

**AGENDA**  
**Board of Trustees**  
**School District Six and Columbia Falls High School District**  
**Regular Board Meeting**  
**Monday, November 14, 2022**  
**6:00 p.m.**  
**School District Six Board Room**

**1. Call to Order**

**2. Pledge to the Flag**

**3. Approval of Agenda**

**4. Consent Agenda**

- a. Approval of October bills
- b. Approval of Investment Reports

**5. Public Participation**

- a. Student Body Representative

**6. Reports**

- a. K-8 Facility Bond Project – Dave Jolly – Pg. 1
- b. Elementary Report – Pgs. 2-7
- c. High School Principal – Pgs. 8-10
- d. Clerk / Business Manager – Pgs. 11-12
- e. Curriculum Director Report – Pg. 13
- f. Special Services Director – Pg. 14
- g. MTSBA Board Report – Trustee Riley
- h. Superintendent – Dave Wick
- i. Board Chair

**7. Action/Discussion Items:**

- a. Consideration of a recommended kindergarten age waiver for 22-23 school year:
  - C.A.D. – DOB- 4/26/2018
- b. Consideration of the recommended changes to Policy #2135 – Human Sexuality Instruction. – Pg. 15
- c. Consideration of terminating the emergency Covid-19 policies #1900, #1901 and #1906 that were implemented during the pandemic. – Pgs. 16-24
- d. Consideration of the recommended changes to Policy #2410 – High School Graduation. – Pgs. 25-27
- e. Consideration of Resolution #404 - Disposition of Abandoned, Obsolete and Undesirable Property. – Pgs. 28-29
- f. Consideration of the MOU between the US Department of Interior National Park Service and Columbia Falls School District. – Pgs. 30-33
- g. Consideration of the ARP/ESSER Learning Loss Appropriation Project Scope budget. – Pgs. 34-35
- h. Consideration of the recommendation of the Transportation Committee to purchase 3 buses utilizing DEQ Grant Funding FY 2024 budget.
- i. Consideration of the approval of the FY 24 MTSBA Dues Revenue Estimate. – Pgs. 36-39

**8. Personnel**

**a. The superintendent has accepted the following resignations:**

Sheridan Wilkes    SLP – Ruder Elementary – effective 11/21/22  
Paula Halama        Nurse – Ruder Elementary – effective 12/2/22  
Bobbie Nielsen     Custodian – High School – effective 10/18/22

**b. Consideration of the following hiring recommendations:**

Ellie Green JH Boys Basketball Coach  
Samantha Steiner Grade 4 Teacher – Glacier Gateway  
Jeremy Grilley Boys Basketball Youth Recreation Program Director  
Kameki Morris Special Education Paraeducator – Ruder  
Katie Edwards HL Helper/Floater  
Peregrine Frissell Traffic Education Teacher – HS  
Theodore Miller Traffic Education Teacher - HS

**c. Consideration of the following substitute hires: - Pg. 40**

**9. Miscellaneous and Future Planning:**

- a. Transportation Committee Meeting – November 14, 2022 - 5:00 PM – Administrative Boardroom
- b. Insurance Committee Meeting – November 16, 2022 - 4:00 PM – Administrative Conf. Room
- c. Legislative Discussion – November 30, 2022 – 6:00-8:00 p.m. – Flathead Electric
- d. Discuss future Work Session topics

**10. Executive Session:**

- a. Security Consultant's Report Review
- b. Litigation Strategy

**11. Adjournment**

**The next Regular Board Meeting will be held at 6:00 p.m.,  
Monday, December 12, 2022, in the School District Six Board Room**

**Columbia Falls K-8 Construction Project**  
**Project Budget**  
**October 31, 2022**

Revenue:	Budget	Revenue	Revenue	Budget		
		Month-to-Date	Project-to-Date	Balance		
Par Amount Bond Sale	37,072,000		37,072,000	-		
Premium on bonds	5,339,746		5,339,746	(0)		
Bond Premium used to Debt Service	(649,991)		(649,991)	-		
Underwriters Discount	(230,040)		(230,040)	-		
Interest on bond proceeds	400,000		368,218	(31,782)		
	<u>41,931,715</u>	-	<u>41,899,932</u>	<u>(31,783)</u>		
Expenses:	Budget	Expenses	Expenses	Budget	YTD Spent	
		Month-to-Date	Project-to-Date	Balance	% of Budget	
Owner's Rep	336,948	9,400	314,291	22,657	93.28%	
Architect & Engineering Ruder	883,622		885,903	(2,281)	100.26%	
Architect & Engineering Glacier Gateway Elementary	1,767,240	17,976	1,684,011	83,229	95.29%	
Architect & Engineering Multi Use Sports Fields	29,500		29,500	-	100.00%	
Architect & Engineering Junior High Safety and Security	18,500		18,500	-	100.00%	
Architect & Engineering-Reimbursables	10,000	265	7,592	2,408	75.92%	
Architect & Engineering-Additional Services	257,342	890	224,596	32,747	87.28%	
Construction - Multi-Use Sports Fields	1,002,009		985,606	16,403	98.36%	
Construction - Ruder Addition and Remodel Phase One	3,777,040		3,767,822	9,218	99.76%	
Construction - Ruder Addition and Remodel Phase Two	7,086,350		7,036,705	49,645	99.30%	
Construction - Glacier Gateway Elementary	21,970,000	679,547	17,044,814	4,925,186	77.58%	
Construction - Glacier Gateway Elementary Change Orders to D	674,930	200,129	569,989	104,941	84.45%	
Construction - Jr. High Safety and Security	185,263		187,547	(2,284)	101.23%	
Playground equipment-Ruder	180,000		181,832	(1,832)	101.02%	
Playground equipment-Glacier Gateway	223,069		112,827	110,242	50.58%	
Technology ( classroom technology)	500,000		442,269	57,731	88.45%	
Furnishings & Equipment - Multi Use Fields	110,000		107,227	2,773	97.48%	
Furnishings & Equipment - Ruder	365,220		363,017	2,203	99.40%	
Furnishings & Equipment - Glacier Gateway	790,457	475,904	670,416	120,041	84.81%	
Soils & Geotech	40,000		37,930	2,070	94.83%	
Hazardous Material Assessment	10,000		10,015	(15)	100.15%	
Hazardous Material Abatement	100,000		-	100,000	0.00%	
Building Permits	128,000		127,500	500	99.61%	
Impact Fees	1,000		586	414	58.60%	
Utilities	115,000		113,326	1,674	98.54%	
Site Surveys-LPW	19,200		20,300	(1,100)	105.73%	
Materials Testing	60,000	3,571	38,825	21,175	64.71%	
Moving Costs	75,000	3,500	32,713	42,287	43.62%	
Commissioning	125,617		45,648	79,969	36.34%	
Election Costs/Legal Fees	30,000		30,655	(655)	102.18%	
Bond Issuance Costs	125,000		121,868	3,132	97.49%	
	<u>41,929,807</u>	<u>1,391,182</u>	<u>35,213,829</u>	<u>6,715,977</u>	<u>83.98%</u>	
Budget Balance	<u>1,908</u>					

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School Board Report for November 2022  
Glacier Gateway Elementary School

Enrollment: 483

Attendance: 93.21% (Month of October)

Fall has been wonderful at Glacier Gateway with many activities and learning opportunities. This fall our staff continues to focus our time and energy on SD 6 Strategic Plan goals for providing the best academic opportunities for our students, community outreach, communication and creating a safe welcoming environment.

In our Glacier Gateway Library we continue to build our offerings for STEAM (Science, Technology, engineering, arts and mathematics) opportunities. Stations are set up for students to explore each of these areas throughout the year.

Glacier Gateway Building Committees met and have several projects they are tackling to keep our school running smoothly and meeting the needs of our students. Our MTSS team is working on creating common expectation posters and teaching reminders for our new building. Our Safety Team is working on safety procedures for our new building, for example missing student protocols, evacuation procedures, etc.

Our Attendance campaign is making a difference! Students are working hard to earn attendance tickets for our monthly drawing. We also have grade level competitions for attendance and opportunities for individual goal setting for families that struggle with appropriate attendance.

The last two weeks of October at Glacier Gateway we also had a focus on Bus Safety Week. First, we gave a presentation to each bus driver in SD6. This included us teaching about relationship building, remembering the impact they make in the student's lives, and about using consistent firm boundaries with students. Throughout the session, bus drivers left feedback on specific issues such as ways the schools can support them, major safety concerns they have, and they shared ideas on how they already build relationships with students. After this bus driver development session, feedback was turned into a Wildcat Bus Safety video, where we addressed common areas where students demonstrate unsafe behavior. These topics included: waiting for the bus to stop before they move toward it, staying seated behind the seat in front of them, keeping hands, feet, and objects inside the bus, etc. This video was shown to students grades K-5 as both a 5 minute video and an interactive lesson using Nearpod. Students participated in a Bus Safety poster coloring contest. The theme of the contest was titled, "Safely Rolling to Our Destination". Winners will receive a Glacier Gateway t-shirt, a certificate, and have their posters displayed in our new building. Our monthly school-wide assembly included a skit where "students" (teachers in zones colored wigs) in each of the four zones, used "stop and think" tools while on the bus. This format helped students review the bus expectations, while thinking about strategies to overcome common emotions on the bus, such

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as boredom, eagerness, and extreme excitement. Conversations are ongoing with the bus drivers and the school in order to best meet the needs of our students.

Halloween is always an exciting time in an elementary school. We continue to reach out to our families to provide safe opportunities for students to celebrate. GG PTO hosted a Trunk or Treat opportunity on Saturday, 10/29 and welcomed about 500 trick or treaters. On Monday students wore a paper mask they created in their classrooms and we had a trick or treat parade for each grade level. Thank you to PTO, GG families and many businesses throughout the valley that donated candy for both of these events.

PTO has teamed to offer another community outreach event in November. We are hosting our second Annual Turkey Trot on Saturday, November 19th at 10 am. The one mile fun run/walk starts and ends at the Pine Wood Park. We will have Turkey dinner raffles after the fun run and pumpkin pie for all.

Glacier Gateway received a Healthy Initiative Grant from Logan Health Foundation. Mrs. Anello wrote the grant to support our kitchen maker lab at the new GG building. Mrs. George and Mrs. Hakes have teamed to create lessons for students to learn how to select an appropriate recipe, read the recipe, make a list of ingredients, purchase the ingredients, and then create the food item from the recipe. The grant will support the activity through the purchasing of ingredients.

Glacier Gateway staff had the opportunity to tour the new building and select their room as we continue to plan for our move in December.

## November Ruder Board Report

Enrollment: 566

Attendance: 93.36%

We have a small leadership and service group at Ruder for 4th and 5th graders called Kids Lead. Sarah Williams, our student and family advocate, created this program to help students gain leadership skills. In this group, students take part in weekly school responsibilities (like lunch duty) and monthly service projects with the goal of increasing their connection to peers and school as well as gain leadership skills. Students were recommended by their teachers to be part of the leadership team. During October, our fourth grade students wanted to clean the playground equipment for their project. The fifth grade students have been helping in the lunchroom wiping tables and helping younger students where needed.

Smile Montana had a coloring contest during the month of October. Students who won received Target gift cards.

All first grade and new students had their annual hearing screening. After the screening, students received their results to take back to parents. Any student who did not pass the screener was noted and parents were advised to have a more thorough evaluation.

Teachers have been busy scheduling and conducting parent teacher conferences. For the most part, participation has been very positive.

Our PTO is conducting a fall poem competition for 3rd-5th grade students. Students have the opportunity to win Target gift cards and coupons to our student store. They are also hosting Turkey Bingo on Friday, November 18th at 5:30. Turkey Bingo is also our winter food drive kick off event.

We are in the beginning stages of talking about starting our tutoring program back up. Last year, we were able to support over 50 students and saw positive gains from those who attended regularly.





**COLUMBIA FALLS  
JUNIOR HIGH**

Ted Miller - Principal x 4009  
John Cooper - Assistant Principal x 4008  
Dave Wick - Superintendent  
(406) 892-6550 x 1422

cfjuniorhigh.org (406) 892-6530 Fax: (406) 892-6528

**CFJH November Board Report**  
**Monday, November 14th, 6:00 pm**

- We had a well-attended Parent-Teacher Conference last week. Parents were able to drop in on Tuesday or Thursday and visit with their child's teachers. The teachers were spread out in a few different areas so it wasn't so crowded. Families received the report card, STAR testing results, and SBAC results from last spring. Thank you to the CFJH PTO for providing food for the teachers each night! It was great! In conjunction with PT Conferences we had our annual Book Fair and it was very successful.
- We have started a new grade check system to get students on track. Any student with an "F" met with a counselor or the principal and filled out a grade check form. The form includes the grades for each subject, a spot to list missing/late work, a goal section to develop a plan to improve grades, and a parent signature area. Each student will meet again in two weeks to look at the grades and track their progress.
- There was a great Halloween Dance for 7th/8th grade put on by our Student Council. It was a great fundraiser! We had 278 students attend the dance. Chad Huffe from Peak Audio in Kalispell was the DJ. Thank you to the teachers who volunteered to make this a success!



- The CFJH Media Team has been hard at work. They have been taking pictures during the day, helping with our new website, creating posters for the school, and filming our first couple of "Wildcat Weekly" video updates. We took the weekly newsletter and put it in video form. The team filmed and edited the video.
- Teachers voted to concentrate on student engagement for the next two months. Walkthroughs will be conducted to collect engagement data and provide feedback to teachers. Also, the first round of informal and formal observations for teachers with 8 years or less teaching in the district have started and will be finished mid-December.

- Our 8th grade students were able to go on a hike a few weeks ago! The PE/Health classes went to Whitefish Mountain and hiked the “Danny On” Trail. They had great weather and a wonderful time!



- This year we lit up the junior high windows from Monday, Nov. 7th through Thursday, Nov. 10th to support Greenlight a Vet.

Background Information:

The Meaning of Green

"Green is the color of hope, renewal and well-being.

"Greenlight" is also a term commonly used to activate forward movement.

The simple action of changing one light to green is intended to spark a national conversation regarding the recognition of veterans, and "greenlight" them forward as valued members of our communities."

- There was also a really neat display of all the veterans and/or current service members represented in our school population. Staff and students filled out cards with the names of family members who served, or are currently serving, and the military branch. This was a great idea and was put together by Kathy Wetsch and Lindsey Andrachick.





**Student Enrollment**

Enrollment 528: 6th- 177, 7th- 181, 8th- 170

**October Attendance Rates**

6th - 93.80%

7th - 92.68%

8th - 90.34%

Overall - 92.31%



# CFHS Board Report: November 14, 2022

Columbia Falls High School  
610 13th St W  
Columbia Falls, MT 59912

Principal - Jon Konen  
Asst. Principal - John Thompson  
Athletic Director - Troy Bowman

(406)892-6500 Office (406)892-6583 Fax

Submitted by Jon Konen, CFHS Principal

## Strategic Goal #1: Challenging, Diverse, and Supportive Learning Environment

**Enrollment** – Here is the enrollment data for the first quarter of school:

Date	Grade 09	Grade 10	Grade 11	Grade 12	Total #
8/24/22 1st Day	204	183	154	163	704
8/29/22	205	184	151	155	695
9/6/22	206	184	151	155	696
9/12/22	206	185	154	161	706
9/19/22	207	184	150	156	697
9/26/22	207	181	149	156	693
10/3/22	204	181	148	156	689
10/10/22	204	181	149	155	689
10/17/22	204	181	149	155	689
10/24/22	204	182	150	156	692
10/31/22	204	182	150	156	692

## **Attendance**

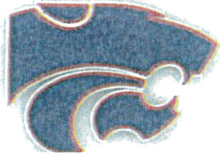
Second quarter we have started an Attendance Campaign. We are working to get students and staff here as much as possible. Here is the percentage of students attending school monthly:

Month	% Grade 9	% Grade 10	% Grade 11	% Grade 12	% Total
September	91.08%	91.58%	93.18%	92.32%	91.94%
October	94.72%	95.63%	95.45%	95.57%	95.31%

**Attendance Campaign** – This year we are rolling out an attendance campaign for the second quarter. We know that attendance is a key component for success not only in high school but as students move out into the workforce. 80% of success is showing up! Throughout the second quarter CFHS will have celebrations, drawings, contests and initiatives to help students celebrate their attendance on campus. (We will have new ideas for the 3rd and 4th quarter.) Research shows that missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student’s academic performance. That’s just two days a month and that’s known as chronic absenteeism. Irregular attendance can be a better predictor of whether students will drop-out before graduation than test scores.

## **Other notable accomplishments:**

- **27% or 187 students** had 1 absence or less for the first quarter.
  - 9th = 52, 10th = 45, 11th = 44, 12th = 48
- **60% or 411 students** have a 3.0 GPA and higher for the first quarter.
  - 9th = 115, 10th = 113, 11th = 93, 12th = 90



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- **La Cuisine** – La Cuisine will be putting on their first restaurant of the year. 19 students in Culinary II will be serving 24 staff members on November 17th. If any board members would like to attend, please email Lindsey Racioppi at [l\\_racioppi@cfmthschools.net](mailto:l_racioppi@cfmthschools.net).
- **Boys and Girls Soccer Teams** – The second week of October we learned that both boys and girls soccer teams moved onto the Semi Final matches in MHSA playoffs. The following weekend the girls lost out to Billings Central, and the boys continued on to beat Loyola, and met Park County High School in the Championship game...the Columbia Falls Boys are the 2022 Class State Champions. A celebration will take place November 21.
- **Football Update** – The football team won its first playoff game versus Custer County High School. They then played Fergus County High School and lost to them in the quarterfinals. Fantastic season, men!
- **Volleyball Update** – The girls varsity volleyball team qualified for the Divisional Tournament in East Helena. They lost the first match to Stevensville High School, then lost to Ronan High School in 5 games. Fantastic season, ladies.
- **AP Students** – We have 76 AP students taking a total of 109 tests.
- **Model UN** – 18 students will be attending the Montana Model UN conference in Missoula November 21 and 22.
- **Military Page Added to Yearbook** – Pictured here is Seth Pecord officially enlisting with the Marine Recruiter.
- **HOSA Travels to Logan Health** – 35 Students attended from HOSA, Anatomy and Physiology and the Introduction to Health Professions classes. Students were divided into groups and learned about three of the following: Robotics in surgery, Alert Helicopter, Trauma, Radiology, Pharmacology, Bio-med (lab work). Students had a great time and were enthusiastic about learning more about Healthcare professions.



## **Strategic Goal #2: High Performing Workplace**

### **Open and Unfilled Positions at the High School -**

We have five special education paraprofessional openings, as well as one classroom paraprofessional. These have been advertised and open since last spring.



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## Staff Attendance

We are also tracking staff attendance. We know as it is just as important to be here for students, we too are leading by example. It is interesting that our staff attendance mirrors or within a percentage or two away from students. We have incentives defined for staff attendance.

Staff Attendance	
Month	%
September	93
October	91

## Other notable accomplishments:

- **100% Experimented with a New Engagement Strategy** – All certified staff experimented and tried a new engagement strategy in their classrooms.
- **Tech Wednesdays** – Once a month staff work on integrating technology into their curriculum. We utilize the expertise of our own staff. We list all the different programs, software, and devices that each person can support others with, and they utilize this time to learn how to integrate it into their curriculum.
- **Formally Praising Staff for Substitute Coverage** – We are struggling to get all of our spots covered. We range from 7 to 35 uncovered periods a day. This does affect instruction and subsequently student achievement. We are continually trying to recruit substitute teachers as well as working on staff attendance. I want to commend all those staff members that are giving up their preparation period or doing double duty to cover these open positions. Classified employees as well as both principals (John and myself) are covering classes on a routine basis.

## Strategic Goal #3: Organizational Effectiveness

Communication drives school culture and organizational effectiveness. We are working on making sure staff have a voice in our vision and mission of our school. We use Google Documents that include links on resources where all materials can be accessed for each agenda item. This one document with ongoing meetings helps teachers access information from week to week.

## Strategic Goal #4: Family & Community Engagement

Parent and teacher conferences are scheduled for November 8 and 10. We are looking forward to sharing progress and problem solving with parents. We encourage our families not only to participate, but also to be engaged in their student's activities and academics.

Our sporting events continue to be widely attended for our community and families. I want to commend all our coaches and the athletic director in making sure the organization and enjoyment of our student's athletic endeavors are celebrated and well attended. We are working hard to enhance our communication with the community and families through Wildcat Weekly Update, Infinite Campus Portal and other updates, updating our High School Website, Facebook page, and Instagram.

## Strategic Goal #5: District Facilities Support & Enhance Learning

There are several things we are working on to update in our school facility to enhance safety and learning. The first one is getting a door fob installed on the south east corner of the main building. We have many students and staff that use this door between the shop, pole barn, parking lot and the main building. We are finding this door propped by students daily which is a safety concern. A fob system on this door will allow it to be open at passing times. Another safety item we are working on is numbering our doors on all buildings on campus. This will help emergency responders when or if an event occurs, as well as helping to define a location for staff.

**TO:** Board of Trustees  
**FROM:** Dustin Zuffelato, Business Manager/Clerk  
**DATE:** November 9, 2022  
**RE:** **Business Office Report for the November 14, 2022 Regular Meeting**

## **Finance Committee Recap**

Thought I would share some pertinent information discussed during the Finance Committee Meeting conducted on November 8, 2022.

### Health Insurance Program

Plan reserves are very strong, primarily the result of lower than expected claims during plan year 2021 and 2022. Plan premiums have decreased over the past two years, while the district contribution and the contribution paid by the employees has remained unchanged. The Committee discussed strategies to use plan reserves while maintaining a stable and healthy plan. The District could offer a premium holiday and in turn use the savings for a one-time compensation bonus to mitigate some of the cost of living inflationary pressures. The District could restructure the plan premiums, reducing the District contribution as well as the employee contributions. The District will continue to work with both the Negotiations Committee and the Health Insurance Committee to devise the best strategy to utilize plan reserves to benefit all staff members in an equitable and sustaining manner.

### Fiscal Year 2024 Budget Projections

The Committee reviewed the Fall 2022 ANB count and projected impact to the General Fund budget authority for FY 2024. ANB in the Elementary District is projected to increase by 5 and increase by 18 in the High School District. The projected budget authority based on **2.70%** increase to state funding components is \$260,994 or 2.39% for the Elementary District and \$240,990 or 4.04% in the High School District. Also of interest is the overbase levy authority would be \$392,000 in the Elem and \$149,000 in the HS. The Committee discussed the looming trouble if the legislature indeed only provides a 2.70% increase while the District combats double digit inflation and a federal funding cliff whereas ESSER funds are used to fund \$387K of current staff.

### Federal Elementary and Secondary Emergency Relief Funding (ESSER)

The Committee reviewed the ESSER appropriations and the expenses to date. In summary, the District received \$9,173,342 and has spent \$3,809,724. The District is committed to spending an additional \$4,094,083 to replace the High School HVAC. The Committee discussed ways to utilize the ESSER III Learning Loss appropriation of \$1,023,520.

### Facilities/Deferred Maintenance

The Committee discussed the recent deferred maintenance projects including Junior High Boiler and the Administration Building Roof. The Committee reviewed the future needs including high school athletic fields concessions/bathrooms and the high school gym floor. The high school windows and roof are big ticket items that need to be replaced. The Committee discussed requesting community support such as a building reserve levy or bond election.

### K-8 Facility Bond Project

The Committee reviewed the budget for the K-8 facility bond project with proceeds of \$41,961,000. The District has spent \$35,213,829 to date and still maintains a healthy contingency budget.

## **Bus Replacement/Depreciation Fund**

Currently approximately half of our fleet utilizes Propane Fuel. The District has been pleased with the results of the propane buses and will continue to replace each diesel with a propane until the entire fleet is propane. The fuel economy is 33% better when accounting for the cost of propane v diesel. The maintenance is less when accounting for oil filters, DEF treatment, and emission parts.

The maximum levy for FY 2024 is approximately \$470,000. This equates to approximately 3 (three) buses. Typically the District replaces three (or two) buses per year in an effort to ensure the oldest bus in the fleet of 30 is less than 10 years old. The District is considering replacing three buses in FY 2024 to

take advantage of DEQ Grants. The cost of each of the new buses is \$156,750. The DEQ grant will cover \$43,724 with the remaining funds from the FY 2024 Bus Depreciation Fund Budget.

### **ESSER Funds – Preapproval**

In response to additional (new) guidance from the United States Department of Education, the Montana Office of Public Instruction is now requiring the District to provide documentation that expenditures exceeding \$5,000 have been approved by the Board of Trustees. This new requirement is being imposed when/if the District needs to amend the existing ESSER budget. So, in what could be a frequent action item on the agenda for the Board to consider, at this time the District is requesting approval of using a portion (\$100,000) of ESSER funds – ESSER III ARP Learning Loss appropriation to fund the annual subscription for the STAR Reading and Math assessments software licenses. FY 2023 and FY 2024 (\$50k per year).

### **Monthly Insurance Claim Summary**

#### Paid Claims October 2022

Medical Plan Paid Claims	\$ 162,037
Specific Stop Loss Liability	\$ 0

Monthly medical expected claims based on an enrollment of 232 Plan participants (63 singles/169 families): \$ 204,921  
 Plan claim liability as a percentage of expected claims: 79 %

#### Paid Claim summary plan year-to-date (July 2022 through OCTOBER 2022):

	<u>Actual</u>	<u>Expected</u>	<u>Percentage</u>
Medical Plan Paid Claims	\$ 901,304	\$ 805,087	<b>112 %</b>
Specific Stop Loss liability	0		
Total Claims	\$ 901,304		

## Curriculum Director Report November 2022

Over the last month, a variety of committees that are charged with supporting students and staff here in Columbia Falls School District Six met to continue working on their goals.

The first meeting of all District mentors was held. During the meeting we reviewed program feedback taken from mentors and new staff at the end of the 21-22 school year.

### Celebrations shared:

- Being a part of an amazing teacher crew
- Working with a great team who make going to work enjoyable, even when kids get tough
- Great administrative support
- Our principal is extremely supportive of this program
- We ended the year on positive changes
- Great academic gains in reading throughout my classes

### Challenges shared:

- Time
- Finding time to fit it all in. Loving all the kids and wanting the best for them
- Separating work from home
- Taking on too many things - getting too many good ideas
- Dealing with very difficult student behaviors
- Packing everything so it's ready to move

As a group, the mentors will be working to support our new staff to work through the challenges that each year brings. Mentors had the opportunity to meet with their campus groups to problem solve and connect.

The Technology Committee discussed the process by which we will review our current digital instructional programs. The committee is motivated to help design a technology replacement cycle for the District. Additionally, the committee discussed the Technology PIR early release on 10/26. The decision was made to offer a variety of open labs and self-directed learning opportunities for staff to engage in based upon their needs.

Our District TEAMS accreditation report was submitted at the beginning of this month. According to initial feedback from OPI, the District will receive full accreditation for the 2022-2023 school year.

Mark McCord

# SPECIAL EDUCATION

## SPECIAL SERVICES COLUMBIA FALLS SCHOOL DISTRICT #6

November 14, 2022 Board Report  
Submitted by Michelle Swank, Director

### *Targeted Instructional Approaches*

During a recent Early Release, districtwide para-educators, were able to participate in professional development training on Roles and Responsibilities; this training provided information to staff within the scope of confidentiality within the work environment, as well as role expectations as a para-educator. Two more trainings will take place later in the school year, to further enhance professional skill development for our district paras to better support our student's needs.

### *Special Olympics*

Congratulations to our Special Olympic Team! School District Six athletes recently competed in basketball, and have moved on to bowling. This year we have 25 registered Special Olympic athletes competing in activities!

### *Inclusionary Practices*

Recently, Trisha Quiram and Crystal Sundberg, special education staff, organized a trip to the Pumpkin Patch; this was a fun way in which our students with special needs were able to go out in the community setting, as well as provided our families the opportunity to connect with each other.

### *Students Receiving Special Education Services as of 11/1/2022*

Grade breakdown % of students receiving special education services per grade level \*Pre-K separate

	GG	Ruder	CFJH	CFHS
K	12.8%	14.5%		
1	16.0%	10.2%		
2	16.9%	15.0%		
3	14.5%	18.7%		
4	18.1%	20.2%		
5	29.4%	14.1%		
6			20.3%	
7			13.8%	
8			12.3%	
9				10.9%
10				11.0 %
11				8.7%
12				10.3%

Compared to this time last year, SD6 students with identified Special Education Services has increased from 307 to 340 (9.7% increase). \*59.1% of Special Education Services are under Speech Language Services



[District] School District

2135

STUDENT INSTRUCTION

Human Sexuality Instruction

The District recognizes the right of a parent or guardian to withdraw a child from instruction or an organized school function regarding human sexuality instruction. Such withdrawals will be classified as an excused absence.

“Human sexuality instruction” means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

*Annual Notice and Availability of Materials*

The District shall annually notify the parent or guardian of each student scheduled to be enrolled in human sexuality in advance of the instruction regarding the basic content of the human sexuality instruction intended to be taught and the parent or guardian’s right to withdraw the student from such instruction.

The District will make curriculum materials used in human sexuality instruction available for public inspection before use. This will occur on an annual basis.

*48-Hour Notice*

Parents and guardians will be notified ~~within~~ at least 48 hours prior to holding an event or assembly or introducing material for instructional use.

~~This notice will contain:-~~

- ~~1) the basic content of the district's or school's human sexuality instruction; and~~
- ~~2) the right to withdraw the student form the instruction~~

*No Abortion Curriculum*

The District will not allow personnel to offer, sponsor, or furnish any course materials or instruction relating to human sexuality or sexually transmitted diseases if the person or entity provides abortion services.

Legal References:	<del>Senate Bill 99</del> <u>MCA § 20-7-120</u> § 20-5-103, MCA 10.55.701, ARM	Parameters for K-12 Human Sexuality Education Compulsory attendance and excuses Board of Trustees
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Cross References:	Policy 2120	Curriculum Development, Content, and Assessment
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## **Columbia Falls School District**

### COVID-19 Emergency Policies

1900

#### Introduction

The board of trustees and its staff are operating under unusual, even unprecedented circumstances by virtue of the declaration of a statewide emergency by the Governor and the executive orders related to school closure to address concerns from the COVID-19 Virus. As part of its own concurrent declaration of an unforeseen emergency (community disaster), the board of trustees has found it necessary to adopt temporary policies related to emergency school closure. To ensure clarity and transparency, the board has organized all emergency school closure policies into a temporary chapter. The board has also included this introductory section as a heading for each policy to ensure understanding of the purpose and duration of each policy adopted pursuant to this chapter.

#### Purpose(s) of Policies

1. Addressing barriers to learning presented by distance.
2. Improvement of instruction in offsite setting during school closure.
3. Ensuring equity in services provided, including special education for exceptional children pursuant to Title 20, Chapter 7, Part 4.
4. Mitigation of digital divides that could otherwise create barriers to effective learning.
5. Ensuring adequate nutrition for students relying on the district's nutrition programs.
6. Ensuring continuity of employment of school district staff and/or continuity of services provided by contract transportation providers.
7. Ensuring accountability to families with children.

#### Term of COVID-19 Emergency Measures Policies

The term of School District Policies Numbered 1900-1999 shall run concurrent with 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. This policy shall terminate, unless further extended, on the earlier of June 30, 2020 or the date upon which all emergency declarations related to COVID-19 that apply to the district have lawfully expired or have been dissolved.

Cross Reference: Policy 2221 – 2221P – School Closure  
Policy 1400 – Board Meetings  
Policy 1310 – Policy and Procedure  
Policy 1420 – Meeting Procedure

Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and accompanying Directives  
Section 20-9-801-806, MCA – Emergency School Closure

Section 50-1-202-204, MCA – Public Health Laws  
Section 10-3-104, MCA – General Authority of Governor

Policy History:

Adopted on: 3-30-20

Reviewed on:

Revised on:

Terminated on:

## Columbia Falls School District

### COVID-19 Emergency Measures

1901  
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#### Use of Transportation Funds During Periods of School Closure

Pursuant to guidance issued from the Office of Public Instruction, the board of trustees authorizes the following expenditures of its FY20 budgeted transportation funds that are in addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI guidance, transportation services which provide instructional services to students.

- Transportation of food and meals used in nutritional programs.
- Purchase of equipment to ensure food safety.
- Providing accessibility to student services for remote learning.
- Providing instructional materials to students, including but not limited to internet service adequate to allow students to effectively access curriculum during periods of school closure.
- Cost of instructional materials, supplies, and software licenses.
- Costs of technological equipment needed for offsite instruction/correspondence study purchased by the school district and loaned to students without such equipment.
- Cost of correspondence study.
- Costs of providing services to students with an IEP or a plan adopted pursuant to section 504 of the 1973 Rehabilitation Act.
- Costs of time off or repurposed time for staff normally paid from the transportation fund.
- Costs to contractors of transportation services.

#### Cost Guidelines

The board of trustees authorizes the Superintendent to exercise his/her professional judgment and discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate costs of items below are to remain within the budget limits adopted by the board of trustees for the FY20 transportation budget, including any budget amendments adopted by the board of trustees prior to the completion of FY20.

- Any costs consistent with costs under normal operation, including costs referenced in any contract to which the district is a party.
- Actual costs of delivering meals to students at locations authorized by any and all waivers of regular rules for school nutrition programs that have been adopted by the United States Department of Agriculture or the Office of Public Instruction.
- Any costs consistent with and necessary to comply with an IEP or section 504 plan.
- Actual costs of equipment, software and service necessary to bridge digital divides or provide a quality learning environment for students, including:

- Equipment necessary to provide wi-fi in a student's home, including any equipment qualifying for discount under the federal E-Rate program;
- Equipment necessary to allow students to effectively participate in offsite instruction with an emphasis on ensuring opportunities for real time interactions, collaboration, and effective engagement in the learning process by students.
  - Equipment purchased under this section may include any combination deemed necessary and appropriate by the Superintendent, including but not limited to mobile devices, tablets and laptops.
  - Equipment purchased under this section shall become and remain the property of the district and shall be provided to students through a loan/checkout service developed by the Superintendent.
- Software to ensure a safe and appropriate online learning experience by students of the district.
- Internet service at an adequate bandwidth to ensure full and effective use of instruction delivery and interaction methods employed by the district as part of its offsite learning program.
  - If there are multiple internet service providers in the community, the board authorizes the superintendent to choose either a single provider or to allocate/rotate selection from among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the superintendent.

Cross Reference: Policy 3612 – District-Provided Access to Electronic Information, Services, and Networks  
Policy 3612P - District-Provided Access to Electronic Information, Services, and Networks Procedure  
Policy 3612F – Internet Access Agreement  
Policy 3650 – Montana Pupil Online Personal Information Protection Act  
Policy 3650F – Montana Model Data Privacy Agreement  
Policy 2168.- Distance Learning  
Policy 2170 – Montana Digital Academy  
Policy 2170P – Montana Digital Academy Procedures

Legal Reference: Section 20-10-101(5), MCA – Transportation

Policy History:

Adopted on: 3-30-20

Reviewed on:

Revised on:

Terminated on:

## **Columbia Falls School District**

COVID-19 Emergency Policies

1906

### Student Instruction and Services

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but not limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

Students shall receive grades for completed coursework in accordance with the grading scale for the individual staff member or the alternative grading procedures outlined in District Policy 1902.

The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

#### Onsite, Offsite and Online Instructional Setting

The Board of Trustees authorizes onsite, offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year affected by a public health emergency. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting at parental request if onsite instruction is offered in the School District in accordance with Policy 1908.

Students receiving offsite delivery of education services may be eligible for assistance with accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

#### Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of a school year affected by a public health emergency.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not

limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

#### Special Education and Accommodation of Disabilities or Diagnoses

Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. The supervising teacher or building administrator shall coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

#### Student Attendance

The Board of Trustees authorizes the supervising teacher, building principal or district administration to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student's grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted to complete all work assigned by the teacher if not present for instruction within a reasonable period of time determined by the teacher. Students shall not lose credit or incur a grade reduction for reasons related to attendance without good reason as determined by the Board of Trustees.

#### Student Safety and Counseling

Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.



### Homeless Students and Students in Foster Care

This policy in no way limits or adjusts the School Districts obligations to homeless students or students in foster care. Applicable District policies serving these students or this population of students remain in full effect.

### Student Discipline

This policy in no way limits or adjusts the School District's expectations for student conduct. All applicable district policies and handbook provisions governing student conduct remain in full effect.

### 2020/2021 School Schedule and Calendar

It is the objective of the Board of Trustees to ensure the proactive operations of the School District during a public health emergency by: (1) meeting the educational needs of the students; (2) complying with all applicable statutes and rules pertaining to the aggregate hours of instruction; and 3) identifying and implementing innovative methods to meet educational and other needs of each student in the School District.

### Summer School

The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school or at another offsite location. Remediation credit courses shall be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the Board of Trustees

### Extended School Year

In accordance with District Policy 2011, Section 20-1-301, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the Board of Trustees may establish a school calendar with an earlier start date and a later end date from non-emergency school years to ensure students receive the minimum number aggregate instructional hours. The purpose of an extended school year will be to maximize flexibility in the delivery of instruction and learning for each student in the School District in in the event of school closures

or other impacts to School District operations due to a public health emergency. When setting an extended school year, the School District will collaborate with students, parents, employees and other community stakeholders. When proposing to adopt changes to a previously adopted school term the Board of Trustees will follow the procedures outlined in Policy 2100.

Legal Reference: Article X, Section 1, Montana Constitution  
Section 20-1-101, MCA – Definitions  
Section 20-1-301, MCA – School Fiscal Year  
Section 20-9-311, MCA – Calculation of Average Number Belonging  
Section 20-7-118, MCA - Offsite Provision of Educational Services  
Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
ARM 10.55.906(4)) – High School Credit

Cross Reference: Policy 1005FE – Proficiency-Based Learning  
Policy 1902 – Alternative Grading  
Policy 1905 - Staff, Student, and Community Health and Safety  
Policy 2100 – School Calendar  
Policy 2140 – Guidance and Counseling  
Policy 2161 – Special Education  
Policy 2168 – Distance Learning  
Policy 2410 – Graduation  
Policy 2420 – Grading and Progress Reports  
Policy 2421 – Promotion and Retention  
Policy 2150 – Suicide Training and Awareness  
Policy 3125 – Homeless Students  
Policy 3122 - Attendance Policy  
Policy 3310 - Student Discipline

Policy History:  
Adopted on: 8-10-2020  
Reviewed on:  
Revised on:  
Terminated on:

## Columbia Falls School District

### INSTRUCTION

2410  
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#### High School Graduation

The Board will award a regular high school diploma to every student enrolled in the District who meets graduation requirements established by the District. The official transcript will indicate the specific courses taken and level of achievement. Prior to registering in high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook. The Board has established graduation requirements for Columbia Falls High School. Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter ninth grade. Exceptions to this general rule may be made, when it is determined by the Board that proposed changes in graduation requirements will not have a negative effect on students already in grades nine (9) through twelve (12) in Columbia Falls High School.

To graduate from Columbia Falls High School, a student must have satisfactorily completed the last semester prior to graduation as a Columbia Falls High School student.

A student with a disabling condition will satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP will serve as the basis for determining completion of a course.

#### *Credits*

Students may choose between two diploma tracks: earn a total of twenty three (23) credits for a General Diploma and twenty four (24) credits for an Honors Diploma. Specific credit requirements may be found in the Student Handbook.

#### *Waiver of Requirement*

Graduation requirements generally will not be waived. However, in rare and unique hardship circumstances, the principal may recommend and the Superintendent approve minor deviations from the graduation requirements.

#### *Alternative Programs*

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses and correspondence courses. Credit for work experience may be offered when the work program is a part of and supervised by the school. All classes attempted at Columbia Falls High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course.

School District #6 allows students who complete the Montana Youth Challenge Academy to receive a high school diploma. The board approves the awarding of a Columbia Falls High School Alternative diploma to any CFHS/MYCA student who meets the following criteria: 1) Complete the Montana Youth Challenge Academy (MYCA) program of study, 2) Pass the HiSET exam at MYCA, and 3) Receive an endorsement from the Columbia Falls High School administrative team.

***Honor Roll***

A student must have a minimum grade-point average of 3.00- 3.84 for all classes during the entire eight semesters of high school to be placed on the Honor Roll and a 3.85 or better for all classes during the eight semesters of high school to be placed on the High honor roll. Specific information regarding honors at graduation are included in the student handbook.

***Class Rank (Grade Point Average)***

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

***Early Graduation***

The Board authorizes the high school principal to recommend students for early graduation who have completed the minimum requirements for graduation after completion of the seventh (7th) semester. The student must petition the high school principal at least one year prior to the requested graduation date. The final decision is made by the Board.

***Educational Disruption***

If a student who has experienced an educational disruption meets the minimum high school credit requirement for graduation as established by administrative rules of the Board of Public Education but will not meet a higher credit requirement established by Board of Trustees, the District shall award the student a diploma. The District may distinguish the diploma in a reasonable manner from standard diplomas issued under this policy.

For the purposes of this policy, "educational disruption" means a disruption experienced during grades nine through twelve caused by homelessness, involvement in the child welfare system or juvenile justice system, a medical or mental health crisis, or another event considered a qualifying educational disruption by the District.

Legal Reference:	§ 20-5-201, MCA	Duties and sanctions
	10.55.904, ARM	Basic Education Program Offerings: High School
	10.55.906, ARM	High School Credit
	10.55.905, ARM	Graduation Requirements
	§ 10-1-1402, MCA	Montana Youth Challenge
	House Bill 246	Revise education laws to enhance local control and opportunities for pupils
	§ 20-1-101, MCA	Definitions ( <i>Revised by House Bill 246</i> )
	§ 20-3-324, MCA	Powers and duties ( <i>Revised by House Bill 246</i> )
	§ 20-7-118, MCA	Offsite provision of educational services by school district ( <i>Revised by House Bill 246</i> )
	§ 20-4-101, MCA	System and definitions of teacher and specialist certification --student teacher exception ( <i>Revised by</i>

**Columbia Falls School District**

**INSTRUCTION**

**2410**  
**Page 3 of 3**

*House Bill 246)*  
§ 20-7-1601, MCA Forms of personalized learning --legislative intent  
(*Revised by House Bill 246*)

Policy History:  
Adopted on: 7-24-17  
Revised on: 10-11-21

**RESOLUTION NO. 404**

**DISPOSITION OF ABANDONED, OBSOLETE AND UNDESIRABLE  
PROPERTY**

A RESOLUTION TO AUTHORIZE THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 6, COLUMBIA FALLS, MONTANA TO DISPOSE OF ABANDONED, OBSOLETE AND UNDESIRABLE PROPERTY THROUGH THE SALES OR OTHER MEANS, AS PROVIDED BY SECTION 20-6-604, MCA.

WHEREAS, it has been determined certain personal or real property as documented in a list available in the Columbia Falls School District Business Office has become abandoned, obsolete and undesirable by School District No. 6

THEREFORE, BE IT RESOLVED, the Board of Trustees will dispose of this property through the sale or other means commencing on December 9, 2022 which will be at least 14 days after notice of this resolution has been made in the manner required in Section 20-20-204, MCA.

PASSED AND APPROVED BY THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 6 THIS 14<sup>th</sup> DAY OF NOVEMBER, 2022.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Business Manager/Clerk

\_\_\_\_\_  
Date

INSTRUCTIONS: FILL IN ALL REQUESTED INFORMATION ITEMS DESIGNATED FOR DISPOSAL

QTY.	Name of the book	ISBN	Copyri ght Date	STORE D IN ROOM #	STORED IN BUILDING	REASON FOR DISPOSAL
53	Spanish 1 Book by Holt "Expresat	978-0-03-045204-8	2008	119	CFHS	New books approved for Spanish classes
47	Activity book Spanish III	0-03-074496-2	2008	119	CFHS	New workbooks approved for Spanish classes
33	Activity books Spanish I	0-03-074496-2	2008	119	CFHS	New workbooks approved for Spanish classes
30	Cuentos y Cultura Spa. 3	0-03-079638-5	2008	119	CFHS	New workbooks approved for Spanish classes
30	Cuentos y cultura Span 2	0-03-079634-4	2008	119	CFHS	New books approved for Spanish classes
35	Spanish 2 Book by Holt "Expresat	978-0-03-045322-9	2008	119	CFHS	New books approved for Spanish classes
28	Spanish 3 Book by Holt "Expresat	978-0-03-045372-4	2008	119	CFHS	New books approved for Spanish classes
29	Step up to Writing	1602181624	2008	0.313		Not using curriculum
1	Journeys Samples		2017	313		Not a complete set
1	Zoo Phonics Alphabet		1997	313		Not using curriculum
4	Manuals - Zoo Phonics		1997	313		Not using curriculum
1	Fax Machine		?	Admin		Broken - obsolete
1	Dishwasher		New	Admin		Didn't fit in the designated location

2

3

**SUBMIT FORM TO CURRICULUM OFFICE - ADMINISTRATION BUILDING**

# MEMORANDUM OF UNDERSTANDING

BETWEEN  
U.S. DEPARTMENT OF INTERIOR  
NATIONAL PARK SERVICE,  
GLACIER NATIONAL PARK  
AND THE  
COLUMBIA FALLS SCHOOL DISTRICT  
COLUMBIA FALLS, MONTANA

Effective Date: 7/1/2022 through 6/30/2023

## BACKGROUND AND OBJECTIVES

This Memorandum of Understanding (MOU) is by and between the Department of the Interior, National Park Service, Glacier National Park (Glacier), and School District #6, Columbia Falls High School in Columbia Falls, Montana. Its purpose is to maintain the relationship begun in 2019, of working together in fulfilling a mutually beneficial educational mandate and to cooperatively use personnel and resources for the purpose of coordinating and developing a variety of educational programs and/or curriculum materials for students.

Specifically, this MOU addresses the Building Trades curriculum offered to students at Columbia Falls High School in the school year of 2022 to 2023 (also referred to as the School-to-Park Program by Glacier National Park). This program has been successful in providing many students with knowledge, skills, and abilities to successfully enter the construction work force and instill in students an understanding of education's relevance in their career choices.

The program will provide Glacier with one housing unit and one housing storage unit for this school year, benefitting the park's housing program. No funds transfer to, from, or between Glacier and the Columbia Falls School District will result from this MOU.

This MOU represents a partnership between Glacier and Columbia Falls High School. In a partnership both parties should receive benefit. In so doing, Glacier intends to provide enough space in the semester curriculums to construct as needed small building needs of School District #6. This will be the default position. In the event School District #6 does not have any project needs then Glacier will add small projects to ensure a broad and meaningful classroom experience for the students. Fill-in projects in the past have included soccer sheds, storage sheds, and an entrance station for the park.

Objectives:

For Students,



- to develop an understanding of the relevance of education.
- to be adequately prepared for transition into the workforce upon graduation.
- to obtain educational experiences beyond the foundational skills presented in the traditional classroom.
- to develop an understanding of the job opportunities available at Glacier National Park.
- to develop an understanding of the importance of Glacier and the National Park Service.

For Columbia Falls High School,

- to expand its AutoCAD program and support the design of the cabins constructed.
- to construct other projects the School District or park may have a need for, e.g., sheds, a park entrance station, or small housing storage sheds.

For the Community,

- to participate in this partnership between the local high school and Glacier National Park.
- to be involved in student's learning and lives.

For Glacier National Park

- to enable a potential source of future employees, adequately readied to enter the workforce.
- to meet a serious housing shortage need while providing educational enhancement.

## STATEMENT OF WORK

The goal of this project is to provide the students participating in technology track at the Columbia Falls High School with an opportunity to be exposed to and learn basic and advanced building trades/construction methods while providing Glacier National Park with at least one residential cabin per year. No funds will be exchanged between the School District and the Park.

The buildings to be constructed each year are approximately 150 to 468 square feet each. Construction of these buildings in this MOU will take place on school grounds during the 2022/2023 school year. Any buildings constructed will be designed and constructed to allow for commercial shipment to the park (paid for with Federal funds). The cabin and other park structures will be completed and ready for shipment on or about 05/31/2023.

This cabin built, is intended for use as employee housing in the Many Glacier Ranger Station developed area.

**Glacier National Park** will be responsible for the following:

1. Building designs and drawings by – 7/1/22
2. Materials ordering and procurement with Park Service Funds  
– Park, delivered to school by – 8/15/22
3. Provide periodic inspections and daily instructional support

- |   |                   |
|---|-------------------|
| during scheduled classroom hours –  | On-going          |
| 4. Construction of the cabin pad by Park personnel –                                      | 5/31/23           |
| 5. Transport of the completed cabin from Columbia Falls to Glacier National Park –        | 6/1/23 to 6/30/23 |
| 6. Placement of cabin on foundation – preferably in time for the students to observe this | NLT 6/15/23 but   |
| 7. Incidental Construction expenses -   | On-going          |
| 8. Personal Protective Equipment for all participants -                                   | On-going          |
| 9. Safety Training for all participants -   | 8/25 – 9/11/22    |

**Columbia Falls High School** will be responsible for the following:

- |   |          |
|---|----------|
| 1. Material take-offs for future projects – Students/Instructors – During school year |          |
| 2. Material storage – throughout duration of project                                  |          |
| 3. Completion of Cabin  | 05/31/23 |
| 4. Mid-Year Progress Report   | 02/03/23 |
| 5. Final Completion Report and Project Evaluation                                     | 06/15/23 |
| 6. Documentation of project – start to finish to include:                             | 06/15/23 |
| • Digital photographs of project progress (parental permission as required)           |          |
| • Written narrative reports   |          |

Both **Parties** commit to the following:

1. Potential participation in an informal after-action review between the Park and School District Administrators, Teachers, and Building Instructors to discuss the written evaluation of the project, and to agree upon any changes needed in the design or layout for the next year's (school year 2023 – 2024) cabin construction.
2. Active recognition of this unique School-to-Park Partnership Program and its benefits through press releases, social media, and other outlets throughout the year.

Authorizing Signatures (digital signatures are approved):  
The undersigned agree to the provisions in this Memorandum of Understanding.

For: Columbia Falls School District #6:	
Superintendent	Date

For: Columbia Falls High School:	
Principal	Date

For: Glacier National Park:	
Superintendent	Date

**Project Scope for Larger (over \$5,000) Projects and Purchases using ESSER Funds**

<b>School District and LE # (s)</b>	Columbia Falls School District
<b>Primary Contact Name &amp; Title</b>	Dustin Zuffelato. Business Manager
<b>Primary Contact Phone</b>	406-892-6554
<b>Primary Contact Email</b>	<a href="mailto:d_zuffelato@cfmtschoools.net">d_zuffelato@cfmtschoools.net</a>

<b>Project Name</b>	STAR Assessments Licenses		
<b>Description</b>	FY 2023 and FY 2024 Licenses. All 4 schools-Ruder, Glacier Gateway, Junior High, High School. Reading and Math		
<b>Board Approved</b>	11/14/2022	<b>OPI Approved</b>	mm/dd/yyyy
<b>Cost</b>	\$100,000		
<b>Funding Sources</b>	ESSER III ARP – Learning Loss		
<b>Timeline</b>	August 2022-September 2024		
<b>Status</b>	License Subscriptions FY 2023 and FY 2024. Purchase one year – annually.		
<b>Student Gains</b>	Provides student achievement data to allow District to identify students’ progress and provide additional resources to specific students to address learning loss.		
<b>Depreciated Items</b>			
<b>Meaningful Stakeholder Input</b>			

<b>Alternative Option</b>	<b>Description</b>	<b>Challenges</b>	<b>Gains</b>
<b>Option #1</b>			
<b>Option #2</b>			

<b>Option #3</b>			
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Federal & State Compliances will be agreed to within the Capital Expenditure portal.



TO: MTSBA Board of Directors  
 FROM: Lance Melton, Executive Director  
 RE: Dues Revenue Estimate for FY2024  
 DATE: July 6, 2022

Pursuant to the MTSBA Bylaws, below is a dues revenue estimate for the fiscal year beginning July 1, 2023.

**Requested Action:** The MTSBA Board of Directors is requested to approve the FY24 dues revenue estimate for presentation to our members for their approval through electronic ballot.

**Refresher Regarding How MTSBA Dues are Calculated:**

The MTSBA bylaws include a dues formula that is based on total current spending by each member three years preceding the year to which the dues apply. The lag between the year of spending vs. the year of dues to which such spending applies is to ensure that we are relying on audited data submitted by OPI to the National Center for Education Statistics.

The dues formula is largely sensitive to each member’s local funding, providing a decrease in dues when a member’s expenditures drop from year to year and providing an increase in each year when a member’s expenditures rise. If a member’s spending places them in one of the floors, caps or flat rates, the dues for such member change according to the total percentage change in expenditures by all members in the applicable year.

The percentage by which total current spending of all members increased from FY20 to FY21 (ESSER funds removed from the total of both years) was 1.13% (\$19,377,800 increase in total current spending). That inflation factor has been applied to all floors, caps and flat rates as well as to spending thresholds as required by the Bylaws.

The following is a chart that identifies the various assessment rates, floors, caps and flat rates as they would be set in the bylaws after member approval. The chart below is in an adjusted form as specified in the Bylaws and is presented for your consideration and approval.

FY24 Proposed Dues Formula - Dues Effective July 1, 2023				
FY21 Spending Low	FY21 Spending High	Assessment	Floor	Cap
\$0	\$397,028	Flat Rate	\$403	\$403
\$397,029	\$2,390,975	0.14%	\$403	\$2,638
\$2,390,976	\$4,769,362	0.11%	\$2,638	\$4,457
\$4,769,363	\$7,067,083	0.09%	\$4,457	\$5,483
\$7,067,084	\$11,174,351	0.08%	\$5,483	\$7,247
\$11,174,352	Above Floor, not 1 of 7 largest	0.06%	\$7,247	\$14,171
Seven Largest Members	Flat Rate	Flat Rate	\$19,874	\$19,874
Coop Members	Flat Rate	Flat Rate	\$817	\$817

## **Estimated Dues Revenue Required by the MTSBA Bylaws:**

The MTSBA Bylaws provide that I am to *“estimate the financial impact of the formula above upon projected revenue from regular voting member dues for the Corporation in the subsequent year. In making such estimate, the Executive Director shall adjust the floors, caps and flat rates by the same percentage that spending of the membership overall has changed.”*

Once the revenue estimate is complete, it is subject to approval by the MTSBA Board of Directors. Once approved by the MTSBA Board, the dues revenue estimate is presented to the members for their approval.

For purposes of estimating the dues revenue for FY2024, I have used OPI’s data set for total current spending for FY2021, which reflects an increase in total current spending by our members of 1.13% from FY20-21:

- FY20 Total Current Spending = \$1,720,070,700
- FY21 Total Current Spending = \$1,739,448,500
- Growth in Total Current Spending, \$\$, FY20-21 = \$19,377,800
- Growth in Total Current Spending, %, FY20-21 = 1.13%

Pursuant to the Bylaws, I have estimated the impact of this growth on our existing dues formula by adjusting the floors, caps, flat rates and spending classifications by 1.13% and by applying the Bylaws-adjusted formula to total current spending of the members from FY21.

On the basis of these referenced calculations, I estimate that MTSBA dues revenue would increase under the adjusted formula by approximately \$16,551, from \$1,074,587 in FY23 to \$1,091,138 in FY24.

1. The increase in dues represents approximately 0.32% of MTSBA’s budgeted revenues for FY23 and this increase, if approved, will help MTSBA meet the inflationary costs of operation in FY24 and continue to provide expanded dues based services to our members.
2. This projected increase represents estimated membership dues revenue growth of 1.54% and is based on 100% member retention and no member consolidating, dissolving, or quitting between now and FY24.
3. Provided that we experience average growth in overall revenues from FY23 to FY24, I estimate that the FY24 dues will represent approximately 21% of overall revenues.

## **Placing Dues in Context:**

The large majority, 79% of what we do, is funded through revenues other than dues. At approximately 21% of our \$5.2 million overall budget, our dues are among the lowest in the nation in terms of the percentage of revenues.

We have approximately \$1.7 million in expenses that don’t generate any revenues for MTSBA, and dues help pay for programs that do not generate revenues but that provide tremendous value for our members. Examples of the categories of expense that do not generate revenues include the cost of operating the MTSBA Board and engaging in COSSBA, member outreach, the cost of

owning and operating the building, advocacy before the Legislature and Congress and the cost of corresponding staff that do not generate revenues but who provide valuable services that are core to our Mission. We make up the several hundred thousand dollar gap between dues revenue and non-revenue generating expenses through fees generated by voluntary member selection of MTSBA services, royalties, and contracts with our Insurance Programs that provide our members with access to extensive fee-free services, all of which have been extensively documented and transparently outlined to our members in the membership value infographic.

If you have any questions, please let me know. We will be working with the MTSBA Officers to determine how best to seek your approval of this dues revenue estimate, which will occur either through a Zoom meeting of the board or an electronic ballot, at the discretion of the officers.

Thank you in advance for reviewing this memo and let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Lance Melton", with a stylized flourish at the end.

Lance Melton, Executive Director



# Let your MTSBA membership take you to new heights!

Membership in MTSBA is how your board can MAXIMIZE RESOURCES, IMPROVE BOARD PERFORMANCE and provide the BEST GOVERNANCE possible to your community!

The average annual savings available to each MTSBA member through participation in MTSBA programs and premium savings in our members-only insurance programs is **over \$25,000 per year**. That amounts to savings by our members of approximately \$8 million each year. Year after year!

## Rocket forward with your knowledge from these resources!

### Dues-based Professional Consultation

MTSBA staff fielded over **7,000** legal, HR, labor and policy calls over last year.

MTSBA provided services worth \$1,225,000 to members without any charge beyond membership dues. Average district savings over \$4,000 annually!

MTSUIP member access to the

### Montana Education Law Reporter

Detailed articles and forms on topics about school leadership, school law, finance and policy. The MELR is a great resource for everyone on your district's leadership team!

### 50+ hours of FREE training opportunities

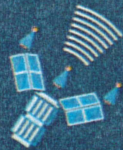
available to MTSBA members!

Mark your calendars to attend these trainings or watch them through our video option:

- HR Symposium - No fee for MTSUIP members
  - School Budget Symposium - No fee for MTSUIP members
  - Employment Hot Topic Training - No fee for MTSUIP members
  - Leadership Summit - No fee for MTSBA members
  - Summer Symposium - Sponsored by ISBC, no fee for MTSBA members
  - Back-to-School Legal Primer - No fee for MTSUIP members
  - School Safety, Security and Innovations Symposium - No fee for MTSBA members
  - Learn and Lead! Video Training Resources - No fee for MTSBA members
- Videos available at [mtsba.org](http://mtsba.org)

### MTSBA Publications:

Take a moment and look at the following publications that have a wealth of information for those making the tough decisions:



- Monthly eLert
- Daily Dispatches
- Question of the Week
- Courtroom to Boardroom
- Policy Notes
- Connect2MTSBA Online Community

Find them on [mtsba.org](http://mtsba.org)

Developing the full potential of each child through school board leadership.



**Fuel your district with valuable savings from MTSBA**

## Fuel your involvement through engaged and united advocacy!

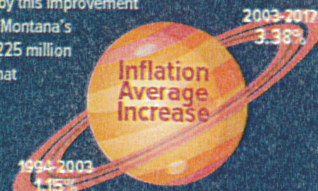
MTSBA advocacy ensures our members have the resources and tools needed to engage communities, strengthen local public schools, improve student achievement and maximize the potential of each child.

Join in the efforts by attending caucus meetings, the annual meeting and take part in the resolution process that builds MTSBA's advocacy platform!

### MTSBA's successful advocacy has powerful value!

**Inflation Trend:** Through the 2003 enactment of § 20-9-326, MCA, which MTSBA drafted and passed into law, the 15+ year history of financial neglect was resolved. The change has been dramatic, with the average annual increase of 1.15% from 1994-2003 replaced with an average annual increase of 3.38% from 2003-2017.

The change reflected by this improvement is dramatic, providing Montana's public schools with \$225 million per year more than what they would have had if the 1991-2003 trend continued through present day.



**\$70 million additional funding in recent years** from MTSBA advocacy efforts in drafting and passing legislation:

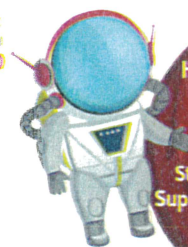
Year	Bill	Amount
2013	SB 175 Basic Entitlement Per School Unit	\$35 million
2013	SB 191 Special Education Tuition Levy	\$13 million
2017	SB 307 Major Maintenance	\$22 million

**\$37.5 million Total Annual District Property Tax Relief** directly attributable to recent bills conceived, drafted and passed from MTSBA advocacy efforts.

## High Octane Value and Savings Exclusively Available Through MTSBA Membership:

- No Fee MSGIA P&C Annual Training**  
Savings: **\$1,250**  
For participating districts in the P&C Risk Pool
- No Fee MSGIA Online Training**  
Savings: **\$625**  
Required by state and/or federal law
- No Fee MSGIA WC Asbestos Inspection**  
Savings: **\$4,500**  
Provides asbestos inspections every three years (required by law)
- No Fee MSGIA P&C Contract Review**  
Savings: **\$400**  
For participating districts in the P&C Risk Pool
- No Fee MSGIA Pre-Employment Physical Program**  
Savings: **\$500**
- No Fee MTSUIP Sponsored HR Symposium**  
Savings: **\$875**  
For MTSUIP member districts
- No Fee MTSUIP Sponsored School Finance & Budget Symposium**  
Savings: **\$875**  
For MTSUIP member districts
- No Fee MTSUIP Sponsored Hot Topic Employment Training**  
Savings: **\$875**  
For MTSUIP member districts
- No Fee MTSUIP Sponsored Back-to-School Legal Primer**  
Savings: **\$875**  
For MTSUIP member districts
- No Fee MTSUIP Sponsored MELR Access**  
Savings: **\$800**  
For MTSUIP member districts

**MTSBA members receive discounts on fee-based member services delivered by our professional, knowledgeable staff. Over 100 years combined knowledge in the services we provide!**



- Human Resource Services
- Labor Relation Services
- Legal Services
- Policy Services
- Strategic Planning Services
- Superintendent Search Services
- Training Services

Navigating the unknown for our members: Invaluable  
We appreciate the loyalty and devotion of our members!

Interested in knowing more specific numbers for your school district enjoys each year? Contact Wendy Brenden, [w Brenden@mtsba.org](mailto:w Brenden@mtsba.org) for a current report of the incredible value of your school board's membership in MTSBA.



[mtsba.org](http://mtsba.org)

**Substitute Hires  
Nov 2022**

**Teacher**

LNAME	FNAME	Teacher
Ramatatolo	Jonni	Teacher or Aide
deGraaf	Rebecca	Teacher or Aide
Kane	Jessie	Aide
Reinke	Michael	Teacher or Aide
Bistodeau	Este'll	Teacher or Aide
Caouette	Zowie	Teacher or Aide
Murphy	Ashley	Teacher or Aide
Brown	Mireille	Teacher or Aide
Stelle	Rebecka	Teacher or Aide
Lockman	Robert	Teacher or Aide

**Secretary / Nurse**

LNAME	FNAME	Other
Diehl	April	Nurse
		Nurse
		Secretary

**Bus Driver**

LNAME	FNAME	Other
		Bus Driver
		Bus Driver
		Bus Driver

**Hot Lunch**

LNAME	FNAME	Other
		Hot Lunch
		Hot Lunch
		Hot Lunch
		Hot Lunch

**Custodian**

LNAME	FNAME	Other
		Custodian
		Custodian
		Custodian
		Custodian

11/7/2022