and community members this season.
  - Prom is set for Saturday, April 29<sup>th</sup> at Montage – a great group of parents is helping to make this a special event.
  - Middle School Spring Fling is set of Friday, May 12<sup>th</sup>.
  - High School Musical performances are April 5<sup>th</sup> and 6<sup>th</sup>.
  - Already planning for next year's high school expedition trips.
- Professional
  - Teacher evaluations are done.

### **Elementary Principal's Report- Brittany Shirley**

- 12 school days to spring break!
- All formal observations complete.
- Nordic skiing well under way - 2nd grade is skiing this week and we work our way down through the remaining grades one week at a time.
- Read Across America was a great success! Ashley Jenks created a lot of cross grade-level interaction.
- Our staff had Eureka Math training on Mar 6 4K-3 PIR, we covered so all staff 4K-5 could be there.
- Less than 2 months to the PYP program evaluation, so nose to the grindstone for that.
- Planning for next year has begun...working on finding a speaker for Oct PIR day.
- 5th grade MAST tested today (7th is also in this pilot program for the state). One more testing event this year.
- Pie Auction is March 31st. Join us!

### **DP Coordinator's Report – Tim Sullivan**

- IB Coursework Submissions
  - Commendation to senior IB diploma candidates on their persistence and focus over the past several weeks as they concluded work on several major IB assessments. These assessments included their extended essays, theory of knowledge essays, HL English essays, and director's notebooks (for students in theater). Sending these assessments to the IB marks the beginning of the final stretch of the diploma program. Students are now wrapping up any remaining internal assessments and will begin preparing for their exams as we move toward spring break.
- IB Exam Scheduling
  - The exam schedule has been sent to students and parents. Support with proctoring the IB exams is needed. The program coordinator will be the primary proctor for each exam; however, one additional proctor in the classroom is needed -- seeking volunteers to serve as the second proctor. The duration of each exam varies, but proctors can expect a 2-3 hour time commitment for each exam.

### **Activities Report – John Hannahs**

- LPHS Basketball has its best year ever
  - congrats to players, coaches, parents, and students
  - Multiple All-Conference honors: Jessie Bough, Maddie Cone, Gus Hammond, Max Romney
- Spring Sports already underway, all with great participation
  - Baseball – 19
  - Tennis – 10
  - Track & Field - 13
  - Golf - 12

### **Business Manager – Corky Miller**

- FY23 Budget Funds - current positions in Packet
- FY24 Preliminary Budget Pages in-packet - \$200k increase from FY23
- Working with Rocky Mountain Insurance to re-bid BSSD health insurance for FY24

### **Committee Reports**

- Personnel Committee – No Report
- Wellness Committee – No Report
- Policy Committee – No Report
- Strategic Plan Committee – Full plan update at April meeting
- Budget Committee – No Report
- Negotiation Committee – No Report – Suspended for the year
- Safety and Security committee – Matt Dougherty, District Marshal reported:
  - Hosted multiple Q&A sessions
  - Establishing emergency operations plan

- Meeting with Bozeman District SRO
- Coordinating with Gallatin County Sheriff's office
- Meeting with classes, students, teachers, staff

### Special Reports

- Construction Update – Cristie Tate provided a construction update.

### Discussion and Action Items:

1. Housing Committee Community Member appointment – Trustee Jennings made a motion to approve, Trustee Ossorio seconded the motion. **Motion passed unanimously.**
2. 2023-2024 BSSD Academic Calendar- Trustee Jennings made the motion to approve, Trustee Ossorio seconded the motion. **Motion passed unanimously.**
3. Cabin relocation- Trustee Jennings made the motion, Trustee Ossorio seconded the motion. **Motion passed unanimously.**
4. Policy 1005FE-F – Proficiency Based Education - Trustee Edgar made the motion, Trustee Hammond seconded the motion. **Motion passed unanimously.**
5. Book Additions for 9<sup>th</sup> Grade: “The Crucible” and “Of Mice and Men” - Trustee Jennings made the motion to approve, Trustee Ossorio seconded the motion. **Motion passed unanimously.**
6. Certified Hire – Anne Christina Wimmer, OES - Trustee Jennings made the motion to approve, Trustee Ossorio seconded the motion. **Motion passed unanimously.**
7. Maintenance Purchase – Ride-on Carpet Cleaner & Extractor - Trustee Jennings made the motion to approve, Trustee Ossorio seconded the motion. **Motion passed unanimously.**
8. Bridger Care Lessons - Trustee Jennings made the motion to approve, Trustee Ossorio seconded the motion. **Motion passed unanimously.**

**Consent Agenda:** Trustee Hammond made a motion to approve Consent Agenda items, Trustee Edgar seconded the motion. – **Motion passed unanimously.**

1. Warrants and Liabilities
2. Staff
  - a. Resignation
    - i. Cadie Williams
    - ii. Kinsey Carney
    - iii. Renee Zimmerman
    - iv. Agnes Adams
  - b. Coaches
    - i. Brad Johnson – Baseball Volunteer
3. Out-of-District Students
  - a. A.V. – Madison County

### Next BSSD #72 Future Board Meetings:

Regular Meeting, April 18<sup>th</sup>, 2023 at 3:45pm (Tuesday)

**Adjourned at 4:38pm by Chair Bough**

\_\_\_\_\_, Loren Bough, Board Chair

\_\_\_\_\_, Corky Miller, Business Manager/Clerk



**Enrollment:**

4k = 20; K = 29; 1<sup>st</sup> = 23; 2<sup>nd</sup> = 37; 3<sup>rd</sup> = 30; 4<sup>th</sup> = 43; 5<sup>th</sup> = 31

OES Total = 213

6<sup>th</sup> = 23; 7<sup>th</sup> = 41; 8<sup>th</sup> = 34

OMS Total = 98

9<sup>th</sup> = 30; 10<sup>th</sup> = 26; 11<sup>th</sup> = 33; 12<sup>th</sup> = 28

LPHS total = 117

BSSD Total with 4K = 428; without 4K = 408

**Recruiting:**

Currently recruiting for:

Industrial Arts / Design Technology for Middle School and High School

Special Education

Elementary Curriculum

Bus Drivers

Front office

Legislature:

Highlights – small school funding increase per ANB already passed.

A relatively interesting bill that would create a school trust account for health insurance with an injection from the governor died on the vine but seems to be getting resurrected and would be good for Montana schools.

Charter school bill will come out of this session for sure, there are two options (one is quite reasonable, the other is not reasonable at all).

Open enrollments across school district lines is going to happen for sure as well.

Session is almost 75% complete so policy committee will be busy in May updating policies to reflect changes in the law.

**Big Sky School District #72 School Board Meeting**  
**Ophir ES Conference Room (9:15am)**  
**April 7<sup>th</sup>, 2023**  
**MINUTES**

**In attendance:** Loren Bough, Stacy Ossorio, Matt Jennings, Kara Edgar, Dustin Shipman, Corky Miller, Andrew Blessing, Libby Grabow

**Meeting called to order at 9:15am, by Chair Bough**

**Pledge of Allegiance**

**Revision(s) to Agenda – None**

**Public Comment – Non-Agenda Items – None**

**Discussion and Action Items:**

1. Van Purchase – Trustee Jennings made a motion to approve, Trustee Ossorio seconded the motion.  
**Motion passed unanimously.**
2. Student Activities Transportation Purchase- Trustee Jennings made the motion to approve, Trustee Ossorio seconded the motion. **Motion passed unanimously.**
3. Pupil Transportation Lease or Purchase- Trustee Jennings made the motion, Trustee Ossorio seconded the motion. **Motion passed unanimously.**

**Next BSSD #72 Future Board Meetings:**

Regular Meeting, April 18<sup>th</sup>, 2023 at 3:45pm (Tuesday)

**Adjourned at 9:25pm by Chair Bough**

\_\_\_\_\_, Loren Bough, Board Chair

\_\_\_\_\_, Corky Miller, Business Manager/Clerk

04/13/23  
11:00:47

BIG SKY SCHOOL DISTRICT #72  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period through 13 April 2023

Page: 1 of 1  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
201 K-12 GENERAL FUND	111,808.68	2,673,134.42	3,607,419.09	3,607,419.09	934,284.67	74 %
210 K-12 TRANSPORTATION FUND	152,661.29	290,487.30	2,141,306.61	2,141,306.61	1,850,819.31	14 %
211 K-12 BUS DEPRECIATION FUND	0.00	0.00	385,754.23	385,754.23	385,754.23	0 %
213 K-12 TUITION FUND	14,065.14	105,046.64	282,912.42	282,912.42	177,865.78	37 %
214 K-12 RETIREMENT FUND	47,551.35	383,661.94	675,000.00	675,000.00	291,338.06	57 %
217 K-12 ADULT EDUCATION FUND	1,345.23	14,250.47	238,717.71	238,717.71	224,467.24	6 %
228 K-12 TECHNOLOGY FUND	21,780.24	211,449.35	151,463.03	151,463.03	-59,986.32	140 %
250 K-12 DEBT SERVICE FUND	0.00	464,175.00	2,458,750.00	2,458,750.00	1,994,575.00	19 %
261 K-12 BUILDING RESERVE FUND	-136,557.57	409004.91	594,764.42	185,759.51	322,614.34	69 %



## **Lone Peak Phase 2**

**April 18, 2023**

### **Schedule**

- Building dry-in and windows will be installed by the end of April.
- Interior walls are framed.
- Overhead mechanical, electrical and plumbing have started and will be complete by the end of the week.
- Practice Field construction will start in early May.
- New trash enclosure is scheduled to be completed the first of May.
- The south entrance and the parking lot are scheduled to start the first of May.
- The project is scheduled to be complete by the start of the Fall 2023 school year.
- Jackson is getting pricing from a few roofing subcontractors for the re-roof portion of the project. The team is currently reviewing the bid for the shingles. The remaining scope of work is designed and is being priced. The re-roof is scheduled for this summer.
- The metal corner theatre signage is installed. The remaining exterior paint and finishes at the theatre will be completed in mid-May.

Attached is the overall project schedule and six-week lookahead.

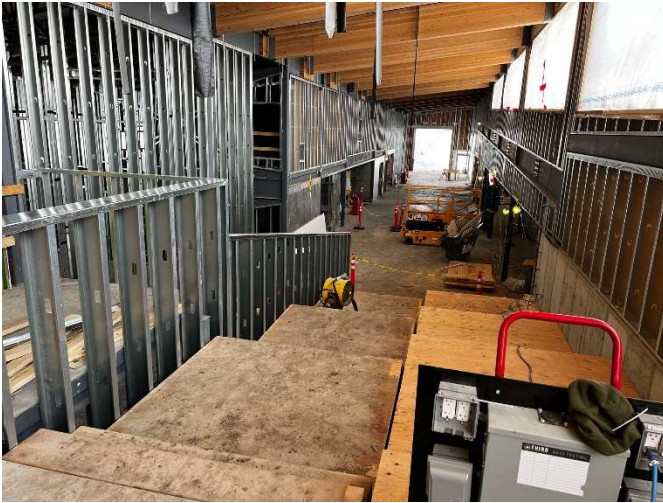
### **Budget**

- Attached are the Project Cost Control and Project Contingency Log.
- Builder's Risk Insurance is going to be required for the roof replacement. We have not received a quote yet.

### **Risks, Opportunities, and Key Issues**

- Jackson has added project team members to ensure the project succeeds and that additional quality control measures are implemented. This is reflected in the current schedule.
- Jackson has worked with their subcontractors to expedite some work scopes to make up this time in the schedule. Weekends, larger crew sizes, and longer work days are expected.
- With current market conditions, the team is tracking the procurement of critical materials over the next few months.

## Photos



View from Top of Learning Stairs



Wall framing



Overhead Plumbing Installation



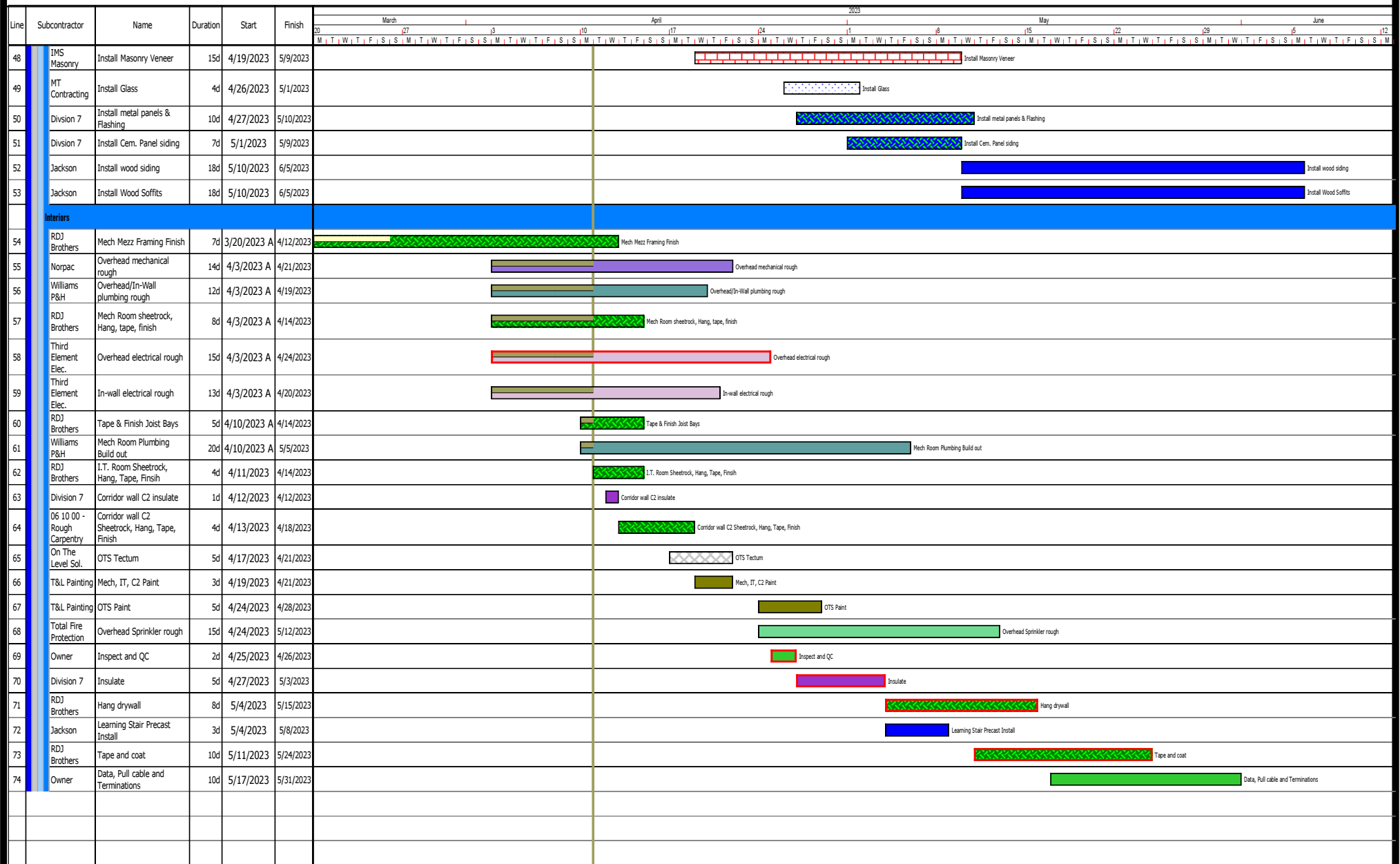






# LPHS Phase 2

**Jackson**  
CONTRACTOR GROUP, INC.



Responsibility	RDJ Brothers	Summit Roofing	Jackson Civil	Third Element Elec.	Greater Gallatin Landscape	Hi-County	Jackson	IMS Masonry	Hi Country Paving	Division 7	National Coatings
	MT Coatings	MT Contracting	Norpac	Williams P&H	Division 7	On The Level Sol.	T&L Painting	Total Fire Protection	Owner	06 10 00 - Rough Carpentry	





# LPHS Phase 2

**Jackson**  
CONTRACTOR GROUP, INC.

Line	Name	Duration	Start	Finish	2023																									
					6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
	LPHS Phase 2		5/27/2022	8/25/2023																										
	MILESTONES	85d	4/19/2023	8/21/2023																										
1	Building Dry in		4/19/2023	4/19/2023																										
2	Trash Enclosure Completion		4/24/2023	4/24/2023																										
3	Commons Start		6/12/2023 *	6/12/2023																										
4	South Parking lot subt. comp.		7/7/2023	7/7/2023																										
5	Substantial Completion (Excl. Punch)		8/10/2023	8/10/2023																										
6	Sitework Punch		8/14/2023	8/14/2023																										
7	Steam Punch		8/21/2023	8/21/2023																										
8	Final Completion (Incl. Punch)		8/21/2023	8/21/2023																										
	PRECONSTRUCTION	298d	5/27/2022	8/1/2023																										
	Quality Control	71d	4/7/2023	7/20/2023																										
9	Masonry Veneer QC		4/7/2023	4/7/2023																										
10	Metal Panel QC		4/12/2023	4/12/2023																										
11	Cement Panel QC		4/14/2023	4/14/2023																										
12	Insulation QC		4/20/2023	4/20/2023																										
13	Wood Siding & Soffit QC		4/25/2023	4/25/2023																										
14	Drywall QC		4/25/2023	4/25/2023																										
15	Polished Concrete Floor QC		5/16/2023	5/16/2023																										
16	Paint QC		5/23/2023	5/23/2023																										
17	Flooring Softgoods/Tile QC		5/26/2023	5/26/2023																										
18	Sound Booth QC		6/1/2023	6/1/2023																										
19	ACT/Tectum QC		6/7/2023	6/7/2023																										
20	Wood Ceiling		6/7/2023	6/7/2023																										
21	Wheel Chair Lift QC		6/30/2023	6/30/2023																										
22	Doors & Hardware QC		7/5/2023	7/5/2023																										
23	Division 10		7/5/2023	7/5/2023																										
24	Building CX		7/20/2023	7/20/2023																										
	CONSTRUCTION		9/1/2022	8/25/2023																										
	SITE WORK	93d	4/7/2023	8/18/2023																										
	Site Improvements	88d	4/7/2023	8/11/2023																										
	PH1 - Athletic Field	15d	7/24/2023	8/11/2023																										



# LPHS Phase 2

**Jackson**  
CONTRACTOR GROUP, INC.

Line	Name	Duration	Start	Finish	2023																														
					March				April				May				June				July				August				September						
					6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	2
25	Track and Field Final Grade	4d	7/24/2023	7/27/2023																			Track and Field Final Grade												
26	Track and Field Irrigation	5d	7/28/2023	8/3/2023																			Track and Field Irrigation												
27	Trackand Field Landscape Finishes	6d	8/4/2023	8/11/2023																			Trackand Field Landscape Finishes												
	South Entry & Round-a-bout 2022	12d	4/7/2023	4/24/2023																															
28	Dumpster Roof Framing	3d	4/7/2023 *	4/11/2023	Dumpster Roof Framing																														
29	Dumpster Enclosure Roof	4d	4/19/2023	4/24/2023	Dumpster Enclosure Roof																														
	Practice Field	44d	4/13/2023	6/14/2023																															
30	4" Water Connection	3d	4/13/2023 *	4/17/2023	4" Water Connection																														
31	2" Water Connection	3d	4/13/2023	4/17/2023	2" Water Connection																														
32	Storm Sewer	6d	4/13/2023	4/20/2023	Storm Sewer																														
33	Courtyard Rough Grade	2d	4/13/2023	4/14/2023	Courtyard Rough Grade																														
34	Practice Field Rough Grade	2d	4/17/2023	4/18/2023	Practice Field Rough Grade																														
35	Light Pole bases and Rough In	4d	4/19/2023	4/24/2023	Light Pole bases and Rough In																														
36	Retaining Wall Subgrade prep	3d	4/19/2023	4/21/2023	Retaining Wall Subgrade prep																														
37	Courtyard Final Grade	3d	4/25/2023	4/27/2023	Courtyard Final Grade																														
38	Hardscape Subgrade prep	3d	4/28/2023	5/2/2023	Hardscape Subgrade prep																														
39	Install Irrigation Sleeves	2d	5/3/2023	5/4/2023	Install Irrigation Sleeves																														
40	Hardscape Form, Place, Finish	5d	5/5/2023	5/11/2023	Hardscape Form, Place, Finish																														
41	Practice Field Final Grade	3d	5/12/2023	5/16/2023	Practice Field Final Grade																														
42	Light Pole Install	3d	5/12/2023	5/16/2023	Light Pole Install																														
43	Irrigation South	6d	5/17/2023	5/24/2023	Irrigation South																														
44	Retaining Wall Install	5d	5/25/2023	6/1/2023	Retaining Wall Install																														
45	Courtyard Seed	2d	6/2/2023	6/5/2023	Courtyard Seed																														
46	Practice Field Fence Install	5d	6/6/2023	6/12/2023	Practice Field Fence Install																														
47	Practice Field Sod Install	2d	6/13/2023	6/14/2023	Practice Field Sod Install																														
	South Entry & Parking 2023	45d	5/3/2023	7/7/2023																															
48	Landscape Island Prep	2d	5/3/2023	5/4/2023	Landscape Island Prep																														
49	Damaged curb demo	1d	5/4/2023	5/4/2023	Damaged curb demo																														
50	Damaged Curb Replace	2d	5/5/2023	5/8/2023	Damaged Curb Replace																														
51	Storm Sewer	7d	5/5/2023	5/15/2023	Storm Sewer																														
52	Install Light Pole Bases	5d	5/9/2023	5/15/2023	Install Light Pole Bases																														
53	Underground Electrical	5d	5/9/2023	5/15/2023	Underground Electrical																														



# LPHS Phase 2

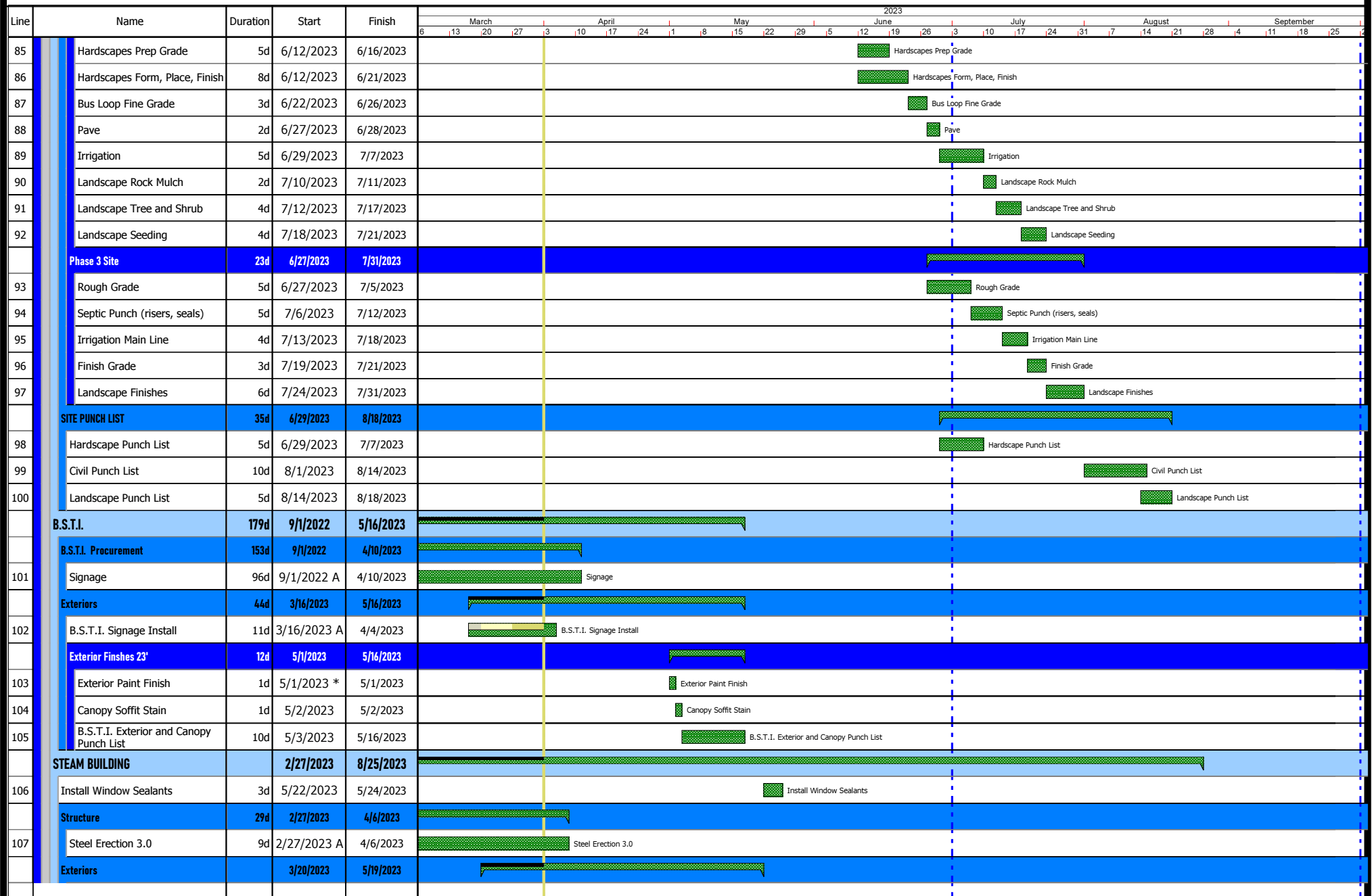
**Jackson**  
CONTRACTOR GROUP, INC.

Line	Name	Duration	Start	Finish	2023																													
					March				April				May				June				July				August				September					
					6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25
54	Rough Grade	4d	5/16/2023	5/19/2023											Rough Grade																			
55	Install Parking Lot Irrigation Sleeves	3d	5/22/2023	5/24/2023											Install Parking Lot Irrigation Sleeves																			
56	Curb Prep	4d	5/22/2023	5/25/2023											Curb Prep																			
57	Curb Place	3d	5/26/2023	5/31/2023											Curb Place																			
58	Hardscape Prep	5d	6/1/2023	6/7/2023											Hardscape Prep																			
59	Hardscape Form, Place, Finish	8d	6/1/2023	6/12/2023											Hardscape Form, Place, Finish																			
60	Paving Finish Grade	6d	6/8/2023	6/15/2023											Paving Finish Grade																			
61	Irrigation	5d	6/13/2023	6/19/2023											Irrigation																			
62	Pave	3d	6/16/2023	6/20/2023											Pave																			
63	Landscape Tree & Shrub	4d	6/21/2023	6/26/2023											Landscape Tree & Shrub																			
64	Landscape Rock Mulch	3d	6/27/2023	6/29/2023											Landscape Rock Mulch																			
65	Landscape Seeding	2d	6/30/2023	7/5/2023											Landscape Seeding																			
66	Parking Lot Striping	2d	7/6/2023	7/7/2023											Parking Lot Striping																			
	STEAM Site & Bus Loop	72d	4/10/2023	7/21/2023																														
67	Screen Wall Strip & Ex	2d	4/10/2023 *	4/11/2023											Screen Wall Strip & Ex																			
68	Screen Wall Footing Form & Rebar	3d	4/12/2023	4/14/2023											Screen Wall Footing Form & Rebar																			
69	Screen Wall Footing QC	1d	4/17/2023	4/17/2023											Screen Wall Footing QC																			
70	Screen Wall Footing Pour	1d	4/18/2023	4/18/2023											Screen Wall Footing Pour																			
71	Screen Wall Masonry	5d	4/19/2023	4/25/2023											Screen Wall Masonry																			
72	Screen Wall Backfill	2d	4/26/2023	4/27/2023											Screen Wall Backfill																			
73	Screen Wall Slab Prep	1d	4/28/2023	4/28/2023											Screen Wall Slab Prep																			
74	Screen Wall Slab Place	1d	5/1/2023	5/1/2023											Screen Wall Slab Place																			
75	Storm Drain	5d	5/2/2023	5/8/2023											Storm Drain																			
76	Retaining Wall subgrade	2d	5/9/2023	5/10/2023											Retaining Wall subgrade																			
77	Rough Grade	3d	5/11/2023	5/15/2023											Rough Grade																			
78	Irrigation Sleeves	1d	5/16/2023	5/16/2023											Irrigation Sleeves																			
79	Finish Grade	4d	5/16/2023	5/19/2023											Finish Grade																			
80	UnderGround Electrical	6d	5/22/2023	5/30/2023											UnderGround Electrical																			
81	Install Light Pole Bases	6d	5/22/2023	5/30/2023											Install Light Pole Bases																			
82	Bus Loop Rough Grade	3d	5/31/2023	6/2/2023											Bus Loop Rough Grade																			
83	Curb and Gutter prep	3d	6/5/2023	6/7/2023											Curb and Gutter prep																			
84	Curb and Gutter Place	2d	6/8/2023	6/9/2023											Curb and Gutter Place																			



# LPHS Phase 2

**Jackson**  
CONTRACTOR GROUP, INC.





# LPHS Phase 2

**Jackson**  
CONTRACTOR GROUP, INC.

Line	Name	Duration	Start	Finish	2023																													
					March				April				May				June				July				August				September					
					6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25
108	Dens Deck	12d	3/20/2023 A	4/11/2023	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div>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# LPHS Phase 2

**Jackson**  
CONTRACTOR GROUP, INC.

Line	Name	Duration	Start	Finish	2023																													
					March				April				May				June				July				August				September					
					6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25
139	Learning Stair Precast Install	3d	5/11/2023	5/15/2023											Learning Stair Precast Install																			
140	Tape and coat	10d	5/16/2023	5/30/2023											Tape and coat																			
141	Data, Pull cable and Terminations	10d	5/22/2023	6/5/2023											Data, Pull cable and Terminations																			
142	Roller Shade Dimensions		5/31/2023	5/31/2023											Roller Shade Dimensions																			
143	Polish Concrete floors	5d	5/31/2023	6/6/2023											Polish Concrete floors																			
144	Prime and first coat paint	10d	6/7/2023	6/20/2023											Prime and first coat paint																			
145	Music Entry Flooring	3d	6/12/2023	6/14/2023											Music Entry Flooring																			
146	Install Sound ISO booth	5d	6/15/2023	6/21/2023											Install Sound ISO booth																			
147	Install ACT/Tectum	10d	6/21/2023	7/6/2023											Install ACT/Tectum																			
148	Install Wood Ceilings	5d	6/21/2023	6/27/2023											Install Wood Ceilings																			
149	Learning stair finishes	5d	6/21/2023	6/27/2023											Learning stair finishes																			
150	Interior Finishes Plam,TWP	6d	6/21/2023	6/28/2023											Interior Finishes Plam,TWP																			
151	Install interior glazing	6d	6/21/2023	6/28/2023											Install interior glazing																			
152	DataCom/Server	10d	6/29/2023	7/14/2023											DataCom/Server																			
153	Install flooring	10d	7/3/2023	7/17/2023											Install flooring																			
154	Install Tile	10d	7/5/2023	7/18/2023											Install Tile																			
155	Electrical Trim & Lighting	16d	7/7/2023	7/28/2023											Electrical Trim & Lighting																			
156	Mechanical trim	10d	7/7/2023	7/20/2023											Mechanical trim																			
157	Learning Stair Handrail	3d	7/14/2023	7/18/2023											Learning Stair Handrail																			
158	Data Backend Integration	9d	7/17/2023	7/27/2023											Data Backend Integration																			
159	Install casework	5d	7/18/2023	7/24/2023											Install casework																			
160	Doors & Hardware	5d	7/18/2023	7/24/2023											Doors & Hardware																			
161	Install Wheel Chair Lift	3d	7/18/2023	7/20/2023											Install Wheel Chair Lift																			
162	Start-up equipment	4d	7/18/2023	7/21/2023											Start-up equipment																			
163	Install accesories	8d	7/19/2023	7/28/2023											Install accesories																			
164	Install plumbing trim	5d	7/25/2023	7/31/2023											Install plumbing trim																			
165	Test, adjust, and balance	7d	7/25/2023	8/2/2023											Test, adjust, and balance																			
166	Final Inspections	3d	8/3/2023	8/7/2023											Final Inspections																			
167	Building CX	12d	8/3/2023	8/18/2023											Building CX																			
168	Owner Training	12d	8/3/2023	8/18/2023											Owner Training																			
169	Punchlist	10d	8/8/2023	8/21/2023											Punchlist																			
170	Owner Move-In	10d	8/14/2023	8/25/2023											Owner Move-In																			



# LPHS Phase 2

**Jackson**  
CONTRACTOR GROUP, INC.

Line	Name	Duration	Start	Finish	2023																													
					March				April				May				June				July				August				September					
					6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25
	COMMONS SPACE		6/12/2023	8/25/2023																														
171	Establish barriers, protection, air-filtration, and pathways	2d	6/12/2023 *	6/13/2023																														
172	Selective demo	3d	6/14/2023	6/16/2023																														
173	Demo underground plumbing	1d	6/19/2023	6/19/2023																														
174	Install new underground electrical	1d	6/19/2023	6/19/2023																														
175	Replace concrete SOG	2d	6/20/2023	6/21/2023																														
176	Framing modifications and additions	4d	6/22/2023	6/27/2023																														
177	Mechanical rough-in	2d	6/28/2023	6/29/2023																														
178	Electrical rough-in	3d	6/28/2023	6/30/2023																														
179	Fire sprinkler modifications	1d	6/30/2023	6/30/2023																														
180	Inspect and QC	2d	7/3/2023	7/5/2023																														
181	Insulate	1d	7/6/2023	7/6/2023																														
182	Hang drywall	2d	7/7/2023	7/10/2023																														
183	Tape and coat	6d	7/11/2023	7/18/2023																														
184	Prime and first coat	2d	7/19/2023	7/20/2023																														
185	Install electrical trim	1d	7/21/2023	7/21/2023																														
186	Install mechanical trim	1d	7/21/2023	7/21/2023																														
187	Install flooring	4d	7/24/2023	7/27/2023																														
188	Hang doors	2d	7/28/2023	7/31/2023																														
189	Install accessories	3d	7/28/2023	8/1/2023																														
190	Test, adjust, and balance	3d	8/1/2023	8/3/2023																														
191	Touch-up and final coat	4d	8/2/2023	8/7/2023																														
192	Final Inspections	5d	8/4/2023	8/10/2023																														
193	Punchlist	10d	8/8/2023	8/21/2023																														
194	Owner Move-In	10d	8/14/2023	8/25/2023																														
	CLOSEOUT	25d	7/18/2023	8/21/2023																														
	COMMISSIONING	25d	7/18/2023	8/21/2023																														
	STEAM BUILDING	21d	7/18/2023	8/15/2023																														
195	Commissioning (Elkhorn)	21d	7/18/2023	8/15/2023																														
	COMMON SPACE	15d	8/1/2023	8/21/2023																														
196	Commissioning (Elkhorn)	15d	8/1/2023	8/21/2023																														
	FINAL INSPECTIONS	7d	8/3/2023	8/11/2023																														





## Big Sky School District STEAM Lab, Gym Expansion, Track and Field

### CONSTRUCTION

Jackson Track and Field GMP #1-Includes construction contingency of \$134,952.71	\$4,029,694	
Change Order #1	\$278,162	Additional scope added by school district
Change Order #2	-\$315,711	Credit for fence, remaining allowances, and 1% GRT(paid by BSSD)
1% GRT	\$40,325	Paid by BSSD
Phase 2 STEAM Lab-Includes construction contingency of \$504,879	\$16,252,080	Bid Numbers with add alternates w/o gym
Jackson Pre-Construction Fee	\$40,000	
	<b>\$20,324,550</b>	

### DESIGN FEES

A&E Contract		
Architecture   MEP   Structural	\$1,654,850	
Additional Services Include:	\$317,638	includes all sub consultants, FF&E, & Technology
Geotech Report	\$7,300	Allied Contract
A&E Reimbursable Expenses - Estimate	\$15,631	Estimate from A&E
		Additional Design Fees for Fire Tank, DEQ required well redesign, propane tank, learning stair reconfiguration, VE design
Change Order #1	\$27,100	
Roof Investigation and Design-Estimate	\$81,581	A&E proposal
	<b>\$2,104,100</b>	

### OWNER EXPENSES

FF & E - Estimate	\$300,000	from A&E furniture estimate February 2021
Technology	\$0	Included in IT below. A&E estimate of \$100,00 1/24/20
Moving & Set Up Expenses	\$0	
Owner's Representative Pre-Construction	\$55,000	
Owner's Representative Construction	\$328,958	
IT Infrastructure	\$100,000	Low voltage, safety systems, switches, clocks, bells, surveillance
Technology FF&E	\$216,000	News room, CAD design work stations, AV gym, sound system gym
Data Provider	\$5,000	Estimate
NorthWest Energy	\$12,414	Contract amount
MDEQ	\$12,040	MDEQ fee, SWPP covered under Jackson
Builder's Risk-STEAM Lab	\$226,117	Active through 9-15-23
Builder's Risk-Reroof	\$20,000	Estimate
Soccer Nets	\$8,397	District Ordered Direct
Tractor	\$39,100	District Ordered Direct
Track sideline protectors	\$15,000	District Ordered Direct
Press Box	\$148,551	District Ordered Direct
School Mascot Sculpture	\$59,000	District Ordered Direct
ATV for School Maintenance	\$25,000	Amount approved by School Board 9/13/22
New Roof-Estimate	\$2,000,000	
*BSSD Theatre Improvements	\$314,526	*Partially funded by community donations-see below
Owner Contingency	\$750,000	
	<b>\$4,635,103</b>	

### PERMITS & FEES

Building Permit - Actual	\$60,864	
Plan Review- Actual	\$20,240	
Gallatin County Zoning Review Fees	\$400	
Impact Fees	\$0	
Land Use Permit Fee	\$10,090	
Gallatin County Septic Permit	\$580	Estimate
	<b>\$92,174</b>	

### TESTING & INSPECTIONS

Commissioning	\$53,865	Elk Horn Commissioning
Testing and Inspections	\$61,411	Allied Phase 1,MMI contract for phase 2+Civil Inspections
	<b>\$115,276</b>	

### BIDDING, ADVERTISING, PRINTING

Project Advertising	\$500	105 Lone Peak Lookout and BDC
	<b>\$500</b>	

### USE OF CAPITAL

Building & Sitework	\$20,324,550
Design Fees	\$2,104,100
Owner Project Expenses	\$4,635,103
Permits and Fees	\$92,174
Testing & Inspections	\$115,276
Bidding, Advertising, Printing	\$500

<b>Total</b>	<b>\$27,271,703</b>
Bond Funds Available	\$27,204,928.80
*Community Donations	\$200,000.00
Difference	\$133,226.14

**Big Sky School District Phase 2 Contingency Log**

	<b>Contractor</b>	<b>Owner</b>
Contingency included in Phase 2	\$504,879.00	\$750,000.00

**Change Orders**

PCO 65 Door Hardware Change		\$1,002	Pending
PCO 65 Mech Mezz Door Height Change		\$1,519	Pending
PCO 38 Plan Clarifications-Bulletin 7		\$15,532	Pending review by Sanderson Stewart
Additional Asphalt to clean up parking lot		\$57,374	Waiting for spring to authorize work
RFI 049 - Exterior Framing Deflection Joint Design		\$7,500	Pending
RFI 074 - Cistern Well Float Electrical		\$0	Pending
RFI 043 - Existing Dosing Tank Pump Electrical		\$3,199	Pending
PCO 36 Electrical Feeder Reroute	\$11,538	\$0	Pending
Additional Top Soil		\$125,000	Needs to be verified with MASS diagram
RFI 42 Electrical Feeder Reroute	\$12,745		Pending
PCO 60 SIPS Nailer	\$17,877	\$0	Pending
PCO 64 North South Septic Power	\$35,557		Need to submit more documentation
PCO 66 Ice Dam Removal at tie in	\$5,130	\$0	Pending
PCO 68 Wood Ceiling Scope Gap	\$26,170		Pending
PCO 71 Music Room Casework scope gap	\$7,783		Pending
RFI 071 - 6" Gravity SS Line Orientation and Direction		(\$3,141.00)	Should be a larger credit
PCO 74 RFI 153 - Missing Learning Stair Steel Beam		\$3,410	Pending
PCO #72 RFI 143 Deleted Casework		(\$6,479.00)	Pending
February Snow Removal		\$14,649	Pending
Bulletin 8 Theatre Exterior Renovations		(\$12,000.00)	Pending
PCO 73 RFI 149 Coordinated Siding Shop Drawings			Pending
RFI 45 - Gluelam Simpson Hanger Designs		\$43,651	Pending final costs from fabricator
Bulletin 5		\$5,259	CO 4
PCO25 Fire Line		\$109,525	CO 4
PCO 32R1 Brick Veneer Clarification		(\$40,771.00)	CO4
*Big Sky Theatre Improvements			CO5 *Billed outside of project contingency
BIM Coordination	\$29,164.00		CO6
Changing of Electrical Subcontractor	\$60,613		CO6
Electrical changes tied to Bulletin 7		\$5,739	CO6-drawing coordination w/ gym elimination
Storefront Glass		\$6,739	CO6
RFI 023 Floor Finish Plans at Learning Stair	\$6,925		CO7
Metal Panel Allowance Reconciliation		\$10,945	CO7
Window Treatment Material Escalation	\$4,632		CO7
Roof Hatch and safety rail power coating	\$1,250		CO7
Disable Football tracking lights	\$2,759		CO7 Directed by Gallatin County
Overhead Sectional Door		(\$4,686.00)	CO7
Propane Allowance Reconciliation		\$62,500	CO7
PCO 52 RFI 76 3" Water Line into building	\$4,069		CO 8
PCO 57 Solids Interceptor finish change		(\$1,189.00)	CO 8
Winter conditions for Dec 2022 (over allowance)		\$712	CO 8
RFI 48 & 55 Septic Tank Depth Issues		\$138,254	CO9
PCO 54 Hardscape Dimensional Requirements		(\$8,687.00)	CO9
Tattle Tale Labor	\$4,334		CO9
PCO #65-RFI 94 and 115 Door Changes	\$2,385		CO9
<b>Subtotal</b>	\$232,931	\$535,556	
<b>Budget</b>	<b>\$504,879</b>	<b>\$750,000</b>	
<b>Balance</b>	\$271,948	\$214,445	

## Christine Toy

27 Hearthside Rd. Standish ME 04084 | 207.894.4026 | christinejtoy@gmail.com

### Education

2019 - 2023 Bachelor of Arts Degree - Saint Anselm College, Manchester, NH  
Major: Elementary Education – Date of graduation: 5/20/23  
New Hampshire State Teaching License Elementary Education  
Passed all required Praxis Exams as of July 2022  
Passed Foundations of Reading Exam as of August 2022

### Undergraduate Clinical Field and Related Work Experiences

Spring 2023 **Paraprofessional/Educational Internship** - Wilkins Elementary, Amherst, NH  
Attend IEP referral and progress update meetings to advocate for student support.  
Taught differentiated literacy lessons in small group settings for third and second grade students.  
Attended speech services with student to better support student in large group setting.  
Responsible for tracking student academic and behavioral progress.  
Assisted morning drop-off and afternoon pick up duties.

Fall 2022 **Preservice Teacher Candidate Supervised Student Teaching** - Wilkins Elementary, Amherst, NH  
Developed and taught lesson plans for 1<sup>st</sup> grade classroom-based practices on ELA, Next Gen Science, Social Studies and Mathematics Common Core Standards.  
Collaborated with first grade team members, interventionists, administrators, and Special Education teachers to ensure all students were successful learners.  
Assessed students through formative and summative assessments to track student progress.  
Participated in Professional Development on The Responsive Classroom and implicated practices in the first-grade classroom.  
Designed age-appropriate lesson plans while scaffolding lessons to meet individual needs.

Summer 2022 (48 Hours) **Paraprofessional Summer Autism Program**— Great Falls Elementary, Gorham, ME  
Aided Special Education Teacher providing special education services per IEP requirements.  
Supported five severely autistic students to increase life skills.  
Monitored and redirected explosive behaviors using positive reinforcement.  
Provided one-on-one student support while monitoring whole group activities.  
Collaborated with other paraprofessionals to ensure all students IEPs were considered.

Summer 2022- Present **Children's Discovery Center Floater Teacher**— Windham, ME  
Provided exceptional childcare for children aged 3 months to 6 years in childcare center setting.  
Organized developmentally appropriate classroom activities.  
Assisted with breakfast and meal prep for over fifty children.  
Communicated with parents individually throughout day using Brightwheel.  
Responsible for practicing daily child safety and student pickup procedures.

Spring 2022 (15 Hours) **Community Engaged Learning, Early English Learners**— Webster Elementary, Manchester, NH  
Aided teacher in kindergarten classroom.  
Worked with individual students working on phonetics, phonic, semantics, and pragmatics.  
Helped incorporate translanguaging strategies into classroom instruction and material.  
Met students at their level of ability and helped them progress in the English Language.

2021-2022 **Substitute Teacher, Gorham School District** – Gorham, ME  
Effectively taught students from grades K-8 general education and K-5 special education.  
Instructed lessons in English, Math, Social Studies, and Science.  
Followed appropriate lesson plans left by teacher.  
Adhered to school policies and procedures.  
Withheld classroom control in versatile classroom settings.



- Fall 2021-  
Winter 2021  
(35 Hours)*     **Preservice Teacher Candidate, Literacy Methods** – Green Acres Elementary, Manchester, NH  
Observed 3<sup>rd</sup> grade classroom  
Created age-appropriate lesson plans for guided reading lessons.  
Conducted fluency assessments and running records.  
Integrated classroom concepts with common core state standards.
- Spring 2021  
(30 Hours)*     **Preservice Teacher Candidate, Inclusion, Equity, and Diversity in Education-**  
Mckelvie Intermediate School, Bedford, NH  
Observed 5<sup>th</sup> grade Language Arts and Writing classes  
Integrated classroom concepts with common core state standards  
Produced ELA lesson plans and delivered coordinating lessons to class.
- Summer 2020-  
Winter 2021*     **The Playhouse Childcare Center Floater Teacher** – Gray, ME  
Provided parents with consistent communication using Brightwheel communication application.  
Assisted infants, preschool, and school aged students with daily habits.  
Collaborated with parents and other teachers to accommodate classroom behaviors, medical needs, and special services, and classroom curriculum.
- Fall. 2018-  
Winter 2019*     **Student Observation Job Site Placement** – Great Falls Elementary, Gorham, ME  
Helped the classroom teacher implement all aspects of a 1<sup>st</sup> first grade classroom setting.  
Assessed the needs and modified educational plans for special needs students.  
Evaluated student's critical thinking skills; adapted appropriate lesson plans for children.
- Fall 2017 –  
Spring 2019*     **YOU N' ME Nursery School Student Staff** - Westbrook Regional Vocational Center, ME  
Aided staff in meeting the needs of children aged 3 to 5 in an early childhood setting.  
Educated in assessing the Maine Early Learning Developmental Standards (MELDS)  
Scheduled appropriate planned and spontaneous creative activities.

#### **Honors, Awards, and Activities**

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- Recipient:** Finalist of Saint Anselm College Elementary Education Award 2023  
**Recipient:** Saint Anselm College Deans List, Spring 2022  
**Member:** Saint Anselm College Varsity Women's Cross-Country Team, 2019 - 2023  
**Recipient:** NCAA Division II East Region All Conference Team – Women's Cross Country – 2019  
**Recipient:** NE-10 First-Team All-Conference Team - Women's Cross Country - 2019  
**Recipient:** Saint Anselm College Women's Cross-Country Team MVP - 2019  
**Member:** National Technical Honors Society, Westbrook Regional Vocational Center - 2018-2019

#### **PROFESSIONAL REFERENCES**

Kimberly Ballantyne

603.759.2043

kballantyne@sau39.org

**Relationship:** Clinical Educator at Wilkins Elementary School

Kathleen Murphy

603.673.4411

kmurphy@sau39.org

**Relationship:** Principal of Wilkins Elementary School

**Relationship:** Professor Student Teaching Experience

Dianna Terrell

603.656.6299

dterrell@anselm.edu

**Relationship:** College Education Professor

**Relationship:** Education Academic Advisor

04/13/23  
11:06:26

BIG SKY SCHOOL DISTRICT #72  
Claims and/or Payroll Checks List For Checks from 03/20/23 to 04/13/23  
For checks between: 03/20/23 - 04/13/23

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Report ID: W100X

Claims

Check		Vendor/Employee/Payee Number/Name	Check Amount	Period	Date		CL #/Payroll Notes
Check #	Type				Issued		
-99921	E	1745 BMO MASTERCARD	17516.52	3/23	03/26/23	CL 12713	17516.52
41591	SC	1541 MSGIA	146.41	3/23	03/27/23	CL 12729	146.41
41592	SC	3537 A&E	75164.30	3/23	03/27/23	CL 12721	75164.30
41593	C	5 ABB CREATIONS	0	3/23	03/27/23		
41594	SC	3328 ATLAS BUILDING MAINTENANCE INC	406.20	3/23	03/27/23	CL 12715	406.20
41595	SC	256 CANYON AUTO REPAIR	485.00	3/23	03/27/23	CL 12723	485.00
41596	SC	1377 FARSTAD OIL, INC.	1015.20	3/23	03/27/23	CL 12728	1015.20
41597	SC	3668 GREAT AMERICA FINANCIAL SERVICES	109.20	3/23	03/27/23	CL 12718	109.20
41598	SC	3059 K.O.R. MECHANICAL	545.28	3/23	03/27/23	CL 12720	545.28
41599	SC	751 KARST STAGE	6441.00	3/23	03/27/23	CL 12724	6441.00
41600	SC	2621 LIBBY GRABOW	1384.15	3/23	03/27/23	CL 12717	1384.15
41601	SC	4051 NASRO	500.00	3/23	03/27/23	CL 12727	500.00
41602	SC	1088 NORTHWESTERN ENERGY	8.70	3/23	03/27/23	CL 12722	8.70
41603	SC	2622 RAU DESIGNS INC.	319.00	3/23	03/27/23	CL 12725	319.00
41604	SC	4050 SIDE-BY-SIDE EDUCATIONAL CONSULTI	495.00	3/23	03/27/23	CL 12726	495.00
41605	SC	525 US FOODS - BILLINGS	1001.73	3/23	03/27/23	CL 12716	1001.73
41606	SC	3390 YES COMPOST	200.00	3/23	03/27/23	CL 12714	200.00
41607	SC	3734 HILLYARD/ MONTANA	271.12	3/23	03/27/23	CL 12719	271.12
41608	SC	4041 MATT DAUGHERTY	1604.82	4/23	04/06/23	CL 12730	1604.82
41609	SC	525 US FOODS - BILLINGS	6082.73	4/23	04/06/23	CL 12731	6082.73
41610	SC	1 3 RIVERS COMMUNICATIONS	416.62	4/23	04/07/23	CL 12737	416.62
41611	SC	41 ALSCO	52.21	4/23	04/07/23	CL 12743	52.21
41612	SC	3987 ANA EBELING	36.99	4/23	04/07/23	CL 12735	36.99
41613	SC	2853 ASHLEY JENKS	86.88	4/23	04/07/23	CL 12739	86.88
41614	SC	3076 DOCUMENT DESTROYERS	127.50	4/23	04/07/23	CL 12733	127.50
41615	SC	2455 ED CAISSEY, INC.	1990.99	4/23	04/07/23	CL 12744	1990.99
41616	SC	3668 GREAT AMERICA FINANCIAL SERVICES	1024.50	4/23	04/07/23	CL 12738	1024.50
41617	SC	1820 MCM TRUCK REPAIR	3186.80	4/23	04/07/23	CL 12741	3186.80
41618	SC	966 MONTANA ENERGY ALLIANCE, LLC	9704.39	4/23	04/07/23	CL 12732	9704.39
41619	SC	3481 SUZANNE KLEIN	25.16	4/23	04/07/23	CL 12740	25.16
41620	SC	2207 TATE MANAGEMENT, INC.	15000.00	4/23	04/07/23	CL 12736	15000.00
41621	SC	3085 TIMBERLINE PROPERTY SERVICES, LLC	600.00	4/23	04/07/23	CL 12734	600.00

Claims Total # of Checks: 32 Total: 145948.40

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH  
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

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BIG SKY SCHOOL DISTRICT #72  
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Payroll

Check		Vendor/Employee/Payee Number/Name	Check Amount	Period	Date		CL #/Payroll Notes
Check #	Type				Issued		
-77940	C	Workers' Comp WCRRP	0	3/23	03/27/23	03/27/23 - Incorrect adjustment	
-77939	P	542 AGNES ADAMS		4/23	04/05/23		
-77938	P	61 CHRISTINA ALBERS		4/23	04/05/23		
-77937	P	614 AUTUMN ASH		4/23	04/05/23		
-77936	P	641 JACKSON BALLARD		4/23	04/05/23		
-77935	P	585 ROBERT BATEMAN		4/23	04/05/23		
-77934	P	628 ERICA BIGGERT		4/23	04/05/23		
-77933	P	664 SHANNON BLACHLY		4/23	04/05/23		
-77932	P	658 JARRETT BLACKBURN		4/23	04/05/23		
-77931	P	458 ANDREW BLESSING		4/23	04/05/23		
-77930	P	661 JULIE BREMER		4/23	04/05/23		
-77929	P	662 JOY BROOKE		4/23	04/05/23		
-77928	P	677 KRISTEN BROWNE		4/23	04/05/23		
-77927	P	613 KATHRYN BRUNSWICK		4/23	04/05/23		
-77926	P	639 KINSEY CARNEY		4/23	04/05/23		
-77925	P	38 BARTHOLOMEW COPPOLA		4/23	04/05/23		
-77924	P	669 EMILY CORTEZ		4/23	04/05/23		
-77923	P	654 JODI DAILY		4/23	04/05/23		
-77922	P	678 MATTHEW DAUGHERTY		4/23	04/05/23		
-77921	P	582 ASHLEY DODD		4/23	04/05/23		
-77920	P	659 ANA EBELING		4/23	04/05/23		
-77919	P	514 KATE EISELE		4/23	04/05/23		
-77918	P	640 MARIEL ELLEMAN		4/23	04/05/23		
-77917	P	578 LINDSIE FELDNER		4/23	04/05/23		
-77916	P	665 CANDICE FIELDER		4/23	04/05/23		
-77915	P	106 ERIKA FROUNFELKER		4/23	04/05/23		
-77914	P	540 GRETCHEN FUDALLY		4/23	04/05/23		
-77913	P	570 JONATHON GANS		4/23	04/05/23		
-77912	P	647 ROSA RENATA GARRETT		4/23	04/05/23		
-77911	P	383 ELIZABETH GRABOW		4/23	04/05/23		
-77910	P	248 PATTY HAMBLIN		4/23	04/05/23		
-77909	P	438 JOHN HANNAHS		4/23	04/05/23		
-77908	P	115 JEREMY HARDER		4/23	04/05/23		
-77907	P	436 ASHLEY JENKS		4/23	04/05/23		
-77906	P	286 STEPHANIE KISSELL		4/23	04/05/23		
-77905	P	581 SUZANNE KLEIN		4/23	04/05/23		
-77904	P	2 A. BRADFORD LARTIGUE		4/23	04/05/23		
-77903	P	193 LADAWN T. LEGRANDE		4/23	04/05/23		
-77902	P	384 MARGARET LUCHINI		4/23	04/05/23		
-77901	P	633 JANET MARTINEZ		4/23	04/05/23		
-77900	P	538 WHITNEY MCKENZIE		4/23	04/05/23		
-77899	P	667 SYLVIA MCMINN		4/23	04/05/23		
-77898	P	574 WAYNE MCMINN		4/23	04/05/23		
-77897	P	670 CAROL MICKLE		4/23	04/05/23		
-77896	P	519 CORKY MILLER		4/23	04/05/23		
-77895	P	511 JAMES MIRANDA		4/23	04/05/23		
-77894	P	548 JEREMY MITCHELL		4/23	04/05/23		
-77893	P	505 MARIO MITCHEM		4/23	04/05/23		

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BIG SKY SCHOOL DISTRICT #72  
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Payroll

Check		Vendor/Employee/Payee Number/Name	Check Amount	Period	Date		CL #/Payroll Notes
Check #	Type				Issued		
-77892	P	679 TIFFANY NASH		4/23	04/05/23		
-77891	P	474 LINDA NELL		4/23	04/05/23		
-77890	P	598 BRAD PACKER		4/23	04/05/23		
-77889	P	638 KARY PEMBERTON		4/23	04/05/23		
-77888	P	645 ALI PIZZA		4/23	04/05/23		
-77887	P	663 KATE RILEY		4/23	04/05/23		
-77886	P	498 HILARY ROBBINS		4/23	04/05/23		
-77885	P	626 KYANA SAIDIZAND		4/23	04/05/23		
-77884	P	465 DUSTIN SHIPMAN		4/23	04/05/23		
-77883	P	493 KATARZYNA SHIPMAN		4/23	04/05/23		
-77882	P	44 BRITTANY E. SHIRLEY		4/23	04/05/23		
-77881	P	508 BRIAN SQUILLACE		4/23	04/05/23		
-77880	P	635 BETSEY STEWART		4/23	04/05/23		
-77879	P	621 ROSIE SULLIVAN		4/23	04/05/23		
-77878	P	509 TIMOTHY SULLIVAN		4/23	04/05/23		
-77877	P	646 GRACE THOMPSON		4/23	04/05/23		
-77876	P	565 MARY JO THOMPSON-BUTLER		4/23	04/05/23		
-77875	P	601 MARIELLE WALKER		4/23	04/05/23		
-77874	P	657 CARA WILDER		4/23	04/05/23		
-77873	P	660 CADIE WILLIAMS		4/23	04/05/23		
-77872	P	311 VANESSA WILSON		4/23	04/05/23		
-77871	P	588 RIKKA WOMMACK		4/23	04/05/23		
-77870	P	159 JOHN F. ZIRKLE		4/23	04/05/23		
-77869	P	HSA FIRST SECURITY BANK	12102.24	4/23	04/05/23		
-77868	P	458 ANDREW BLESSING		4/23	04/05/23		
-77867	P	383 ELIZABETH GRABOW		4/23	04/05/23		
-77866	P	465 DUSTIN SHIPMAN		4/23	04/05/23		
-77865	P	509 TIMOTHY SULLIVAN		4/23	04/05/23		
-77864	P	FIT FIRST INTERSTATE BANK	20209.58	4/23	04/05/23		
-77863	P	SIT DEPARTMENT OF REVENUE	12929.00	4/23	04/05/23		
-77862	P	TSA TSA CONSULTING GROUP, IN	8971.18	4/23	04/05/23		
-77861	P	Medicare FIRST INTERSTATE BANK	49089.02	4/23	04/05/23		
-77860	P	TRS MONTANA TEACHERS' RETIRE	41280.97	4/23	04/05/23		
-77859	P	P.E.R.S. MPERA	12163.67	4/23	04/05/23		
3188	P	Workers' Comp WCRRP	732.32	3/23	03/27/23		
3189	P	Unempl. Insur. MSUIP	3387.10	3/23	03/28/23		
3190	P	606 AMY DITULLIO		4/23	04/05/23		
3191	P	480 DIANE DOWD		4/23	04/05/23		
3192	P	396 KRISTINE HAMMOND		4/23	04/05/23		
3193	P	370 JULIE HODGE		4/23	04/05/23		
3194	P	673 LESLIE JORGENSON		4/23	04/05/23		
3195	P	672 ERIN MCCORMICK		4/23	04/05/23		
3196	P	674 MARJA SORENSSEN		4/23	04/05/23		
3197	P	LIFE INS PRE-TA DEARBORN LIFE INSURANCE	1721.41	4/23	04/05/23		
3198	P	DENTAL INS FLEX BLUE CROSS AND BLUE SHIE	27234.16	4/23	04/05/23		
3199	P	MFPE GALLATIN RURAL EDUCATION	788.96	4/23	04/05/23		

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH  
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

04/13/23  
11:06:26

BIG SKY SCHOOL DISTRICT #72  
Claims and/or Payroll Checks List For Checks from 03/20/23 to 04/13/23  
For checks between: 03/20/23 - 04/13/23

Page: 4 of 4  
Report ID: W100X

Payroll

Check			Date			
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	CL #/Payroll Notes
Payroll Total # of Checks:		94	Total:	417134.46		
Grand Total # of Checks:		126	Total:	563082.86		

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH  
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)