

**AGENDA**  
**Board of Trustees**  
**Columbia Falls School District Six**  
**Regular Board Meeting**  
**Monday, August 14, 2023**  
**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 June bills
  - b. Approval of Investment Reports
  - c. Student Activity Account Transfers – Pg. 1
- 5. Public Participation**
- 6. Reports**
  - a. K-8 Facility Bond Project – Dave Jolly – Pg. 2
  - b. Clerk / Business Manager – Pgs. 3-5
  - c. MTSBA Board Report – Trustee Riley
  - d. Canyon Building Use Committee Update
  - e. Superintendent – Cory Dziowgo
  - f. Board Chair
- 7. Action/Discussion Items:**
  - a. Consideration of the renewal of the Canyon Building Use Agreement with All Saints Episcopal Church effective July 1, 2023 to June 30, 2024. – Pgs. 6-8
  - b. Consideration of the E-rate Consultant Services Provider Agreement effective July 1, 2023 to June 30, 2024. – Pgs. 9-14
  - c. Discussion regarding potential MTSBA legislative resolutions.
  - d. Consideration of the ratification of the Collective Bargaining Agreement with the Columbia Falls Teachers Union for SY 23-24. – Pgs. 15-24
  - e. Consideration of the Agreement to Furnish Food Service for the National School Lunch Program with Deer Park Elementary District for SY 23-24. – Pgs. 25-26
  - f. Consideration of the 8<sup>th</sup> Grade athletic participation procedure. – Pgs. 27-30
  - g. Consideration of Resolution 415 – Elementary District – Apportionment of Ending Fund Balances.
  - h. Consideration of Resolution 416 – HS District – Apportionment of Ending Fund Balances.
  - i. Consideration of the adoption of the Elementary District budget.
  - j. Consideration of the adoption of the High School District budget.
- 8. Personnel**
  - a. The superintendent has accepted the following resignations:**

|                     |   |
|---------------------|---|
| Demi Sullivan       | Kindergarten Teacher – Ruder Elementary – end of SY 22-23   |
| Morgan Hargin       | Paraeducator – Glacier Gateway Elementary – end of SY 22-23 |
| Thomas James        | JH Football Coach – end of SY 22-23                         |
| Allyson Reamy Butts | Assistant Speech and Debate Coach – end of SY 22-23         |
  - b. Consideration of the following hiring recommendations:**

|               |                               |
|---------------|-------------------------------|
| Caitlin Bloom | Hot Lunch Helper              |
| Warren Law    | Bus Driver                    |
| Tonia Little  | HS Business Education Teacher |

**c. Consideration of the following substitute hires: - Pg. 31**

**9. Miscellaneous and Future Planning:**

- Health Insurance Committee – August 23, 2024 – 4:00 PM

**10. Adjournment**

**The next Regular Board Meeting will be held at 6:00 p.m.,  
Monday, September 11, 2023, in the School District Six Board Room**

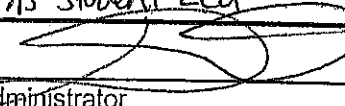
Board Approval Date \_\_\_\_\_  
 Date Entered on Accounting System \_\_\_\_\_  
 Business Office Use Only

**Activity Account Transfer**

| Transfer From |                  |        | Transfer To  |             |        |
|---------------|------------------|--------|--------------|-------------|--------|
| Account No.   | Description      | Amount | Account No.  | Description | Amount |
| 110           | Activity Tickets | 13,998 |              |             |        |
| 125           | Gate Receipts    | 14,683 | 215.000.0000 | 9710.00.025 |        |
|               |                  |        |              |             | 28,681 |
|               |                  |        |              |             |        |
|               |                  |        |              |             |        |
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|               |                  |        |              |             |        |
|               |                  |        |              |             |        |
|               |                  |        |              |             |        |

**Justification**

Residual Equity Transfer to District Accounts.  
 Properly classify proceeds from Activity Tickets & Gate Receipts  
 These are NOT student Activity account funds as NOT Student Led

|         |   |
|---------|---|
| Sponsor | <br>Administrator |
|---------|---|

**Columbia Falls K-8 Construction Project  
Project Budget  
July 31, 2023**

| Revenue:                          | Budget     | Revenue<br>Month-to-Date | Revenue<br>Project-to-Date | Budget<br>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)                  | -                 |
| Sale of Surplus Property          | 5,000      | -                        | 6,123                      | 1,123             |
| Interest on bond proceeds         | 515,000    |                          | 514,933                    | (67)              |
|                                   | 42,051,715 | -                        | 42,052,770                 | 1,055             |

| Expenses:  | Budget     | Expenses<br>Month-to-Date | Expenses<br>Project-to-Date | Budget<br>Balance | YTD Spent<br>% of Budget |
|--|------------|---------------------------|-----------------------------|-------------------|--------------------------|
| Owner's Rep  | 449,748    |                           | 398,891                     | 50,857            | 88.69%                   |
| Architect & Engineering Ruder                                | 904,722    |                           | 886,953                     | 17,769            | 98.04%                   |
| Architect & Engineering Glacier Gateway Elementary           | 1,767,240  |                           | 1,767,235                   | 5                 | 100.00%                  |
| Architect & Engineering Multi Use Sports Fields              | 39,680     |                           | 32,220                      | 7,460             | 81.20%                   |
| Architect & Engineering Junior High Safety and Security      | 18,500     |                           | 18,500                      | -                 | 100.00%                  |
| Architect & Engineering-Reimbursables                        | 10,000     |                           | 8,280                       | 1,720             | 82.80%                   |
| Architect & Engineering-Additional Services                  | 257,342    |                           | 230,536                     | 26,807            | 89.58%                   |
| Construction - Multi-Use Sports Fields                       | 1,002,009  |                           | 1,008,092                   | (6,083)           | 100.61%                  |
| Construction - Ruder Addition and Remodel Phase One          | 3,766,156  |                           | 3,767,822                   | (1,666)           | 100.04%                  |
| Construction - Ruder Addition and Remodel Phase Two          | 7,376,489  |                           | 7,101,328                   | 275,161           | 96.27%                   |
| Construction - Glacier Gateway Elementary                    | 21,970,000 |                           | 21,523,573                  | 446,427           | 97.97%                   |
| Construction - Glacier Gateway Elementary Change Orders to D | 995,776    |                           | 941,460                     | 54,316            | 94.55%                   |
| 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                         | 173,069    |                           | 173,668                     | (599)             | 100.35%                  |
| Technology ( classroom technology)                           | 660,000    | 484                       | 655,069                     | 4,931             | 99.25%                   |
| Furnishings & Equipment - Multi Use Fields                   | 120,000    |                           | 119,638                     | 362               | 99.70%                   |
| Furnishings & Equipment - Ruder                              | 410,000    |                           | 404,378                     | 5,622             | 98.63%                   |
| Furnishings & Equipment - Glacier Gateway                    | 1,006,871  | 702                       | 1,025,027                   | (18,156)          | 101.80%                  |
| Soils & Geotech  | 40,000     |                           | 37,930                      | 2,070             | 94.83%                   |
| Hazardous Material Assessment - Removal                      | 12,000     |                           | 11,077                      | 923               | 92.31%                   |
| Building Permits   | 128,000    |                           | 128,000                     | -                 | 100.00%                  |
| Impact Fees  | 1,000      |                           | 586                         | 414               | 58.60%                   |
| Utilities  | 150,000    |                           | 151,251                     | (1,251)           | 100.83%                  |
| Site Surveys-LPW   | 19,200     |                           | 20,300                      | (1,100)           | 105.73%                  |
| Materials Testing  | 42,000     |                           | 41,753                      | 247               | 99.41%                   |
| Moving Costs   | 50,000     |                           | 50,566                      | (566)             | 101.13%                  |
| Commissioning  | 125,617    |                           | 112,912                     | 12,705            | 89.89%                   |
| Election Costs/Legal Fees                                    | 30,000     |                           | 30,655                      | (655)             | 102.18%                  |
| Bond Issuance Costs  | 125,000    |                           | 121,868                     | 3,132             | 97.49%                   |
| District Contingency   | 36,000     |                           | -                           | 36,000            | 0.00%                    |
|  | 42,051,682 | 1,186                     | 41,138,946                  | 912,735           | 97.83%                   |

Budget Balance

33

**TO:** Board of Trustees  
**FROM:** Dustin Zuffelato, Business Manager/Clerk  
**RE:** **Business Office Report for the August 14, 2023 Regular Meeting**

**Ending Fund Balances:**

High School General Fund \$447K as compared to \$437K in PY.

Elementary General Fund \$807K as compared to \$787K in PY. Fully spent the budget and good tax collections. Elem General-levied \$3,349,647 and collected \$3,357,086. HS General-levied \$1,903,987 and collected \$1,907,753

The Elementary Transportation Fund ending balance was \$97K more than the prior year as a result of \$115K less in actual expenses as compared to budget from unfilled drivers/routes.

The Elem Tuition fund ending balance was approximately \$80,000 less as the District fully spent the budget appropriation to balance the Elementary General Fund budget. This will increase mills by approximately 1.75.

Ending cash balance in the Elem Technology Fund is consistent to the prior year.

The Elementary District Building Reserve Fund balance decreased \$75K as the District spent more than the annual SMMA Levy (\$185K) to upgrade the Junior High HVAC controls (\$42K) and the admin building roof (\$217K).

The High School District Building Reserve Fund balance increased \$75K as we did not spend the annual SMMA Levy.

The Multi-District Agreement fund balance is consistent to the prior year.

| FUND | 6/30/2023  | 6/30/2022  |
|------|------------|------------|
| 101  | 973,073.10 | 952,517.20 |
| 110  | 275,329.54 | 172,961.05 |
| 111  | 16,219.77  | 23,933.45  |
| 113  | 45,077.35  | 125,502.53 |
| 114  | 520,996.50 | 499,405.88 |
| 115  | 468,802.87 | 428,023.74 |

|     |              |               |
|-----|--------------|---------------|
| 120 | 850.87       | 9,206.01      |
| 121 | 4,622.34     | 4,528.50      |
| 128 | 600,810.62   | 607,619.58    |
| 129 | 6,052.28     | 15,993.69     |
| 145 | 80,178.46    | 77,686.72     |
| 150 | 220,907.91   | 173,392.23    |
| 160 | 915,009.49   | 10,867,718.64 |
| 161 | 301,823.82   | 375,598.56    |
| 178 | 3,149,880.90 | 3,278,390.83  |
| 182 | 1,078,135.74 | 1,135,236.96  |
| 201 | 588,275.81   | 560,935.34    |
| 210 | 135,054.83   | 89,517.07     |
| 211 | 1,363.03     | 11,239.14     |
| 212 | 531,181.62   | 589,783.70    |
| 213 | 81,030.97    | 51,904.39     |
| 214 | 283,965.22   | 255,134.07    |
| 215 | 159,002.88   | 220,281.92    |
| 217 | 24,350.03    | 24,074.91     |
| 218 | 41,574.96    | 35,101.41     |
| 220 | 9,549.21     | 8,048.19      |
| 221 | 25,930.88    | 25,637.84     |
| 228 | 75,480.88    | 69,894.64     |
| 229 | 60,949.72    | 75,539.37     |
| 245 | 98,459.77    | 97,003.43     |
| 260 | 147,626.43   | 130,092.71    |
| 261 | 450,695.24   | 375,988.45    |
| 281 | 98,727.38    | 76,854.60     |
| 284 | 11.79        | (1,172.66)    |
| 285 | 36,110.07    | 43,582.57     |

**E-Rate Consultant**

The District retains a consultant to help navigate the complex E-Rate Program. The prior consultant - Eric Chambers-with Northwest Council for Computer Education (NCCE) retired in July 2023. The fee we were paying was \$3,500 per year. The District obtained two proposals from consultants in the wake of the recent retirement and discontinuation of NCCE providing E-rate consulting services. BTU Consultants were recommended by PineCove. The services and fee is comparable to what the District was receiving from NCCE. Skylands Strategies reached out to the District as they have been soliciting proposals to all of NCCE’s prior clients. The Director was previously employed by USAC (the Federal Agency that administers E-Rate). The District is recommending BTU primarily as the fee and fee structure aligns to our needs. The proposed fee for Skylands Strategies is a fixed \$6,000 per year no matter what type of category two projects the District works on from year to year. BTU has two separate fees (1) Category 1 (2) Category 2. The base fee for category one services is \$2,330. The District will primarily use these services as they relate to our discounts for fiber and internet. Category 2 services will be used sparingly as they relate to network infrastructure (switches/WIFI). Our network infrastructure has been updated/replaced over the past few years and should be good for a while.

**Deer Park – Food Service Agreement**

The District has been furnishing LUNCH meals to Deer Park Elementary since 2015 in an effort to serve their students and create a bit of extra operating revenue for our program. The District will charge \$4.25 per meal served. The sticky point this year will be adequate staffing to prepare these meals as we will be focused on our students as first priority. At this point, we hope to continue the program for the upcoming school year.

|                                    | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|------------------------------------|---------|---------|---------|---------|---------|---------|
| Deer Park Catering Program Revenue | 30,482  | 34,640  | 27,339  | 572     | 81,389  | 48,999  |
| Deer Park Catering Program Expense | 18,563  | 18,962  | 18,730  | 0       | 21,632  | 20,472  |
| Net Proceeds                       | 11,919  | 15,678  | 8,609   | 572     | 59,757  | 28,527  |

**Monthly Insurance Claim Summary**

Paid Claims JUNE 2023

Medical Plan Claims \$ 195,688  
 Specific Stop Loss Claims \$ 179,387  
**\$ 375,075**

Monthly medical expected claims based on an enrollment of 228 Plan participants (66 singles/162 families): \$201,388  
 Plan claim liability as a percentage of expected claims: 97 %

Paid Claim summary plan year-to-date (July, 2022 through June, 2023):

|                           | <u>Actual</u> | <u>Expected</u> | <u>Percentage</u> |
|---------------------------|---------------|-----------------|-------------------|
| Medical Plan Claims       | \$3,086,563   | \$2,419,012     | 127 %             |
| Specific Stop Loss Claims | \$ 232,244    |                 |                   |

The Plan Year ended with an Aggregate Stop Loss Claim – exceeded 125%

## RENTAL AGREEMENT

THIS AGREEMENT is made by and between School District 6, 501 6<sup>th</sup> Ave. W., Columbia Falls, Montana, telephone number 892-6550, herein referred to as LANDLORD, and the All Saints' Episcopal Church, PO Box 1923, Whitefish, Montana, 59937 telephone number 406-862-2863, herein referred to as TENANT.

The LANDLORD desires to enable the TENANT to provide a meal to members of the community during the evening hours between 5:00 PM and 9:00 PM.

**WITNESSETH:** That the LANDLORD, for and in consideration of the rent in the amount stated below, does hereby rent to TENANT, the following facilities within the Canyon Elementary School located at 200 North Street, Hungry Horse, MT 59919.

- Kitchen
- Gym

THEREFORE, in consideration of the mutual promises contained herein, and for other good and valuable consideration, it is agreed:

**TERM:** The term of the lease shall commence on the 1<sup>st</sup> day of July, 2023 and end on June 30, 2024. The agreement and use of the building is subject to cancellation upon either party providing a three (3) month written notice to enable the cancellation of the agreement prior to the expiration of the lease term.

**RENT:** TENANT shall pay to LANDLORD rent of \$40 per use, payable quarterly. Each installment payment shall be due by the 10<sup>th</sup> of the month following each quarter (Sept 30<sup>th</sup>, Dec 31<sup>st</sup>, March 31<sup>st</sup>, June 30<sup>th</sup>) to LANDLORD at the following address: Columbia Falls School District, Attn: Business Manager, Box 1259, Columbia Falls, Montana 59912. If for any reason during the term of the lease, the Tenant is unable to utilize the building as a result of the pandemic, the use fee will not apply.

### UTILITIES:

LANDLORD shall pay charges for electricity, water, sewer, and heat. TENANT will be responsible for trash removal. Any additional utilities such as telephone and internet will not be provided by the rented premise. In the event that any utility or service is provided to the leased premise, which the TENANT desires, a pro-rated fee will be separately invoiced.

### DAILY MAINTENANCE:

TENANT shall be responsible for cleaning the rented premises including the restrooms, gym, general hallways, and kitchen. LANDLORD shall charge an hourly rate of \$25 to conduct custodial work deemed necessary to maintain the building to the equivalent cleanliness level that exists upon the commencement of this agreement. TENANT shall be responsible for removing all trash and associated debris on a daily basis.



**INSURANCE:**

TENANT shall at its own expense, maintain a policy or policies of comprehensive insurance with respect to the particular activities in the Building with the premiums thereon fully paid on or before due date. Such insurance policy shall be issued by and binding upon an insurance company approved by LANDLORD, name the LANDLORD as additional insured, and shall afford the following minimum protections:

\$2,000,000 General Aggregate

\$1,000,000 Personal Injury

\$1,000,000 Each Occurrence

\$50,000 Fire Damage

\$5,000 per occurrence-Medical Payment coverage

TENANT shall provide LANDLORD with current Certificates of Insurance evidencing TENANT's compliance with this Paragraph.

TENANT shall be responsible, at their own expense, for insurance coverage on all its personal property, including removable trade fixtures, located in the leases premises.

**ENTRY:**

LANDLORD shall have the right to enter upon the rented Premises at reasonable hours to inspect the same, provided LANDLORD shall not thereby unreasonably interfere with TENANT's business on the rented Premises. LANDLORD shall have the right to use the remaining building during the period the TENANT is occupying the building. The TENANT shall keep the building secure if they are the only party utilizing the building. This implies that the building will be locked with the exception to allow patrons to periodically access TENANT's rented premises. The TENANT shall utilize the hallway corridor gates to limit access to the remainder of the building. TENANT will be responsible for any damage occurring while they are the sole occupier of the building. During the term of this agreement, TENANT shall have the non-exclusive use in common with LANDLORD, other tenants of the Building, their guests and invitees, of the non-reserved common automobile parking areas, driveways, and footways, subject to rules and regulations for the use thereof as prescribed from time to time by LANDLORD. TENANT shall ensure the school building is secured prior to daily departure. Securing the building includes, but is not limited to shutting off lights, electrical equipment, space heaters, coffee machines, closing windows and locking all the doors. TENANT will be responsible for any damage as a result of failure to secure the building.

**USE OF EQUIPMENT:**

Only basketball or tennis shoes with light colored soles may be used on gym floors. Buildings and/or Equipment may be used only under the direct management of LANDLORD assigned personnel qualified to use such equipment. LANDLORD will provide tables, chairs, and any cabinets/shelves necessary to conduct TENANT's business that is already on-site as of the commencement of this agreement.

**BUILDING RULES:**

TENANT will comply with the policies of the District (such as no tobacco use) adopted and altered by LANDLORD from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by LANDLORD to TENANT in writing. There will be no alcoholic beverages brought into or consumed in the school building.

DUTY TO REPAIR:

The LANDLORD shall put the premises into condition fit for use by TENANT by the commencement of this tenancy and shall repair all subsequent dilapidation which may render the premises unsafe or unusable; provided however, the TENANT agrees to provide an immediate notice to the LANDLORD of any condition requiring repair. TENANT shall be relieved from paying rent and other charges during any portion of the rental term that the rented Premises are inoperable or unfit for occupancy, or use, in whole or in part, for TENANT's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to TENANT.

ALTERATION:

TENANT shall not make alterations, additions, or improvements on the premises without first obtaining the consent of the LANDLORD in writing, and at the time any cost therefore should be agreed upon between the parties.

NOTICE:

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

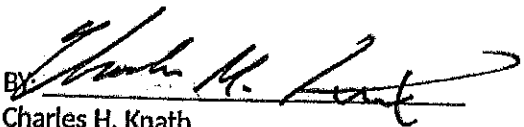
Landlord: Columbia Falls School District  
Attn: Business Manager  
Box 1259  
Columbia Falls, MT 59912

Tenant: All Saints' Episcopal Church  
PO Box 1923  
Whitefish, Montana 59937

LANDLORD and TENANT shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

6-18-23  
Date

BY:   
Charles H. Knath  
Rector-All Saints' Episcopal Church  
PO Box 1923  
Whitefish, MT 59937

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Cory Dzlwo  
Superintendent of School District 6  
P.O. Box 1259  
Columbia Falls, MT 59912



## **Agreement for E-rate Consulting Services Broadband/Internet Access**

This agreement is for consulting services to be provided by BTU Consultants, LLC (BTU) to assist Columbia Falls School District 6 (the Client) with the tasks required for defining and submitting an application to the Federal Communications Commission (FCC), Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) for the Category One Service (Broadband/Internet Access) as part of the E-rate program. This will include all work completed from August 10, 2023 through August 9, 2024.

BTU is committed to safeguarding the privacy of information collected from Client and shall maintain the confidentiality of such information. BTU will not sell or rent to anyone the private information entrusted to us. BTU will retain all records for Client for ten years per FCC regulations.

BTU and the Client shall discuss and agree upon the information needed for rendering of services. The Client agrees to provide to BTU all such information as agreed to be necessary. With respect to such information, the Client understands and agrees that BTU will rely solely upon the Client to ensure the accuracy and completeness thereof, as the Client recognizes that it is impossible for BTU to ensure the accuracy and completeness of such information. Further, BTU will not be responsible for knowledge of or compliance with local or state procurement laws. As a consultant hereunder, BTU will not be reviewing vendor RFPs or recommending vendors and any vendor selections will be the sole responsibility of the Client.

**Phase I – Form 470:** Based on the Client's input, BTU shall prepare a FCC Form 470 for the Client's signature and shall review the form with the Client to answer any questions. This form notifies the SLD of the Client's intention to file specific requests within the upcoming funding year. The current estimated date for filing of the Form 470 is October - December.

**Phase II – Form 471:** BTU shall work with the Client to gather all required information on current local, long distance, cellular and other eligible Telecommunications and Internet costs. BTU shall prepare an FCC Form 471 for the Client's signature and shall review the form with the client to answer any questions. This form represents the Client's specific funding requests for the upcoming funding year. The current estimated date for filing of the Form 471 is December - April.

**Phase III – Form 486:** Once the SLD notifies Client of funding approvals, BTU shall prepare an FCC Form 486 for the Client's signature and shall review the form with the Client to answer any questions. This form notifies the SLD that the Client's services have started and of the Client's intention to accept the funds. The current estimated date for filing of the Form 486 is June - September.

**Phase IV – Receipt of discounts and Form 472 Billed Entity Applicant Reimbursement (BEAR):** BTU shall monitor the Client's awarded funds and assist in recouping all eligible discount amounts. BTU shall prepare all necessary BEAR forms or apply for discounts with all service providers for the current funding year.



**Agreement for E-rate Consulting Services  
Broadband/Internet Access**

BTU's fee for E-rate filing services for Columbia Falls School District 6 for the **2023-2024 School Year** shall be **\$2,330.00**. This fee shall be invoiced upon signing. Should Client require additional assistance from BTU, outside of the scope listed above, appropriate changes will be made in BTU's fee for the balance of the program. Changes will be discussed, documented and approved by Client before proceeding. Reasonable travel and living expenses shall be charged at actual cost, if required. BTU's liability under this agreement shall be limited to the fees collected on an annual basis.

Specific services to be provided by BTU and responsibilities of the Client are outlined below.

**BTU Responsibilities:**

- Telephone interview to review program and district requirements
- Advise the Client regarding issues and tasks to be completed for eligibility.
- Discuss potential elements for funding.
- Provide a list of the client-owned data required for submission.
- Review of current contracts to ensure that they follow E-rate guidelines for compliance, fair competition and deadlines
- Complete the required FCC forms.
- Provide completed FCC forms to the Client for approval and signature.
- File appeals, if necessary.

**Client Responsibilities:**

- Supply BTU with all required information necessary for filing, including, but not limited to:
  - Contact information
  - School district building counts
  - School district student counts by school
  - Free and reduced lunch counts by school
  - Current service provider bills (internet and WAN, etc.).
  - Current service provider contracts (internet and WAN, etc.).
- Provide accurate and complete documents for all services that are E-rate eligible.
- Ensure that all bidding documents and new contracts follow the E-rate guidelines for compliance, fair competition and compliance with E-rate deadlines.
- Work with Service Providers to negotiate contracts
- Provide timely responses to BTU.
- Approve, submit, and certify completed forms to the SLD in a timely manner, prior to submission deadlines.
- Provide single point of contact and knowledge transfer for adherence to SLD guidelines regarding:
  - CIPA Compliance
  - Record Retention



**Agreement for E-rate Consulting Services  
Broadband/Internet Access**

We appreciate the opportunity to be of service to **Columbia Falls School District 6.**

*Accepted for:*  
**Columbia Falls School District 6**

*Accepted for:*  
**BTU Consultants, LLC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Lori Thompson**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title / Date

\_\_\_\_\_  
Member Title / Date



**Additional Services**  
**Agreement for E-rate Consulting Services**  
**Category Two – Broadband Internal Connections and/or Maintenance**

Category 2 E-rate consulting services are for Broadband Internal Connections, Services, Managed Internal Broadband Services (MIBS), and/or Maintenance based on the needs of the District or any part of the District.

Specific services to be provided by BTU and responsibilities of the Client are outlined below.

**Category 2 - Broadband Internal Connections and/or Maintenance**

**BTU Responsibilities:**

- Telephone interview to review program and district requirements
- Advise the Client regarding issues and tasks to be completed for eligibility for Category 2.
- Discuss potential elements for funding.
- Track the Budgeted amount of money according to E-rate rules
- Provide a list of the client-owned data required for submission.
- Review of current contracts to ensure that they follow E-rate guidelines for compliance, fair competition and deadlines
- Complete the required FCC forms.
- Provide completed FCC forms to the Client for approval and signature.
- File appeals, if necessary.

**Client Responsibilities:**

- Supply BTU with all required information necessary for filing, including, but not limited to:
  - Contact information
  - School district building counts
  - School district student counts by school
  - Free and reduced lunch counts
  - Current service provider bills (for equipment and maintenance, if required)
  - Current service provider contracts (for equipment and maintenance, if required)
- Itemized list of equipment and maintenance components by building
- Provide accurate and complete documents for all services that are E-rate eligible.
- Ensure that all bidding documents and new contracts follow the E-rate guidelines for compliance, fair competition and compliance with E-rate deadlines.
- Work with Service Providers to negotiate contracts
- Provide timely responses to BTU.
- Approve, submit, and certify completed forms to the SLD in a timely manner, prior to submission deadlines.
- Provide single point of contact and knowledge transfer for adherence to E-rate guidelines regarding:
  - CIPA Compliance
  - Record Retention



**Additional Service  
Category Two – Broadband Internal Connections and/or Maintenance  
Agreement for E-rate Consulting**

**SCHEDULE OF COMPLETION:** The start date of the renewal agreement shall be – **August 10, 2023**. The end date shall be no later than **August 9, 2024**.

BTU's fee for Category Two E-rate consulting services for Columbia Falls School District 6 for the **2023-2024 School Year (E-rate FY2024 application)** shall not exceed \$4,539.00 (see details below for the calculation based upon the dollar amount applied for on the Form 471 before discount.

|                   |  | Tiered \$  | Maximum fee Total |
|-------------------|--|------------|-------------------|
| Base Fee (Tier 1) | 471 Cat2 \$ prior to discounts up to \$25,000            | \$1,500.00 | \$1,750.00        |
| Tier 2            | 471 Cat 2 prior to discounts Between \$25,001 - \$50,000 | \$2,250.00 | \$3,750.00        |

The fee will be based upon the amount applied for on the Form 471. Should the Client require additional assistance from BTU, outside of the scope listed above, appropriate changes will be made in BTU's fee for the balance of the program. Changes will be discussed, documented and approved by Client before proceeding. Reasonable travel and living expenses shall be charged at actual cost, if required. BTU's liability under this agreement shall be limited to the fees collected.

Specific services to be provided by BTU and responsibilities of the Client are outlined below.

**BTU Responsibilities:**

- Telephone interview to review program and district requirements
- Advise the Client regarding issues and tasks to be completed for eligibility.
- Discuss potential elements for funding.
- Provide a list of the client-owned data required for submission.
- Review of current contracts to ensure that they follow E-rate guidelines for compliance, fair competition and deadlines
- Complete the required FCC forms.
- Provide completed FCC forms to the Client for approval and signature.
- File appeals, if necessary.

**Client Responsibilities:**

- Supply BTU with all required information necessary for filing, including, but not limited to:
  - Contact information
  - School district building counts
  - School district student counts by school
  - Free and reduced lunch counts
  - Current service provider bills (telephone, internet, wireless, etc.).
  - Current service provider contracts (telephone, internet, wireless, etc.).
- Provide accurate and complete documents for all services that are E-rate eligible.

August 8, 2023



- Ensure that all bidding documents and new contracts follow the E-rate guidelines for compliance, fair competition and compliance with E-rate deadlines.
- Work with Service Providers to negotiate contracts
- Provide timely responses to BTU.
- Approve, submit, and certify completed forms to the SLD in a timely manner, prior to submission deadlines.
- Provide single point of contact and knowledge transfer for adherence to SLD guidelines regarding:
  - CIPA Compliance
  - Record Retention

We appreciate the opportunity to be of service to Columbia Falls School District 6.

Accepted for:  
Columbia Falls School District 6

Accepted for:  
BTU Consultants, LLC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature  
Lori Thompson

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title / Date

\_\_\_\_\_  
Member  
Title / Date



July 25, 2023

# COLUMBIA FALLS EDUCATION ASSOCIATION

## SCHOOL YEAR 2023-2024

### Tentative Agreement

#### ARTICLE 4 – RIGHTS OF THE BOARD

##### 4.2 Contracts

4.2.1 At the Board's discretion, the Board reserves the right to waive this section (4.2) in the event extenuating circumstances exist for the teacher.

4.2.2 The teacher shall provide a minimum of two weeks (10 school days) advance notice, beginning on the effective resignation date.

4.2.3 Teachers wishing to be released from his/her contract after August 1 will pay 2% of said contract as liquidated damages. The parties agree the School District incurs costs that are impractical and extremely difficult to fix when a teacher breaches a contract. Liquidated damages are to cover the impractical or extremely difficult to resolve costs.

#### ARTICLE 5 – EMPLOYEE AND RESPONSIBILITIES

##### 5.4 Personnel Files

~~5.4.4 No derogatory material shall remain in the file for more than three (3) years except with the express permission of the Employee, unless such materials address a behavior, which may be harmful and/or threatening to himself/herself or others.~~

~~5.4.4.1 Materials deemed harmful and/or threatening to himself/herself or others may be removed from the personnel file after a period of three (3) years with the mutual consent of both Employee and District.~~

#### ARTICLE 7 – JOINT COMMITTEES

##### 7.3 Evaluation Committee

7.3.1 The Evaluation Committee shall meet **as needed** for the purpose of reviewing and/or revising the standard evaluation form(s). The evaluation form(s) ~~developed by this committee will be attached as Appendix A will be accessible on the District's website.~~

## 7.5 Preparation Time Committee

7.5.1 The Preparation Time Committee shall ~~be utilized~~ ~~meet as needed~~ to develop ways and means of providing an uninterrupted time each day for Employee preparation.

## **ARTICLE 8 – VACANCIES, TRANSFERS, AND ASSIGNMENTS**

### 8.4 Vacancy Announcement

8.4.3 Information regarding ~~there~~ all vacancies will be publicized to the Employees by ~~electronic email and posted to the District website.~~ ~~posting notices in all District buildings in or near the established Employee meeting room.~~

### 8.7 Temporary Placement

8.7.1 The District may fill an open position ~~or long-term absence~~ on a temporary basis until a permanent replacement is found. If the temporary placement is filled by a current employee and results in additional FTE, the additional contracted FTE will terminate with the close of the school year.

### 8.8 Summer Notification Procedures

~~8.8.1 Employees who are interested in receiving notification during the summer months shall complete the District Summer Notification Form and return it to the District Administrative Office together with a sufficient number of self-addressed, stamped envelopes, prior to the end of the regular school year. See Appendix C.~~

## **ARTICLE 9 – LAYOFF AND REDUCTION IN FORCE**

### 9.6 Rights

9.6.1.3 The right to be carried on payroll records and to remain in group insurance programs ~~limited to the~~ ~~COBRA period of eighteen (18) months~~, provided the Employee is responsible for full premium payment, following the effective date of his/her “unpaid” RIF status.

## **ARTICLE 10 – PROFESSIONAL EVALUATION**

### 10.4 Level II Employee

10.4.2.2.2 All Level II Employees with more than eight (8) years of experience ~~may be subject to a~~ ~~Formal Evaluation~~ will be formally evaluated by Administration on a three year rotation basis. ~~if a need is determined by the District or requested by the employee.~~

## **ARTICLE 12 – WORKING CONDITIONS**

## 12.6 Work Year

12.6.1.1 Newly hired Employees may be required to report to work as much as two (2) days in advance of the regular school year in order to attend District inservice. While attending this type of inservice, the newly hired Employee shall be paid at ~~one-half of~~ his/her regular daily rate.

12.6.2 All Employees, regardless of FTE, will attend all required PIR days at their daily rate of pay, which will be added to their annual contracted salary.

## **ARTICLE 13 – JOB SHARE EMPLOYEES**

### 13.1 Job Sharing

~~13.1.3.2 Insurance contributions for Job Share Employees in place during or before school year 2005-2006 shall be the same as for full-time Employees. Employees initially hired or requesting and receiving Job Share status for the 2005-2006 school year or thereafter shall receive one-half of the scheduled insurance contributions of a full-time Employee.~~

13.1.4.1 All leaves available to the full time Employees in full “day” increments shall be provided to job sharing Employees in “~~one-half day pro-rated~~” increments. ~~(i.e. where an Employee earns 10 sick days per year, the job sharing Employee earns 10 half days per year of sick leave.)~~

## **ARTICLE 18 – PROFESSIONAL COMPENSATION**

### 18.2 Salary Schedule Placement and Eligibility

18.2.1.5 ~~At the discretion of the Superintendent,~~ a A teacher entering the District ~~may~~ will be granted actual experience not to exceed ten (10) years.

~~18.2.1.7 An Employee entering the District will be placed at the educational lane determined by the Superintendent not be placed in an educational lane higher than BA + 45, except at the discretion of the Superintendent.~~

18.2.1.9 Employees hired before 2023 who were not initially granted credits for a Master’s Degree (to receive certification) will be allowed to move fifteen credits per year for three years to receive correct compensation, expiring at the end of the 2025-2026 school year.

## 18.8 Professional Compensation Salary Schedule

| Years | BA+0   | BA+15  | BA+30  | BA+45  | BA+60  | BA+75  | BA+90 |
|-------|--------|--------|--------|--------|--------|--------|-------|
| Base  | 37,619 |        |        |        |        |        |       |
| 0     | 41,380 | 42,177 | 42,991 | 43,822 | 44,669 | 46,414 |       |
| 1     | 41,380 | 42,177 | 42,991 | 43,822 | 44,669 | 46,414 |       |
| 2     | 41,380 | 42,177 | 42,991 | 43,822 | 44,669 | 46,414 |       |
| 3     | 41,380 | 42,177 | 42,991 | 43,822 | 44,669 | 46,414 |       |
| 4     | 41,380 | 42,177 | 42,991 | 43,822 | 44,669 | 46,414 |       |
| 5     | 41,380 | 42,177 | 42,991 | 43,822 | 44,669 | 46,414 |       |
| 6     | 44,413 | 45,487 | 46,587 | 47,714 | 48,870 | 51,269 |       |
| 7     | 50,055 | 51,269 | 52,515 | 53,790 | 55,098 | 57,812 |       |
| 8     | 50,055 | 51,269 | 52,515 | 53,790 | 55,098 | 57,812 |       |
| 9     | 50,055 | 51,269 | 52,515 | 53,790 | 55,098 | 57,812 |       |
| 10    | 50,055 | 51,269 | 52,515 | 53,790 | 55,098 | 57,812 |       |
| 11    | 50,055 | 51,269 | 52,515 | 53,790 | 55,098 | 57,812 |       |
| 12    |        | 52,705 | 54,243 | 55,826 | 57,456 | 60,867 |       |
| 13    |        |        | 55,826 | 59,136 | 62,649 | 68,321 |       |
| 14    |        |        |        | 59,136 | 62,649 | 68,321 |       |
| 15    |        |        |        |        | 62,649 | 68,321 |       |
| 16    |        |        |        |        |        | 68,321 |       |
| 17    |        |        |        |        |        | 75,502 |       |

## ARTICLE 19 – LONG TERM EXTRA DUTY

### 19.3 Long Term Extra Duty Pay Schedule

Baseball Head Coach 0.17  
Swim Head Coach 0.15  
Baseball Assistant Coach 0.12  
Swim Assistant Coach 0.10  
Soccer JV Coach 0.06 0.10  
Drama Assistant Coach 0.10  
Cheerleading JV Coach 0.06  
Cheerleading Frosh Coach 0.04  
Cheerleading JV & Frosh Coach 0.10  
CFTU CFEA President 0.02 0.05  
Building Level Technical Coordinators .08

## ARTICLE 21 – SHORT TERM EXTRA DUTY

### 21.2 Short Term Extra Duty Pay ~ Events

21.2.1 The District will pay ~~\$20.00 \$18.00 \$10.00~~ per event, and ~~\$6.00~~ for every hour over the first two (2) hours to a maximum total per event to perform event duties such as event coordinator, taking stats, scoreboard operator, announcer, chains, crowd control, and more of ~~\$25.00~~.

21.2.2 The District will pay ~~\$14.00 \$12.00~~ per hour to ticket takers ~~\$15.00~~ per event and ~~\$7.50~~ for every hour over the first two (2) hours, to a maximum of ~~\$30.00~~ for crowd control.

## ARTICLE 22 – PAID LEAVE

### 22.2 Sick Leave

22.2.2.1 For the purposes of this article, immediate family will be defined as spouse, child, father, mother, brother, sister, grandparent, ~~grandchild, foster parent, step parent, foster and step relations~~, guardians, aunts, uncles, first cousins, and/or in-laws bearing any of these relationships, and any person living in the Employee's household.

### 22.3 Bereavement Leave

22.3.1 Bereavement Leave for immediate family, ~~at full salary with no loss of sick leave~~ shall be provided each Employee after the approval of his/her building principal. ~~This leave shall be at full salary and limited to five (5) days at full salary with no loss of sick leave. An Employee may use sick leave for leave granted in excess of this amount limited to an additional five (5) days for a total maximum of ten (10) days.~~

22.3.2 Bereavement leave for persons not covered under the definition in 22.2.2.1 will be allowed, with loss of sick leave, after the approval of the Employee's building principal, ~~to a maximum of 5 days per year.~~

### 22.10 Extra-Curricular Obligation Leave

~~22.10.1 When an Employee has an obligation to the District for an extra-curricular activity that mandates leaving his/her classroom instruction for less than half of the day, a replacement will be acquired to cover the absence.~~

~~22.10.1.1 The Employee shall provide his/her building principal with as much advance warning as possible when requesting for Extra-Curricular Obligation Leave.~~

~~22.10.1.2 The Employee will fill out an absence request in the Absence Management System.~~

~~22.10.1.3 The building Principal will provide a replacement.~~

~~22.10.1.4 In situations where the replacement is an Employee, said Employee will receive additional compensation equal to \$14.00 per hour or instructional period.~~

### 22.11 Emergency Leave

~~22.11.1 When an Employee has an emergency arise that mandates leaving his/her classroom instruction for less than half of the day, a replacement will be acquired to cover the absence.~~

~~22.11.2 The Employee will contact the Building Principal who will provide a replacement for needed instructional time.~~

~~22.11.3 In a situation where the replacement is an Employee, said Employee will receive \$14.00 per hour or period of instruction.~~

~~22.11.4 The use of qualified Emergency Leave will not be charged to any other leave provided in Article 22 of this contract.~~

## **ARTICLE 24 – HEALTH INSURANCE**

### 24.2 Health Insurance

#### 24.2.1 District Contributions

24.2.1.1 During the ~~2023-2024~~ ~~2021-2022~~ school year, the District will contribute one thousand one-hundred forty-eight dollars and three cents (1,148.03) toward the cost of a participating Employee's monthly insurance premium per month. ~~During the 2022-2023 school year~~ ~~With any future premium increases~~, the District will contribute the same amount as during the ~~2023-2024~~~~2021-2022~~ school year plus fund 80% of any additional annual premium increase that is not offset by plan reserves.

24.2.1.2 The contribution will apply to all Employees enrolled in the program.

24.2.1.3 Retirees may remain on the group health insurance program, subject to 2-18-704, MCA but shall be responsible for all premium payments as stated in Retirement Article 25.

24.2.1.4 Benefits provided in this Article are designated for all Employees but shall not apply to those employed less than half time. The District contribution will be prorated according to full-time equivalence (FTE) for Employees working half-time but less than full-time. ~~Those employed during or before the 2005-2006 school year will receive full contribution if they work half time or more. Employees initially hired or who request and receive a reduction in contract status for the 2005-2006 school year and thereafter will receive prorated contributions according to the percent of full-time worked.~~

## **Certified CBA proposal summary – FY 2024**

This document contains a summary of the underlying intention related to the proposed changes to the Collective Bargaining Agreement for the certified staff

### **Article 4.2 – Contracts**

The intent of this addition is to place additional financial burden on teachers who resign during the school year (after August 1). The District understands that retaining funds from the final paycheck will only be possible if they indeed perform services for a portion of the contract term prior to resignation. This is at least a step in the right direction to prevent the burden of filling a teaching position either at the beginning of the school year or during the year.

### **Article 5.4 – Personnel Files**

No longer allowing derogatory information to be pulled from the personnel file. This will strengthen our safe environment for students.

### **Article 7 – Joint Committees**

The discussion during the negotiation sessions centered around compensation for these committees as well as if the Committees were still active/needed. Participation will continue to be uncompensated and the revised language clarifies that specific committees can be active only when needed.

### **Article 8 – Vacancies, Transfers and Assignments**

#### **Article 9 – Layoff and RIF**

Clean-up language to be consistent to current practice/procedures.

### **Article 10 – Professional Evaluation**

Language added to clarify that ALL employees will be evaluated at least once every three years.

### **Article 12 – Working Conditions**

Language to clarify current practice/procedure related to compensation for new staff orientation and PIR days. The negotiations sessions included a lot of discussion regarding preparation time. Specifically, the inequity of teachers in grade K-6 not having a minimum 45 minute prep period as well as increasing the compensation for loss of prep time. Both parties decided to not change the prep period language and look forward to working to ensure prep periods are equitable for all teachers at all grade levels and within all buildings.

### **Article 13 – Job Share Employees**

Clean-up language to remove provisions related to specific employees who were grandfathered but no longer employed.



## Article 18 – Professional Compensation

Change language related to placement of newly hired teachers that eliminates the discretion of the Superintendent to ensure consistency and equitable placement. Added language to resolve some inequities created in the past with placement of teachers with masters degrees.

The negotiations sessions related to compensation centered on determining if we could “uncrunch” the existing salary schedule in an effort to provide more lifetime earnings that would be comparable to other schools. Many complications were discovered when diving into these numbers and the parties decided that the cost and inequities created to move toward a more traditional salary schedule in which each step was higher than the previous were too large to overcome but would like to continue to find ways to improve the lifetime earnings generated by the current structure within the salary schedule.

The parties agreed to eliminate column BA90 allowing quicker access to the highest compensation column. This too is more aligned to other schools. This impacted 10 teachers.

3% per cell increase.

As you recall, the state provided a 2.70% increase to the general fund budget limit.

Base Salary History

|         | Base Salary |       |
|---------|-------------|-------|
| FY 2005 | \$ 25,996   | 4.00% |
| FY 2006 | \$ 26,906   | 3.50% |
| FY 2007 | \$ 27,848   | 3.50% |
| FY 2008 | \$ 28,962   | 4.00% |
| FY 2009 | \$ 29,976   | 3.50% |
| FY 2010 | \$ 30,351   | 1.25% |
| FY 2011 | \$ 30,541   | 0.63% |
| FY 2012 | \$ 30,541   | 0.00% |
| FY 2013 | \$ 30,846   | 1.00% |
| FY 2014 | \$ 31,232   | 1.25% |
| FY 2015 | \$ 31,857   | 2.00% |
| FY 2016 | \$ 32,335   | 1.50% |
| FY 2017 | \$ 32,982   | 2.00% |
| FY 2018 | \$ 32,982   | 0.00% |
| FY 2019 | \$ 33,732   | 2.27% |
| FY 2020 | \$ 34,332   | 1.78% |
| FY 2021 | \$ 35,019   | 2.00% |
| FY 2022 | \$ 35,807   | 2.25% |
| FY 2023 | \$ 36,523   | 2.00% |
| FY 2024 | \$ 37,619   | 3.00% |

Crunch Salary Schedule

### Article 19 – Long Term Extra Duty

Added new positions since the prior agreement was ratified in 2021.

### Article 21 – Short Term Extra Duty

Increase in pay for positions primarily funded via gate receipts.

### Article 22 – Paid Leave

Clean-up and clarifying language. Extra Duty compensation limited to loss of prep and loss of lunch.

#### Budget Projections:

|  |                   |                   |
|--|-------------------|-------------------|
| Additional General Fund Budget Authority - FY 2024 | \$ 478,538        | 2.72%             |
| Certified Steps/Lanes                              | \$ 160,276        | 1.64%             |
| Eliminate BA90 Column – 9 Teachers                 | \$ 31,124         |                   |
| 3% Base Increase                                   | \$ 292,379        | 3.00%             |
| <b>Total Teacher Increase</b>                      | <b>\$ 483,779</b> | <b>5.03%</b>      |
| Classified Staff – negotiations pending            |                   |                   |
| 175,000 hours annual 3.75% increase w/longevity    | \$ 130,532        | 3.75%             |
| Policy Staff – negotiations pending                |                   |                   |
| 48,325 hours annual 3.75% increase w/longevity     | \$ 48,325         | 3.75%             |
| Administration Staff – negotiations pending 3.00%  | \$ 26,871         | 3.00%             |
| <b>TOTAL Staffing Increase FY24</b>                | <b>\$ 689,507</b> |                   |
| <b>Projected Budget Deficit</b>                    | <b>\$ 210,969</b> |                   |
| Tuition Fund Budget-SB175 only                     |                   |                   |
| FY 2023  | \$ 431,203        | 17 FTE SPED Paras |
| FY 2024 Max Levy                                   | \$1,004,249       |                   |

AGREEMENT TO FURNISH FOOD SERVICE FOR THE  
NATIONAL SCHOOL LUNCH PROGRAM

THIS AGREEMENT is made and entered into this 14th day of August, 2023, by and between Flathead County School District #2-Deer Park Elementary (hereinafter referred to as the "School") and Flathead County School District #6-Columbia Falls (hereinafter referred to as the "Vendor").

WHEREAS, it is in the best interest of the students and staff of the SCHOOL to provide a nutritious meal through the U.S. Department of Agriculture School Nutrition Program (NSLP).

WHEREAS, the SCHOOL does not have the kitchen facility or staff necessary to provide meals in accordance to the NSLP.

WHEREAS, the VENDOR has the capability and capacity to supply approximately Seventy-Five (75) student lunches to the SCHOOL per day.

WHEREAS, the VENDOR will charge a fixed per meal price to the SCHOOL, that meets or exceeds the direct and indirect costs of providing such meals. The revenue generated from such activities will be deposited to the school food service account, which may be expended solely for the allowable costs of the VENDOR's school food service program in accordance to 7 CFR Part 210. In order to cover the associated fixed costs, the SCHOOL shall purchase a minimum of forty (40) meals per day.

NOW, THEREFORE, the VENDOR agrees and represents as follows:

1. Supply lunch meals to the School commencing September 1, 2023 and continuing each day of the 2023/2024 school year calendar adopted by the Vender's Board of Trustees.
2. Accept and abide by the terms and provisions of 7 CFR, parts 210 (National School Lunch Program), 245 (Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools), and 250 (Food Distribution Program).
3. Provide school lunches that are planned to meet all the school lunch requirements as applicable in providing free and reduced price meals and free milk in the NSLP (7 CFR Part 210).
4. Provide portioned serving trays and serving utensils.
5. Have meals available for pick-up daily by 11:00 A.M.

NOW, THEREFORE, in consideration of the VENDOR supplying school lunch meals, the SCHOOL agrees and represents as follows:

1. Call in weekly lunch count by the preceding Friday to Laurie Iunghuhn, Food Service Director 892-5273. The number of meals purchased from the VENDOR shall not be less than forty (40) per day.
2. Pick-up and transport meals in VENDOR supplied Cambro insulated food containers.
3. Provide facility and staff for serving meals.
4. Provide the VENDOR with an amount equal to the Free Meal Reimbursement for Non-Severe Schools as provided by The Office of Public Instruction for school year 2023/24 (\$4.25 in FY 2024) for each meal supplied and delivered and \$.50 for each carton of milk supplied and delivered.
5. Provide payment for said meals by the 20<sup>th</sup> of the month that follows the month the meals were delivered to  
Columbia Falls School District  
Dustin Zuffelato-Business Manager/Clerk  
P.O. Box 1259  
Columbia Falls, MT 59912

This agreement shall be effective as of September 1, 2023 for the 2023/2024 School Year.

IN WITNESS WHEREOF, the parties hereto have executed this agreement of the dates indicated below:

\_\_\_\_\_  
Principal, Deer Park Elementary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, Deer Park Elementary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent School District #6

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jill Rocksund, Chairman of the Board School District #6

\_\_\_\_\_  
Date

## **8<sup>th</sup> Grade Participation Procedures**

### **Columbia Falls High School**

Columbia Falls High School is committed to providing the highest quality of education, activities, and athletics for their student body. We recognize that there are multiple components necessary to successful athletic experience and we want the best that we can provide for our students.

**Purpose:** In accordance with MHSAA rules and regulations, students in the eighth grade who meet the following criteria may be allowed to participate in Columbia Falls High School Athletics.

#### **Process Outline:**

1. Interested eighth grade student athletes who desire to compete at the high school level, will reach out to the head coach PRIOR to the start of the season and/or any tryout session. These students are also responsible for all preparticipation paperwork required according to MHSAA regulations and CFHS Requirements.
2. Current Head Coach will communicate their decision to allow for eighth grade participation to the Activities Director. This request must state the purpose for doing so. Activities Director and Head Coach will work together to determine the anticipated number of participants in the requested sport to determine need for participants.
3. Activities Director consultations with junior high school and high school principals over requests.
4. Head Coach will conduct tryouts for all participants.
5. If the readiness of an 8<sup>th</sup> grade student-athlete (as defined below) is found to be acceptable AND there is a spot for the student-athlete, the spot will be offered to the 8<sup>th</sup> grader.
6. Selected 8<sup>th</sup> grade student-athletes and their parent/guardian will meet with the Head Coach and Activities Director to discuss the additional requirements and sign the Athletic Handbook.

Eighth-grade participation in sports at Columbia Falls High School will only be allowed to meet as stated in the purpose above. Students must meet the MHSAA Transfer Rule. In addition to the need, readiness of the 8<sup>th</sup> grade athlete will be taken into consideration when filling a high school roster.

Readiness will be defined by the following items (but not limited to):

- Academic Readiness
  - Anticipated impact on education with additional travel and time commitments
  - Passed four (4) classes in the previous semester
- Social-Emotional Readiness
  - Interactions with older student-athletes
  - Interactions with peers
  - Increase level of competition and demands of program
- Physical Readiness
  - Increase in physicality of the sport
  - Increase in travel time for the sport

**Not all 8<sup>th</sup> graders are guaranteed a spot on the high school team and not all spots need to be filled if it is determined the pool of available 8<sup>th</sup> graders is not ready.**

**Eighth grade student-athletes will NOT be moved up for the purpose of creating an additional team.**

Final decisions to open 8<sup>th</sup> grader participation (at coach request) will be made by the high school activities director and the high school principal with the input of the middle school principal.

## 8<sup>th</sup> Grade Participation Procedures Columbia Falls High School

**Roster Qualifications:** *The numbers below are not absolute. Coach conversation with administration justifying a legitimate need will be taken into consideration. These are MINIMUM numbers for the Varsity Level:*

|                 |           |               |           |   |
|-----------------|-----------|---------------|-----------|---|
| Volleyball      | 12        | Cross Country | unlimited | The reasoning for these established numbers is to allow for productive practice opportunities at the Varsity Level. |
| Basketball      | 10        | Wrestling     | unlimited |   |
| Track and Field | unlimited | Golf          | 5         |   |
| Swimming        | unlimited | Soccer        | 22        |   |
| Softball        | 18        | Baseball      | 18        |   |

# Columbia Falls School District #

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



August 10, 2023

Superintendent Dziowgo,

The high school administration would like to give you our recommendation for Columbia Falls 8<sup>th</sup> grade participation in Montana High School Association activities. John Thompson, assistant principal, Troy Bowman, athletic director, and myself have discussed this issue and have researched it extensively. We have reviewed what other Class A schools are doing across the state. We feel the history of 8<sup>th</sup> grade participation should be a part of this discussion.

When Class C schools were unable to fulfill the requirements for participation in MHSAA sanctioned sports due to declining enrollment, 8<sup>th</sup> grade participation was evoked. Then Class B schools followed, and as of last year, Class A schools were allowed to use 8<sup>th</sup> graders. Originally, part of the process was to petition or appeal to the executive director of MHSAA to allow 8<sup>th</sup> graders to participate due to low enrollment or participation.

Our recommendation below connects to this past history of using 8<sup>th</sup> graders due to low participation numbers. There are several factors that the school board must consider before making a decision:

- Allowing 8<sup>th</sup> grade participation based on low participation numbers versus talent
- Practices and policy alignment for allowing 8<sup>th</sup> graders to participate
- Insurance coverage for out of district 8<sup>th</sup> graders participation
- If allowed, will there be a difference between individual sport participants (ie...track, wrestling, speech/debate) versus team sport participation (ie...basketball, volleyball, football)
- Out of district enrollment and policy changes affect 8<sup>th</sup> grade participation
- Fiscal impact of allowing 8<sup>th</sup> graders to participate
- Physical, Socio-emotional development of 8<sup>th</sup> graders in high school sports and situations

The following is our recommendation for 8<sup>th</sup> grade participation:

*In accordance with MHSAA rules and regulations, students in the eighth grade who meet the following criteria may be allowed to participate in Columbia Falls High School Athletics. Students must meet the MHSAA Transfer Rule. In addition to the need, readiness of the 8<sup>th</sup> grade athlete will be taken into consideration when filling a high school roster and our obligation for scheduling with our conference opponents.*

*Readiness will be defined by the following items (but not limited to):*

- *Academic Readiness*
  - *Anticipated impact on education with additional travel and time commitments*
  - *Passed four (4) classes in the previous semester*
- *Social-Emotional Readiness*
  - *Interactions with older student-athletes*
  - *Interactions with peers*
  - *Increase level of competition and demands of program*
- *Physical Readiness*
  - *Increase in physicality of the sport*
  - *Increase in travel time for the sport*

# Columbia Falls School District #

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

*This process begins with an 8th grade parent/guardian making a request to high school administration to try out for participation, then administration reviewing participant numbers and contacting the coach. Not all 8<sup>th</sup> graders are guaranteed a spot on the high school team and not all spots need to be filled if it is determined the pool of available 8<sup>th</sup> graders is not ready. Eighth grade student-athletes will not be moved up for the purpose of creating an additional team.*

*Final decisions to approve selected 8<sup>th</sup> graders for participation (at coach request) will be made by the high school activities director and the high school principal with the input of the middle school principal.*

**Roster Qualifications:** *The numbers below are not absolute. Coach conversation with administration justifying a legitimate need will be taken into consideration. These are MINIMUM numbers for the Junior Varsity/Varsity Level:*

|                 |           |               |           |   |
|-----------------|-----------|---------------|-----------|---|
| Volleyball      | 12        | Cross Country | unlimited | <i>The reasoning for these established numbers is to allow for productive practice opportunities.</i> |
| Basketball      | 10        | Wrestling     | unlimited |   |
| Track and Field | unlimited | Golf          | 5         |   |
| Swimming        | unlimited | Soccer        | 22        |   |
| Softball        | 18        | Baseball      | 18        |   |

*Sincerely,*

*Jon Konen, HS Principal*

*John Thompson, Asst. Principal*

*Troy Bowman, AD*



**Substitute Hires  
Aug 2023**

**Teacher**

| LNAME | FNAME | Teacher         |
|-------|-------|-----------------|
|       |       | Teacher         |
|       |       | Teacher or Aide |
|       |       | Aide            |
|       |       | Teacher or Aide |
|       |       | Aide            |
|       |       | Teacher or Aide |
|       |       | Teacher or Aide |
|       |       | Teacher or Aide |
|       |       | Teacher or Aide |
|       |       | Teacher or Aide |

**Secretary / Nurse**

| LNAME | FNAME | Other     |
|-------|-------|-----------|
|       |       | Nurse     |
|       |       | Nurse     |
|       |       | Secretary |

**Bus Driver**

| LNAME  | FNAME | Other      |
|--------|-------|------------|
| Wanner | David | Bus Driver |
|        |       | Bus Driver |
|        |       | Bus Driver |

**Hot Lunch**

| LNAME | FNAME | Other     |
|-------|-------|-----------|
|       |       | Hot Lunch |
|       |       | Hot Lunch |
|       |       | Hot Lunch |
|       |       | Hot Lunch |

**Custodian**

| LNAME  | FNAME | Other     |
|--------|-------|-----------|
| Oliver | Amber | Custodian |
|        |       | Custodian |
|        |       | Custodian |
|        |       | Custodian |

8/9/2023