

AGENDA
Board of Trustees
Columbia Falls School District Six
Regular Board Meeting
Monday, December 11, 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 board meeting minutes – Pgs. 1-7
 - b. Approval of October bills
 - c. Approval of Investment Reports
- 5. Public Participation**
- 6. Reports**
 - a. Written
 - Elementary Principals – Pgs. 8-11
 - High School Principal – Pgs. 12-14
 - Special Services Director – (January)
 - Curriculum Director – Pg. 15
 - MTSBA
 - b. Verbal
 - Clerk / Business Manager – Pgs. 16-17
 - Superintendent – Cory Dziowgo
 - Board Chair
- 7. Action/Discussion Items:**
 - a. Presentation on District discipline data.
 - b. Review and consideration of the Inclement Weather Procedure Guidelines. – Pg. 18
 - c. Consideration of the Independent Contractor Agreement with speech/language pathologist, Susan Hartman, effective 11/5/2023 to 6/7/2024. – Pg. 19
 - d. Consideration of an additional bus route – Route 20. – Pgs. 20-22
 - e. Consideration of the recommended changes to Policy 4330 – *Community Use of School Facilities.* –Pg. 23
 - f. Consideration of the recommended changes to Policy 4520 – *Cooperative Programs with Other District and Public Agencies.* – Pg. 24
 - g. Consideration of the recommended changes to Policy 4700– *Family and Community Engagement.* –pg. 25
 - h. Consideration to the recommended changes to Policy 5010 – *Equal Employment Opportunity and Nondiscrimination.* – Pgs. 26-27
 - i. Consideration of the recommended changes to Policy 5222 – *Evaluation of Non-Administrative Staff.* – Pg. 28
 - j. Consideration of the recommended changes to Policy 5226 – *Tobacco Marijuana, Alcohol and Drug-Free Workplace.* – Pgs. 29-30
 - k. Consideration to the recommended changes to Policy 5231 – *Personnel Records.* – Pg. 31
 - l. Consideration of the recommended changes to Policy 6410 – *Evaluation of Administrative Staff.* – Pg. 32
 - m. Consideration to add new Policy #1650 – *Public Charter Schools.* – Pg. 33

Action/Discussion Items (Continued):

- n. Consideration/Discussion – High School Facility Capital Bond Project
 - Objectives
 - Committee composition
 - Financing options/timing

8. Personnel

a. The superintendent has accepted the following resignations:

Michelle Robinson	Paraeducator – Glacier Gateway – effective 12-5-23
Amy Hanson	5 th Grade Teacher – Ruder – Retirement end of SY 23-24
Tristen Woody	Paraeducator – Ruder – effective 12-12-23
Denise MacDonald	Bus Aide – Para – effective 11-17-23
Dan Ellman	Assistant Mechanic – effective 12-21-23
Kimberly Griggs	Food Service Helper – 12-1-23
Jaxon Arndt-Stigall	Custodian – effective 11-30-23
Colten McPhee	Paraeducator – effective 11-17-23
Kati Knutson	Assistant Track Coach – HS – end of SY 22-23

b. Consideration of the following hiring recommendations:

Diane McDonald	Special Education Teacher – Ruder
Rubianna Masa	Campus Professional Development Specialist – JH
Leslie DiMaio	Campus Professional Development Specialist – JH
Courtney McCord	Campus Professional Development Specialist – GG
Tricia Hall	Campus Professional Development Specialist – GG
Dana Shields	Campus Professional Development Specialist - Ruder
Sherri Nissen	Campus Professional Development Specialist – Ruder
Rubianna Masa	Elementary Technology Integration Specialist – JH
Paige Hall	Elementary Technology Integration Specialist (split) - Ruder
Dana Shields	Elementary Technology Integration Specialist (split) – GG
Paula Koch	Gifted and Talented Campus Coordinator – JH
Mary Ellen Getts	Gifted and Talented Campus Coordinator – GG
Janae Christensen	Gifted and Talented Campus Coordinator – Ruder
Samantha Jones	ESL Campus Coordinator – JH
Callie Moore	ESL Campus Coordinator – GG
Bella Calabrese	ESL Campus Coordinator – Ruder
Dana Shields	Campus Lead Mentor – Ruder
Dan Ellman	Bus Route Driver
Michelle Bates	Bus Route Driver
Andrea Rogers	Dispatcher
Chad Cincis	Traffic Education Instructor – HS
Tracy McDowell	Head Drama Coach - HS
Rachel Burke	Assist Drama Coach - HS
Jaime Bell	Gifted and Talented Campus Coordinator – HS
Jenny Lovering	Technology Integration Specialist – HS
Rebecca Bates	Technology Software Integration Specialist – HS
Jeanette Price	ESL Campus Coordinator - HS
Jeanette Price	Campus Professional Development Specialist – HS
Josh Forke	Campus Professional Development Specialist – HS
Shelly Gress	Campus Lead Mentor – HS

c. Consideration of the attached substitute hires: Pg. 34

9. Miscellaneous and Future Planning:

10. Adjournment

**The next Regular Board Meeting will be held at 6:00 p.m.,
Monday, January 8, 2024, in the School District Six Board Room**

REGULAR MEETING
BOARD OF TRUSTEES
SCHOOL DISTRICT #6
NOVEMBER 13, 2023

Unofficial

The Regular Meeting of the Board of Trustees of School District Six was held at 6:00 P.M., Monday, November 13, 2023, in the Boardroom of the administration offices at 501 Sixth Avenue West, Columbia Falls, Montana.

PRESENT:

- Jill Rocksund..... Board Chair
- Barbara Riley Vice Chair
- Megan Upton..... Trustee
- Justin Cheff..... Trustee
- Wayne Jacobsmeyer Trustee
- Casey Huepel Trustee
- Cory Dziowgo Superintendent of Schools
- Dustin Zuffelato Business Manager/ Clerk

ABSENT:

- Keri Hill Trustee
- Heather Munby Trustee

Call to order at: 6:00 P.M.

Motion by Heupel, second by Upton, to approve the agenda as presented.
Public comment was requested and there was none.
Passed 6-0.

Motion by Upton, second by Cheff, to approve the consent agenda as follows:

- Approve September and October regular board meeting minutes with changing NSBA to COSSBA, October 16 Long Range Planning Committee meeting minutes, October 16 emergency meeting minutes, and October 23 special meeting minutes.
- Approve October bills.
- Approve the investment report.

Public comment was requested and there was none.
Passed 6-0

Public Participation:

Approximately ten (10) people participated in the meeting remotely via Zoom. Approximately twenty-two (22) people attended the meeting in person.

Student Body Co-President, McKenzee West, and Sophomore Student Representatives presented a written report to the Board. Trustee Barb Riley mentioned the many phone calls she received regarding the great job High School Students did for the Veterans Day Assembly.

Written Reports:

The Elementary School Principals provided the Board with written reports.

High School Principal, Jon Konen, provided the Board with a written report.

CALL TO ORDER

APPROVE AGENDA

APPROVE CONSENT AGENDA

PUBLIC PARTICIPATION:

REPORTS:

REGULAR MEETING

NOVEMBER 13, 2023

PAGE 2

Unofficial

Special Education Director, Michelle Swank, provided the Board with a written report.

Curriculum Director, Mark McCord, provided the Board with a written report.

Committee minutes were provided to the Board. The minutes will be added to the agenda packets each month. It is important for Board Members to know what committees are doing, especially if not all trustees are members of the committees.

Trustee Barbara Riley provided the Board a written report about the recent proceedings of the Consortium of State School Board Associations (COSSBA) and the Montana School Board Association (MTSBA).

Verbal Reports:

District Business Manager/Clerk Dustin Zuffelato provided the Board with a written report. The food service program did some financial calculations and are understanding more options for the District under the USDA program. It would be beneficial to participate in the Community Eligibility Provision to provide all students free meals. Based on the District's free/reduced lunch eligibility data, the District would be reimbursed approximately 68% of meals served. This program is similar to that of the COVID years. The decision to participate must be made at the end of the current school year, effective for next year. This is all based on the number of free and reduced families in the District. If the District does participate in the USDA program, then we are committed to the program for four years. Another conversation could be about discontinuing the USDA program in an effort to release the nutritional content burden. Mr. Zuffelato and Superintendent Dziowgo met with some food service workers from each school today and was told how hard it is to hold the line to not serve a child who may owe money. Transportation wants to purchase two more buses that run on propane for next school year. The District has received two buses this current year that have and are waiting on the delivery of one more. Upon final delivery, the DEQ grant requirements will be completed and the District will receive about \$40,000 for each of these three buses. Members of the Insurance Committee will be conducting a meeting with Logan Health on November 30 to discuss the current direct provider contract. The District is also hoping to get information regarding the Billings Clinic merger and how that partnership will work in the future. The District Business Office seems to have slowed down some and running more smoothly from the operations side of things. Especially after all of the changes to payroll, the late negotiations, and being short staffed for a while.

Superintendent Cory Dziowgo would like to thank the Board for accepting the changes on the agenda with less oral reporting and more written reports. This change makes for more ability to address other pressing items. The construction regarding the roof above the upstairs classrooms at the High School is a day and a half ahead of schedule. The level of roof structure degradation is aligned with engineer/contractor expectations. Thank you to the High School for understanding and maintaining flexibility with the disruptions. The asphalt was replaced on the playground at Ruder Elementary - basketball courts.

Board Chair Jill Rocksund has received one correspondence regarding the attendance report. The District has made it possible for Board Members to look at the MTSBA videos from the MCEL Conference. Chair Rocksund encourages all to look at the sessions of interest. Members of the District and Community are encouraged to complete the Comprehensive

Unofficial

Needs Assessment (CNA) survey on the website. The Board talked about the superintendent evaluation, but did not pick a timeline for completion. Chair Rocksund and Superintendent Dziowgo will visit and send information to the remaining Board Members. Mr. Mark McCord has offered to help with logins and information needed to complete each evaluation.

Action/Discussed Items:

District attendance data was presented by Superintendent Dziowgo. First addressing data on student attendance. The data will be shown each month throughout the year. Optimal learning is when both staff and students are in attendance. Attendance percentages have not returned to where they were pre-COVID. The goal has been to meet the 95% attendance threshold, but currently running between 90-93%. Principal Brenda Krueger mentioned how in 2021 the message was "you do not bring a child if they have a cough". Parents are still in the "do I bring them or keep them home" phase, and that could be a contributing factor to the absences. The two recent months show attendance is increasing and getting better comparing September 2022 to September 2023 and October 2022 to October 2023. Unexcused days are declining in the last two months. Mr. Dziowgo presented teacher absences by the month. Mr. Dziowgo was surprised by the substitute teacher fill rates data. The hardest months to fill teacher absences are September, November, and May.

Superintendent Dziowgo discussed items that the District does not use any longer and there is no sense to hold on to. The Canyon Elementary recently filled up with tables and chairs from the High School remodel. It is likely that this furniture will be reused in the future. Clerk Zuffelato mentioned how important it is to ensure we are providing equal access for members of the community to items on the list and the District is not just throwing in the dump. Motion by Heupel, second by Jacobsmeyer, to approve Resolution 417 – Disposition of Abandoned, Obsolete and Undesirable Property.

Public comment was requested and there was none.
Passed 6-0.

Changes to Policy 3110 were brought about by HB 396. It addresses the waiver if a child is under the age of five or over nineteen. The Board will need to look at a case-by-case basis for students over nineteen.

Motion by Heupel, second by Cheff, to approve revisions to Policy 3110 – Entrance, Placement, and Transfer.

Public comment was requested and Principal Jon Konen asked if a nineteen-year-old would be added to the District's ANB count, and how does this apply to kids with IEPs? These issues would need to be investigated further.

Passed 6-0.

Motion by Heupel, second by Upton, to approve the addition of Policy 3120 – Compulsory Attendance to the policy manual.

Public comment was requested and there was none.

Passed 6-0.

Motion by Heupel, second by Cheff, to approve the revisions to Policy 3210 – Equal Educational Opportunity.

Public comment was requested and there was none.

Passed 6-0.

ACTION /
DISCUSSION ITEMS

ATTENDANCE DATA
PRESENTATION

MOTION TO APPROVE
RESOLUTION #417

MOTION TO APPROVE
POLICY #3110

MOTION TO APPROVE
POLICY #3120

MOTION TO APPROVE
POLICY #3210

REGULAR MEETING

NOVEMBER 13, 2023

PAGE 4

Unofficial

MOTION TO APPROVE
POLICY #3225

Motion by Heupel, second by Upton, to approve the revisions to Policy 3225 – Bullying, Harassment, Intimidation, and Hazing.
Public comment was requested and there was none.
Passed 6-0.

MOTION TO APPROVE
POLICY #3235

Motion by Heupel, second by Upton, to revisions to and changing the numbering of Policy #3097 – Video Surveillance to #3235.
Public comment was requested and there was none.
Passed 6-0.

MOTION TO APPROVE
POLICY #8225

Motion by Heupel, second by Jacobsmeyer, to approve the addition of Policy 8225 – Tobacco and Marijuana free Policy to the policy manual.
Public comment was requested and Principal Brenda Krueger requested this information be noted on signs posted within the schools.
Passed 6-0.

MOTION TO APPROVE
FACILITY USE AGREEMENT WITH GREATER
VALLEY HEALTH

The facility use agreement with Greater Valley Health is a continuation of the current contract changing from using the Canyon School space from three days per week to two days per week. In the future, there may be a possibility of changing to four days per week with the hiring of another physician.

Motion by Cheff, second by Jacobsmeyer, to approve the Canyon Elementary Facility Use Agreement between Greater Valley Health and School District #6 effective July 2023 to June 2024.

Public comment was requested and there was none.
Passed 6-0.

MOTION TO APPROVE
TRANSPORTATION
COMMITTEE
RECOMMENDATIONS

Propane buses are helping the District costs of operations. The propane fuel contracts are fixed annually in the summer, when the cost is the lowest of the year. The parts for propane busses are proving to be a lot less than for diesel busses. New busses will need to be ordered early since there is starting to be a shortage of propane busses caused by supply and demand. The cost of the new busses went up 6% more than last year. Mileage reimbursement from the State is based on the capacity of students on a bus and is not any different for propane v diesel.

Motion by Heupel, second by Upton, to approve the Transportation Committee recommendation to purchase two route busses using the FY2025 Bus Depreciation Fund Budget.

Public comment was requested and there was none.
Passed 6-0.

MOTION TO APPROVE
HEALTH INSURANCE
COMMITTEE
RECOMMENDATIONS

The District is currently using the same insurance consultant as last school year, but was paying on an hourly rate. By moving to a rate for the year with Jacq Creek Consulting, it will be easier to keep track of cost rather than documenting every minute of service. Health Liaisons for the District were hired and there is one member from each school and two from the High School.

Motion by Riley, second by Heupel, to approve the following Health Insurance Committee recommendations:

- Health liaison hiring recommendations.
- Consulting Agreement with Jacq Creek Consulting.

Public comment was requested and there was none.
Passed 6-0.

Unofficial

The daycare, housed in the administration building, serves the District staff, but would like to add the possibility of opening up to the public. The terms of the proposed agreement provide first priority to staff members, but the change allowing the provider to serve other children (annually) after October 1 would help keep the daycare financially solid.

Motion by Cheff, second by Upton, to approve the Gateway to Early Learning Facility Use Agreement.

Public comment was requested and it was clarified that the daycare will reopen its slots exclusively to staff each July.

Passed 6-0.

MOTION TO APPROVE
FACILITY USE AGREEMENT WITH GATEWAY
TO EARLY LEARNING

Motion by Jacobsmeyer, second by Heupel, to approve the MOU between Glacier National Park and School District #6.

Public comment was requested and there was none.

Passed 6-0.

Personnel:

The Board acknowledged the following resignations previously accepted by the Superintendent: Dawn Lorenzen – Ruder School Nurse, Caitlin Bloom – Hot Lunch Helper, Wendy Anders – Bus Driver, Ben Schaeffer – Boys’ Assistant Wrestling Coach

PERSONNEL:

Motion by Cheff, second by Upton, to approve the following Elementary District hiring recommendations: Peregrine Frisell – Junior High Girls’ Basketball Coach, Glen Morden – Junior High Boys’ Basketball Coach, Kim Potter – Title I Paraeducator, Linda Hopkins – Ruder Grade Five Long Term Substitute, Sarah Rosenbaum – Junior High Industrial Arts Long Term Substitute, Michelle Amon – Custodian, Jenny Morgan – Hot Lunch Helper/Floater, RayLee LaRocque – Hot Lunch Helper/Floater

Public comment was requested and there was none.

Passed 5-0.

MOTION TO APPROVE
ELEMENTARY HIRING
RECOMMENDATIONS

Motion by Heupel, second by Cheff, to approve the following High School/District Wide hiring recommendations: Hannah Freeman – Assistant Girls’ Wrestling Coach, Kilian Cronk – Assistant Boys’ Wrestling Coach, Trey Buckallew – Assistant Boys’ Wrestling Coach, Austin Green – Assistant Baseball Coach, Colten McPhee – High School Special Education Paraeducator, Brandon Karberg – Assistant Soccer Coach

Public comment was requested and there was none.

Passed 6-0.

MOTION TO APPROVE
HS / DISTRICT-WIDE
HIRING
RECOMMENDATIONS

Motion by Upton, second by Cheff, to approve the substitute hiring recommendations.

Public comment was requested and there was none.

Passed 6-0.

MOTION TO APPROVE
SUBSTITUTE HIRING
RECOMMENDATIONS

Miscellaneous and Future Planning:

- Work Session Meeting: Interviews of architects for High School project – Monday, November 20, 2023 – 5:00 P.M.
- Health Insurance Committee Meeting – November 29, 2023 – 4:00 P.M.

MISCELLANEOUS
AND FUTURE
PLANNING

Unofficial

MEETING
ADJOURNED

As there was no further business to come before the Board, Chair Rochsund adjourned the meeting at 7:30 P.M.

Board Chair

Business Manager/Clerk

SPECIAL MEETING
BOARD OF TRUSTEES
SCHOOL DISTRICT #6
NOVEMBER 20, 2023

Unofficial

The Special Meeting of the Board of Trustees of School District Six was held at 5:00 P.M., Monday, November 20, 2023, in the Boardroom of the administration offices at 501 Sixth Avenue West, Columbia Falls, Montana.

PRESENT:

- Jill Rocksund Board Chair
- Barbara Riley Vice Chair
- Justin Cheff..... Trustee
- Keri Hill Trustee
- Heather Mumby Trustee
- Wayne Jacobsmeyer Trustee
- Casey Huepel Trustee
- Cory Dziowgo Superintendent of Schools
- Dustin Zuffelato Business Manager/ Clerk

ABSENT

- Megan Upton..... Trustee

Call to order at: 5:04 PM

The intent of the meeting was to conduct interviews with three architectural and engineering firms selected from the respondents to the request for qualifications solicited by the District in October. Each firm was scheduled in one-hour timeslots.

- 5:00 P.M. LSW Architects
- 6:00 P.M. A&E Design
- 7:00 P.M. Jackola Engineering

The District prepared a list of ten (10) questions and each Board Member took a turn in asking this set of questions to each firm.

Action/Discussion Items:

The Board deliberated and shared the results of their notes from the interviews. The Board noted that Jackola Engineering already has a very detailed knowledge of the High School building. The District is on a tight timeframe as a result of the roof structure issues. Board consensus was that Jackola Engineering would provide a better connection to the community.

Motion by Riley, second by Cheff, to award the High School Bond Project pre-bond design and support services to Jackola Engineering. Passed 7-0

As there was no further business to come before the Board, Chair Rocksund adjourned the meeting at 8:13 P.M.

Board Chair

Business Manager/Clerk

CALL TO ORDER

MEETING INTENT

ACTION /
DISCUSSION ITEMS

MOTION TO AWARD
THE HS BOND
PROJECT PRE-BOND
DESIGN AND SUP-
PORT SERVICES TO
JACKOLA
ENGINEERING

MEETING
ADJOURNED

School Board Report for December 2023
Glacier Gateway Elementary School

During the month of November, Glacier Gateway staff conducted Parent Teacher conferences. Conferences were held in-person and scheduled individually for grades K-2 and arena style for grades 3-5. We had participation from a majority of parents.

Total Glacier Gateway Enrollment: 510 including preschool students and preschool students under evaluation for services for students ages 3-5 with disabilities.

Attendance for the year is at 92.73%
Attendance for month of November 92.16%

Each year our staff works with the Columbia Falls community to provide Holiday support for families in need. Again, Sarah Williams has done a wonderful job organizing our Holiday support process.

Our annual Winter Program for Kindergarten students will be held on January 19th at 10:30am. Grades 1-5 will perform on December 14th. Grades 1,2,3 will perform at 9:30 and Grades 4 and 5 will perform at 11.

Farm to Hands provided a large sack of groceries to our backpack kids for Thanksgiving weekend and will provide groceries during the winter break as well. We gave about 160 bags of groceries to families in need.

PTO hosted our second annual Glacier Gateway Turkey Trot starting at PineWood Park. We want to thank Susan Nicosia for the help in providing an opportunity for families to get out and move together. We are hosting our monthly event on December 14th. We will have a story time with Santa's sister, holiday cookies and cocoa, and a winter craft.

Science Fair preparations have started and classes will begin in January. Students participate in 6 weeks of classes after school, complete a science project, and present it at the Science Fair in February. We will also start our after school tutoring program after break with an eight week intensive reading intervention for students.

In December we will complete the second testing opportunity for state testing pilot of the MAST test. We are working with the state after each window to make changes for effective testing, reporting, and instruction.

Ruder December Board Report

- The PTO's Turkey Bingo and Chili Cook Off event was a hit. The cafeteria was filled to max with happy families. We would like to thank the community for all their support with donations. We couldn't provide such a positive family event without their generosity!
- During Turkey Bingo, we began our annual food drive. Families brought a food item for every Bingo card they wanted. This then leads into our food drive. The food drive will continue through December 15th and the grade with the most food items will have a pizza party donated by the PTO.
- PTO is also in the process of setting up our Christmas store. Many parents have been wrapping thousands of gifts for students to purchase for family members. It is being decorated with a Whoville theme and rumor has it that the Grinch will be in attendance.
- Right after Thanksgiving break, we began our after school tutoring. We have had a good turnout with over 50 students signed up. Tutoring is every Tuesday and Thursday from 3:30-4:30.
- Students completed their first round of MAST tests in November and just finished their second round of math this last week. While the test can still be pretty challenging, students state that they prefer the shorter tests more often instead of the big test at the end of the year.
- As a school, we have been talking in our PLC teams about the need to revisit our end of year academic expectations for students. We are finding that students have some significant gaps from year to year. We are going to be using some early release Wednesdays to have some vertical talks among grade levels to analyze data and try to figure out how to best close those academic gaps.
- The first round of teacher evaluations are complete and we will start rescheduling the second round starting mid-January.



COLUMBIA FALLS JUNIOR HIGH

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

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

CFJH December Board Report Monday, December 11th

- In celebration of the annual football game between the University of Montana and Montana State University, we held a food drive. The 2nd Annual Brawl of the Wild Food Drive took place, although it included a twist. This year we challenged the high school. The junior high beat the high school in the first Brawl of the Wild Food Drive Competition! We collected 865 items to donate to the food bank!!! The high school donated 727 items. The MSU Bobcats won the food drive in our building, but the Montana Grizzlies won the football game. Thank you so much for your support and donations!
- We held our 1st Quarter Wildcat Bash! Students who met the academic and behavioral requirements for the 1st quarter were able to participate. We had over 400 students take part in the Bash!!! That is amazing! Students received snacks and a drink and participated in many different activities for an hour. It was a ton of fun! A special thank you to Coca-Cola Bottling Company High Country out of Kalispell for donating 16 cases of soda! That was great!





- Our Wildcat Building Leadership Team has been meeting monthly. This is a team of teachers that meet each month to address issues and concerns that the staff submits. We look at the concerns, discuss them, try to come up with ideas and/or solutions, and then we present them to the staff during a staff meeting. This has been really productive! Our main discussion this month revolved around student behavior. We are trying to create a positive environment and reduce the number of negative behaviors. The team decided to conduct a student survey and teacher survey to gather data about behavioral issues, safety, climate, how adults can help, and others. We will take the results and come up with solutions to minimize unwanted behaviors. There will also be student focus groups created to help identify school issues and solutions. We also discussed how to make inside recess successful by offering multiple activities to participate in.
- MTSS work continues in our building. We have been working on our MTSS handbook and support systems. The MTSS Building Team met and looked at teacher classroom management plans, behavior flow charts, and put together some tools and strategies to handle classroom discipline. Based on some classroom management plans we looked at, we asked teachers if they would be willing to share their strategies with the staff in January. This will be very helpful.
- We are planning Christmas activities, concerts, and other events to close out the month of December. There will be some dress up days for staff, which students will be included on some, staff competitions, a skit, and an assembly. This should be a lot of fun and a positive way to enter the Christmas Break.
- Here are the CFJH Wildcats of the Month! We had a lot of nominations again so we ended up with three award recipients per grade level. We hope that continues! Congratulations to 8th graders Phebe Smiley, Rae Lobbestal, and Jazlyn LaValley; 7th graders Charli DeVoe, Addyson Blades, and Logan Miner; 6th graders Calder Smith, Bailey Johnson, and Alina Gonzalez as this month's winners!



CFHS Board Report: December 11, 2023

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

Our school wide goal this year is to continue to build a positive school culture. We are using the mantra of increasing the positive and decreasing the negative!

Notable accomplishments:

MONTANA MODEL UN – CFHS was represented by 11 students recently at the Montana Model United Nations competition on the U of Montana Campus. Way to go, Wildcats! Here are the results: Position Paper: Distinguished (Top 10%)Angela Allen; Honorable (Top 20%) Melody McNally; G1A: Distinguished Delegate (Top 10%): Angela Allen; UNEA Outstanding Delegate (Top 1-2%): Quinn Caudle; UNDP: Distinguished Delegate (Top 10%): Kynsleigh Gould; Seniors: Top 5: Kynsleigh Gould (\$1000 scholarship to UMontana); Top 25: Angela Allen; Country Outstanding (Top 1%): Russia (Colton Little, Angela Allen, Celestine Young, Kynsleigh Gould, Quinn Caudle)

CULTURE BUILDER – We are having a Christmas Door Decorating Contest. In students' spare time, they are helping the first period team decorate their classroom door. Pictures to the right are students working to decorate Mrs. Little's Classroom.

MRS. PRICE GARNERS DONORS CHOOSE FUNDING – A project was funded that connects Christmas and Hanukkah in her French class. They are making Christmas ornaments and santons (small clay figures) and playing the Dreidel game to learn more about the holidays in French speaking countries.

"HYPED ON HEALTH CARE" – Mrs. Webb, Mrs. Hulett, and Mrs. Pendergast helped make this year's "Hyped on Healthcare" field trip a success! Flathead Valley Community College and Logan Health Kalispell teamed up to offer a field trip for high school students from across Northwest Montana. Some schools that attended were Columbia Falls High School, Flathead High, Glacier High, Thompson Falls, and Stillwater Christian. The majority of Columbia Falls students who attended are in the Introduction to Health Professions course, or are a member of HOSA, the future medical professions club.

WINTER BAND UPDATE: Recently, Columbians traveled to Spokane Falls Community College to participate in a jazz festival there (there are no rankings, but Columbians performed well and were in the mix with the top bands we heard). The band then traveled to Dillon to support the football team in the state championship





CFHS Board Report: December 11, 2023

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

game. December 1st, the Drumline and Columbians performed at the Night of Lights Parade and after party. This was a wonderful event for our students and community. Our Winter Band Concert is next wednesday, Dec. 13th at 7:00. This concert will feature the percussion groups, Concert Band, and Wind Ensemble. We will also be hosting a Jazz Cafe at the Cedar Creek Lodge on Friday, December 15th, starting at 6:00. This concert will feature Jazz Factory, Conifers, and Columbians.

WINTER CHOIR UPDATE: CFHS Choirs has had a busy fall/start to winter. They performed with Avi Kaplan from Pentatonix at Glacier, performed the Veterans Day Assembly, and participated in the two-day Western A Choral Festival in Polson. Sonifers and choir students caroled at the Coop for Night of Lights with the guitar classes. Sonifers also did community caroling Dec 6 around the community. We all look forward to our Holiday Concert on Dec 20 as well as two New York fundraiser concerts in January. The first will feature Mrs Hackethorn and Dr. Jordan Neiman in concert Jan 20, and then our annual Night at the Movies Fundraiser will be on Jan 30th. We have also been collaborating with the music & art department more this year; guitar students performed at the Persimmon Art gallery in November (in the adjoining barbershop). We have been featuring more student artwork around the school and on our music concert programs.

ART UPDATE: Art from Mrs. Daniel's and Mrs. Forke's classes were on display this past month at the Persimmon Art Gallery. November 16th students traveled to Helena for a field trip to the Archie Bray Foundation. They integrated their art research and study with Montana Native American art and culture. Currently, there are many student art pieces at the Imagine IF Library Display. Students also are displaying printmaking prints at the Imagine IF Library for the remainder of December.



Strategic Goal #2: High Performing Workplace

Open and Unfilled Positions at the High School - We have a few openings: three paraprofessionals for the special education program, and one maintenance/custodian.



CFHS Board Report: December 11, 2023

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

Other Accomplishments:

PROFESSIONAL DEVELOPMENT – We have been reading the book, *Culturize*, by Jimmy Casas. We are currently working activities associated with Chapter 5 (Be a Merchant of Hope) and 6 (It's Your Choice).

TECHNOLOGY ROTATION – We are working with the IT and Business Departments to develop a feasible technology rotation for both students and teachers. As many of our computers surpass industry standards for replacement, we are trying to put plans in place to proactively replace devices in a 5-7 year rotation. Funding the replenishment of technology is a problem we are trying to solve.

Strategic Goal #3: Organizational Effectiveness

The third goal under Organizational Effectiveness on the strategic plan states, "Goal 3: Establish and foster a positive collaborative culture in all district departments." We are continually working on systems, building foundation philosophy, and implementing action plans in several different arenas. I encourage school board members to come tour the high school with me or John Thompson.

Other Notable Accomplishments

PROFESSIONAL DEVELOPMENT– We have been working on the Multi Tiered Systems of Support framework in our district. We have a district wide MTSS team that is working on common language and expectations across the district. At CFHS we are working on interventions that we can use schoolwide, as well as interventions that help groups or individual students who need more academic or behavioral support.

Strategic Goal #4: Family & Community Engagement

NIGHT OF LIGHTS – Many students and staff members participated in the Night of Lights festivities at the Parade and the Coop. We had students singing, playing instruments, showing support in groups like CFCAT and NHS. Thank you to all the students and volunteers who made this an Amazing Night of Lights!

HEALTH OCCUPATIONS INTERNS – Mrs. Pendergast's Healthcare Occupations class (which is an FVCC dual enrollment class) has amassed nearly 500 hours of job shadowing with health professionals locally including Logan Health, Glacier Medical, Alpine Women's Center, Ortho Rehab, Glacier Animal Hospital, Montana Spine and Neurodevelopment, Bigfork Pharmacy, and various other healthcare professionals. All of these students are working towards entering the workforce in healthcare in some capacity or studying to be healthcare professionals in college when they leave high school.

Strategic Goal #5: District Facilities Support & Enhance Learning

HIGH SCHOOL ROOF UPDATE – After having two different engineering firms look at our roof, it was decided the best strategy to get us through the winter and keep students in classes was to construct ceiling supports in areas that showed deterioration. Swank told us they can do the work after school every day and work until midnight without interruption of instruction time. After six weeks of ceiling deconstruction, then construction of roof reinforcement, and finally having many hot spots checked out, Swank ended the project this past week, December 9th. We thank Swank Construction and Jackola Engineers for their work this past couple of months. We will also have snow plow crews removing snow from the roof all winter season for safety. Again, I encourage you to come tour the high school so you can see their fabulous work first hand.

**Curriculum Director Report
December 2023**

Curriculum Pilots for the Current School Year:

The curriculum pilots for the current school year are progressing. The Kindergarten through 5th-grade math pilot team continues to collaborate with Big Ideas Math representatives. This pilot is scheduled to conclude in December, after which we will transition to the Bridges math curriculum, starting in March and concluding in May. High school math teachers have a training session scheduled for the Into Math pilot next week, and print materials from the publisher were delivered last week. Subsequently, we will proceed with a Big Ideas Math pilot. Once the teacher teams complete the pilots, we will conduct parent meetings and make recommendations to the Board for adoption.

Measures of Achievement and Student Growth Testing (MAST) Pilot:

We are currently in the second test window for the MAST pilot, which focuses on Math testlets and concludes on December 15. The Office of Public Instruction (OPI) is actively collecting feedback from teachers and administrators to inform future decisions regarding the MAST.

World-class Instructional Design and Assessment (WIDA) Testing:

The testing window for the WIDA assessment is now open. This assessment is administered to students identified as English-language learners, monitoring their progress toward English language proficiency in the domains of Listening, Reading, Speaking, and Writing.

Gallatin Valley Indian Education for All (IEFA) Institute:

I recently attended the Gallatin Valley IEFA Institute in Bozeman. IEFA will be a focus area on our January 2nd district Professional In-Service (PIR) day. I plan to utilize the information gained to prepare for my facilitation on that day and share various valuable resources with our teaching staff.

District Portrait of a Learner:

Superintendent Dziowgo and I are collaborating to initiate the development of our district Portrait of a Learner. We will dedicate time on our January 2nd district PIR day to gather input from the teaching staff. Our goal is to meet with various stakeholders to collect input for developing the profile. The central question guiding this work is, "What are the skills and mindsets that learners need to thrive in our ever-changing world?" The aim is to have the Portrait developed and approved by the Board by the end of the school year.

Mentor Leadership Team:

The Mentor Leadership Team recently met to continue providing guidance for our mentoring program. Principals are collaborating with Lead Mentors to identify teachers who can become certified mentors through the New Teacher Center's process. Our next early release connection between mentors and new teachers is scheduled for December 13th.

TO: Board of Trustees
FROM: Dustin Zuffelato, Business Manager/Clerk
DATE: December 6, 2023
RE: Business Office Report for the December 11, 2023 Regular Meeting

HB 143 – 2021 Legislative Session

AN ACT INCENTIVIZING INCREASES IN BASE PAY FOR TEACHERS IN PUBLIC SCHOOL DISTRICTS

The legislative goal for competitive base pay of teachers is a teacher base pay, that in the applicable year: for a school district classified as first class pursuant to Title 20, chapter 6, is not less than 70% of the teacher average pay in the school district. A district seeking an incentive for the subsequent school fiscal year under this section shall, by December 1, provide the data necessary, as determined by the superintendent of public instruction.

Total quality educator payment" means the payment resulting from multiplying \$3,566 for fiscal year 2024 and \$3,673 for each succeeding fiscal year by the sum of:

- (a) the number of full-time equivalent educators as provided in 20-9-327; and
- (b) as provided in [section 1], for a school district meeting the legislative goal for competitive base pay of teachers, the number of full-time equivalent teachers that were in the first 3 years of the teacher's teaching career in the previous year.

Base Pay \$41,380 69%
Elem District Avg \$59,634
HS District Avg \$59,856

of Teachers in First Three Years 24 * \$3,566 = \$85,584 potential additional funds from this program.

Bus Route 20

The District recently discovered that a mid-day route was not being accounted for State/County Reimbursement. The length of the route is 33.90 miles per day. This will provide an additional \$10,984 in State/County funding commencing with semester one of the current school year. Please note, the District is still not operating two routes (Route 10 and 13. 89 miles per day) as a result of staffing. We did budget for this revenue (and operational costs) but not likely to realize in the foreseeable future.

OPI Reporting

Please note the District is likely to miss the December 10 deadline to complete and submit the 2023 Compensation Expenditure Reporting. We are working on this detailed report and will likely get it submitted before Christmas Break. The District is also working to clear-up some reporting issues with the 2023 annual financial report-specifically line item expenditures in Fund 114 that were input incorrectly. This impacted the maintenance of effort report. This will be resolved shortly.

E-Rate Program

The District recently conducted a review of our budget/funding for this program with new consultant BTU.

2023 Category One :

Fiber Optic connection – Unite Private Network. Contact expires August 2026. Annual Expense \$50,160. Discount (E rate funding) \$35,112. 70%

Internet Service – Montana Digital Annual Expense \$27,170. Discount (E rate funding) \$19,019. 70%

Firewall – PineCove . \$25,918 expense. Discount (E rate funding) \$18,143. 70% . This new firewall was installed in November 2023.

FY2021 was the first year of a new 5-year cycle for Category 2 Budgets.

District budget for Category 2 will be approximately \$167/student over the next five years. This is a pre-discount amount and represents the total amount over 5 years (FY2021 – FY2026).

2023 Category 2: Firewall. Sophos XGS 4500 with Xstream Protection, 5-year license 12/18/2023-12/18/2028 \$54,845

\$48,000 remaining until 2025.

HS Facility Bond Project

The District met with Jackola Engineering on December 1, 2023. We established three initiatives

- (1) Creation of Project Objectives. E.g. goals-Pass the Levy Election, address deferred maintenance issues, improve the efficient operation of the building, improve safety/security, and improve the learning spaces.
- (2) Creation of a decision making teams/steering Committee(s). Starting with the entire School Board and than breaking up into different Committees to focus on specific objectives defined above. Including community members, local businesses, and FVCC.
- (3) Financing Options: We understand the Roof Replacement is first priority. Furthermore, this work needs to resume in the Spring 2024. The HVAC project is on a hold and the ESSER funds should be spent by September 2023. Do we obtain financing just for the roof while we devise a comprehensive plan to accomplish the objectives noted above? This would result in two separate levy elections. The tax impact could be structured whereas the initial levy is replaced by the new bonds with no overlap.

May 2024 - Building Reserve Levy: 20-9-502, MCA. Through a voted levy election authority to raise money for the roof replacement. \$3 million with a two-year duration. \$1.5 million levy per year.

September 2024 or 2025 (?) – Bond Levy : \$25/\$35/\$45 General Obligation Bonds to accomplish the remaining goals of the High School Facility.

Monthly Insurance Claim Summary

Paid Claims November 2023

Medical Plan Paid Claims	\$163,593
Monthly medical expected claims based on an enrollment of 232 Plan participants (72 singles/160 families):	\$246,384
Plan claim liability as a percentage of expected claims:	66.39 %

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

	<u>Actual</u>	<u>Expected</u>	<u>Percentage</u>
Medical Plan Paid Claims	\$ 1,205,677	\$ 1,203,595	100 %
Specific Stop Loss	0		

Inclement Weather Procedure Guidelines

School Closure Procedure Guidelines

1. The Montana Department of Transportation and Flathead County have discontinued "Emergency Travel Only" declarations. The ETO declaration has been replaced by a "Severe Driving Conditions" declaration. The SDC declaration will not be countywide and will not be accompanied by driving restrictions. Therefore, there will be no countywide road condition declaration that will initiate a countywide school closure. Each county school will make its own closure call based on district-wide road conditions. A closure applies to all but a skeleton crew necessary to be sure that buildings are open.
2. The District will not use late starts.
3. Once students are transported to school by bus, they will remain in school until the end of the school day. The district will not release children early because necessary parent contacts cannot be assured. Parents may pick up their children at any time.
4. If the decision is made that no buses are running, school will be closed. Schools may be kept open if just a few buses cannot run. The number of bus routes not running to influence school closure on a given day is a judgment call related to appropriate variables. The magic number hovers around seven bus routes. If a bus does not run in the morning because of inclement weather, it will not run in the afternoon.
5. If students can be safely transported, water and electricity are flowing, and heating systems are up and running, classes will be held.
6. In the event of school closure or bus route cancellations, the District will use the emergency parent notification system to alert parents and guardians. The District will make every effort to initiate the emergency parent notification system before 7:00 a.m.
7. In addition, The Flathead County Superintendent of Schools will provide school closure information to area radio and TV stations prior to 7:00 a.m. The District, however, does not have control over when and/or how often school closure announcements are made by radio and TV stations. These stations include: KOFI (1180 AM), Monster (103.9 FM), KJJR (880 AM), BEAR (106.3 FM), KBBZ (98.5 FM), KALS (FM 97.1), KHNK (FM 95.9), KRVO (FM 103.1), KWOL (105.1), KECI/KCFW (NBC Montana) and KTMF/KWYB (ABC/FOX). Information will also be listed on the SD #6 website at www.cfmtschoools.net as soon as possible following a closure decision.

**SPECIAL SERVICES
COLUMBIA FALLS School District # 6
Columbia Falls, Montana 59912**

SPEECH-LANGUAGE PATHOLOGIST CONTRACT

This agreement is made this 5th of November, 2023, by and between Columbia Falls School District and Susan Hartman.

IT IS AGREED AS FOLLOWS:

1. Susan Hartman, SLP, shall provide Columbia Falls School District the services of Speech-Language Pathologist within the realm of her expertise and licensure. It is understood that Susan Hartman is licensed by the State of Montana.
2. It is agreed that Susan Hartman will be responsible for maintaining the pathologist's malpractice liability insurance, workers' compensation insurance, all other similar employee insurance coverage, tax deductions and benefits. Both parties recognize Susan Hartman as an independent contractor providing these services.
3. A copy of a current Independent Contractor Exemption Certificate issued by the Montana Department of Labor, a copy of current malpractice liability coverage, a completed W-9 tax form and a copy of a current State License are required. If any of the required documents are renewed during the contract period, updated copies must be submitted.
4. Columbia Falls School District shall reimburse Susan Hartman at the rate of \$67.50 per hour. Schedule may be up to 4 hours per week until June 7th, 2024. These hours must be completed during student instruction days and any additional hours must be pre-approved by the Director of Special Services. Without that pre-approval, no compensation will be made.
5. Susan Hartman will be responsible for transportation and insurance costs.
6. Susan Hartman shall submit to the Director of Special Services an invoice by the 5th of the month following services indicating the hours served. The District shall remit payment no later than the 25th of the month following services.
7. It is further expressly understood and agreed that Susan Hartman shall ensure that the therapy services are provided in accordance with the IEP and she shall prepare all documentation appropriate to the practice of speech and language pathologist in the school setting, comply with confidentiality standards, school district policy and the Family Educational Rights and Privacy.
8. This contract shall remain in effect through the duration of the contract unless terminated by either party by providing 30 days advance written notice to the other party.
9. This contract shall remain in effect beginning November 15th, 2023 through June 7th, 2024.

Dated this November day of 7.00, 2023

Susan Hartman
Susan Hartman, SLP

Jill Rocksund, S.D. #6 Board Chairman

Dustin Zuffelato, Clerk



Combined School District Application for
Registration of School Bus & State
Reimbursement
School Year 2023 - 2024

TR-1(09/2006)
1 Copy County Superintendent
1 Copy School District

This form is required in accordance with Title 20, Chapter 10, Part 1, MCA. School district official must complete one form for each bus route that receives state reimbursement even though transportees of another legal entity may utilize the services.

Due Dates: All Routes	Paper Copy to County Supt November 1	Electronic Submit to OPI November 1	Rate Per Mile 0.95
County Name Flathead	County Number 15	School System Name Columbia Falls Pub Schls	School System Code 0467
Route Number 20	Length of Route (miles per day) 33.9	Type of Service Special Education	Rated Capacity 25
VIN 1FDDE4FS5KDC03324	License Number 743396C	Ownership District Owned	

Reimbursement Distribution - The legal entity number and percentage of state\county reimbursement to be paid to each district.

LE: 0312	
Route #: 20	100.00

PASSENGER INFORMATION

	ELEMENTARY RIDERS (Grades PK-8)	HIGH SCHOOL RIDERS (Grades 9-12)	TOTAL ELIGIBLE RIDERS
	a NUMBER	b NUMBER	c a+b
Regular (include Kindergarten riders)	0	0	
1st Wheelchair (WC)	0	0	
2nd Wheelchair (WC)	0	0	
Additional Wheelchairs (WC)	0	0	
Non-WC IEP Lists Trans as Related Service	5	0	
TOTAL ELIGIBLE RIDERS	5	0	5
Ineligible Public School Riders (i.e., under 3 miles OR nonresident and no attendance agreement that would otherwise allow nonresident riders to be eligible) (Include ineligible Preschool riders)	0	0	
Nonpublic School Riders (ineligible)	0	0	
TOTAL RIDERS	5	0	

We hereby certify that this bus will operate entirely on the route established by the Board of Trustees and within the transportation area assigned and approved by the County Transportation Committee. We further certify that this bus transports pupils eligible for school transportation as defined by 20-10-101, MCA.

We agree to supervision of this bus and bus route by the State Superintendent; to make such reports to the State Superintendent and County Superintendent as are required; to provide a vehicle which meets the minimum standards as established by the Board of Public Education, the Montana Highway Patrol and the State Superintendent; and to provide a licensed, qualified and approved driver to operate such vehicle as required by 20-10-103, MCA.

We also agree to refrain from soliciting or causing others to solicit students from other transportation areas.

We understand that violations of the laws, rules or regulations governing school transportation will be sufficient cause for withholding of state and county reimbursement for this bus route.

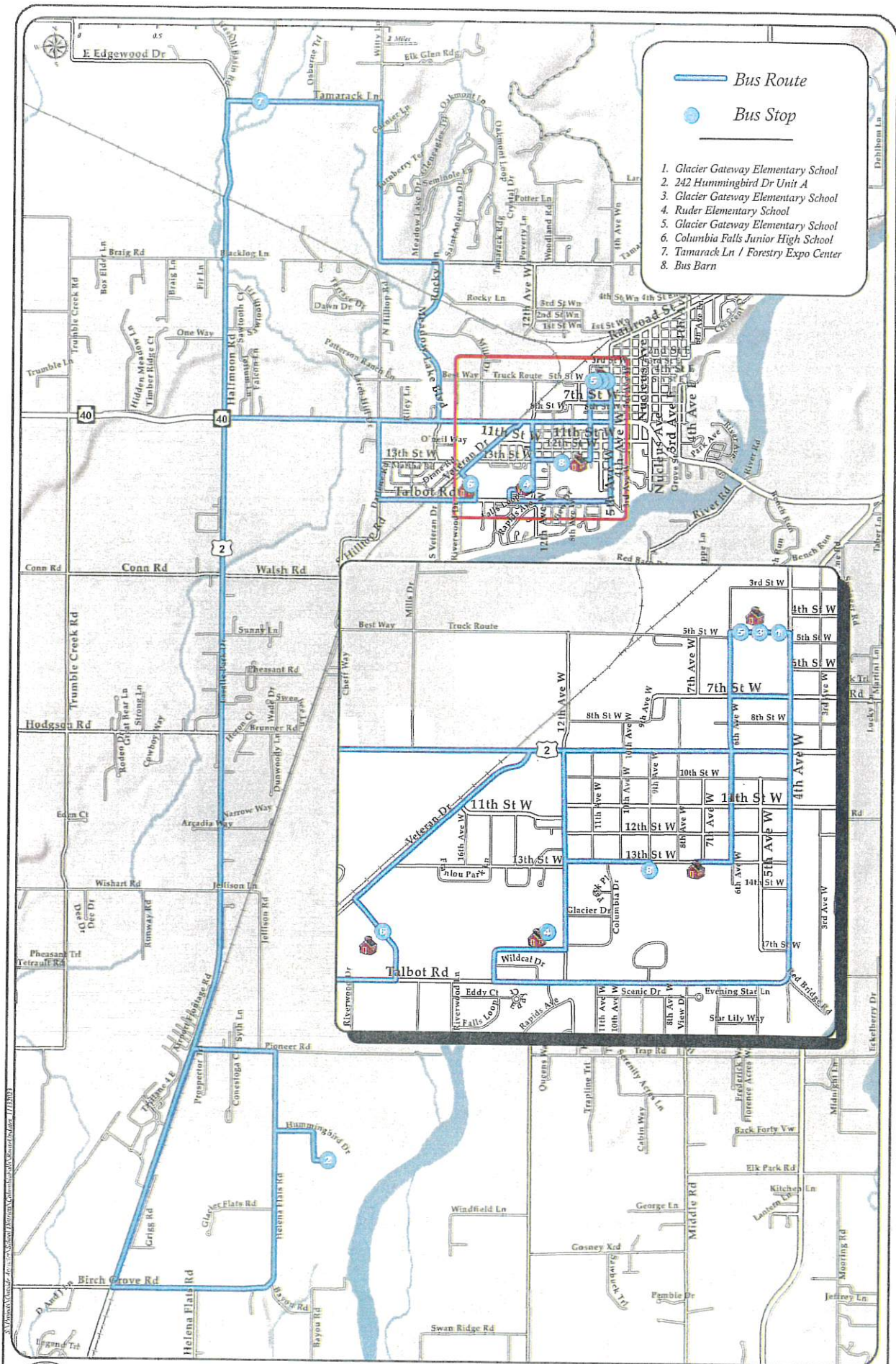
I certify that this application for registration of school bus and state reimbursement is true and complete to the best of my knowledge and belief, and the bus operates on the route as approved by and within the transportation service area assigned by the County Transportation Committee.

Signature - Chair, Board of Trustees	Date
--------------------------------------	------

County Transportation Committee Approval as required in accordance with Section 20-10-132, MCA.
This Application for Registration of School Bus and State Reimbursement has been reviewed and I certify that this bus operates within the transportation area assigned to it by the County Transportation Committee.

Signature - Chair, County Transportation Committee	Date
--	------

For Additional information contact Donell Rosenthal at (406) 461-9316 or email drosenthal@mt.gov



- Bus Route
● Bus Stop
1. Glacier Gateway Elementary School
 2. 242 Hummingbird Dr Unit A
 3. Glacier Gateway Elementary School
 4. Ruder Elementary School
 5. Glacier Gateway Elementary School
 6. Columbia Falls Junior High School
 7. Tamarack Ln / Forestry Expo Center
 8. Bus Barn



Flathead County
 GIS Department
 Map Production Date:
 November 13, 2023

Columbia Falls School District

- 21 - Day Bus Route

The areas depicted on these maps herein are for illustrative purposes only and do not necessarily meet mapping, surveying, or engineering standards. Deriving conclusions from this map is done at the user's assumed risk.

Bus 20		ROUTE SCHEDULE
		Midday
		Driver Start Time: 10:45 Leave Time: 10:55
Stop	Time	Description
		Columbia Falls High School start to:
	10:58	GG pick up student and Pre-K aide
	11:25	242 Hummingbird Dr #A
	11:45	Pre-K pick-up at Glacier Gateway
	12:00	Pick-up student at Ruder
	12:10	Student to GG
	12:16	Student at Jr. High
	12:30	Forestry Expo
		Tamarack Ln
	12:45	Bus Barn

[District] School District

COMMUNITY RELATIONS

4330
page 1 of 1

Community Use of School Facilities

The Trustees of are supportive of the people of the community using the school facilities for both educational and recreational purposes. The Administration shall be charged with the responsibility of coordinating and authorizing use of all grounds and facilities by groups other than those directly connected with the school. The Administration shall develop the rules, regulations, and procedures for the use of facilities. As required by the Boy Scouts of America Equal Access Act, the District shall provide an equal right of access to the Boy Scouts of America and other designated patriotic youth groups. **Sexually oriented performances are not permitted on District property.**

Legal Reference:

20 USC § 7905 Boy Scouts of America Equal Access Act
**House Bill 359 Prohibiting Sexually Oriented
Performances on Public Property**

Policy History:

Adopted on:

Reviewed on:

Revised on:

Cooperative Programs with Other Districts and Public Agencies

Whenever it appears to the economic, administrative, and/or educational advantage of the District to participate in cooperative programs with other units of local government, the Superintendent will prepare and present for Board consideration an analysis of each cooperative proposal.

When formal cooperative agreements are developed, such agreements shall comply with requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have legal authority to engage in the activities contemplated by the agreement.

The District may enter into an interlocal agreement providing for the sharing of teachers, specialists, superintendents, or other professional persons licensed under Title 37, MCA. If the District shares a teacher or specialist with another district(s), the District's share of such teacher's or specialist's compensation will be based on the total number of instructional hours expended by the teacher or the specialist in the District.

The District may enter a multidistrict agreement with one or more districts for a district to provide culturally rooted instruction aligned to a learning environment for English language learners or an Indian language immersion program to pupils of a district participating in the multidistrict agreement.

Legal Reference:	§§ 7-11-101, <i>et seq.</i> , MCA <u>§ 20-3-363, MCA</u>	Interlocal Cooperation Act <u>Multidistrict agreements – fund transfers (revised by House Bill 214)</u>
	§§ 20-7-451 through 456, MCA	Authorization to create full service education cooperatives
	§§ 20-7-801, <i>et seq.</i> , MCA	Public recreation

Policy History:
Adopted on:
Reviewed on:
Revised on:

COMMUNITY RELATIONS

Family and Community Engagement

The Board recognizes the importance of engaging families in the education of children. The Superintendent and staff shall undertake activities designed to:

- Encourage families to actively participate in the life of their children’s schools;
- Ensure families feel welcomed, valued, and connected to one another, school staff, and to what students are learning and doing in class;
- Encourage families and school staff to engage in regular, two-way meaningful communication about student learning;
- Ensure continuous collaboration between families and school staff to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
- Empower families to be advocates for their own and other children to ensure that students are treated equitably and have access to learning opportunities that will support their success;
- Allow families and school staff to partner in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; **and**
- Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic preparation;
- **Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to post-secondary education opportunities, including workforce training, apprenticeship opportunities, career pathways, and degree programs, and encourage students to explore college and career planning tools (including Free Application for Federal Student Aid completion) and incentives provided by post-secondary institutions.**

To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local laws and programs, including but not limited to Title I programs.

Cross Reference:	<u>Board Policy 2158</u> Board Policy 2160 Administrative Procedures	<u>Family Engagement Policy</u> Federal Funding and Title I
------------------	--	--

Legal Reference:	<u>§ 10.55.701, ARM</u> <u>§ 10.55.722, ARM</u>	Board of Trustees <u>Family and Community Engagement</u>
------------------	--	--

PERSONNEL

Equal Employment Opportunity and Non-Discrimination

As required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations The District will provide equal employment opportunities to and will not discriminate in its educational programs or activities, including in the area of employment, with respect to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform essential functions of a job with reasonable accommodations, and other legally protected categories. For purposes of this policy, "sex" includes sexual orientation and gender identity and expression.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District. Covid-19 vaccine status will not be used as a basis to deny or allow equal opportunity to employment.

Persons who believe they have not received equal employment opportunities or have been retaliated against should report their claims to the building principal. Inquiries regarding sex discrimination or sexual harassment may also be directed to the District's Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education, or both. Claims of sexual harassment will be handled through the District's Title IX Sexual Harassment Grievance Procedures. Claims of disability discrimination will be handled through the District's Section 504 and ADA Grievance Procedure. All other claims will be handled through the Uniform Complaint Protocol. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws. The District reserves the right to take action against any individual who knowingly makes false accusations or knowingly provides false information.

Retaliation against an employee who has filed a discrimination complaint, testified or participated in any manner in a discrimination investigation or proceeding is prohibited.

Cross Reference: **5015 Bullying/Harassment/Intimidation**
1700 Uniform Complaint Procedure
Title IX Sexual Harassment Grievance Procedure
Section 504 and ADA Grievance Procedure

Legal Reference: 29 U.S.C. §§ 621, *et seq.* Age Discrimination in Employment Act
42 U.S.C. §§ 12111, *et seq.* Americans with Disabilities Act, Title I
29 U.S.C. § 206(d) Equal Pay Act

8 U.S.C. §§ 1324(a), <i>et seq.</i>	Immigration Reform and Control Act
29 U.S.C. §§ 791, <i>et seq.</i>	Rehabilitation Act of 1973
20 U.S.C. §§ 1681, <i>et seq.</i>	Title IX of the Education Amendments,
34 C.F.R. Part 106	Nondiscrimination on the Basis of Sex in Education
Montana Constitution, Art. X, § 1	Educational goals and duties
§ 49-2-101, <i>et seq.</i> , MCA	Human Rights Act
House Bill 702	Prohibits Discrimination Based on Vaccine Status
§ 50-16-502, MCA	Legislative findings (<i>Cited by House Bill 702</i>)
<i>Bostock v. Clayton County</i> , 140 S. Ct. 1731 (2020)	

Policy History:

Adopted on:

Revised on:

Evaluation of Non-Administrative Staff

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. Certified staff members may be evaluated according to the terms stated in the current collective bargaining agreement if applicable. ~~The evaluation model shall be aligned with applicable district goals, standards of the Board of Public Education, and the district's mentorship and induction program.~~ It shall identify what skill sets are to be evaluated, include both summative and formative elements, and include an assessment of the educator's effectiveness in supporting every student in meeting rigorous learning goals through the performance of the educator's duties. Employees have a right to access to the evaluation instrument and a right to respond in writing to the completed evaluation.

Employees shall be evaluated on a regular basis. Classified employees shall be provided performance feedback at least once each year. The Superintendent shall designate who shall perform the evaluations of each employee; normally they will be done by the employee's supervisor. The Superintendent will develop an evaluation instrument for each position within the District.

For employees covered by a negotiated agreement, there may be additional considerations or conditions defined in that document. In such situations, those aspects will be used to guide the evaluation process. Where a specific conflict exists between those agreements and this policy, the requirements of the negotiated agreement shall prevail.

Legal Reference:	ARM 10.55.701(4)(a)(b) <u>10.55.601, ARM</u> <u>10.55.724, ARM</u>	Board of Trustees <u>Accreditation Standards:</u> <u>Procedures</u> <u>Evaluation</u>
------------------	---	---

Policy History:
Adopted on:
Reviewed on:
Revised on:

[District] School District

PERSONNEL

5226
page 1 of 2

Tobacco, Marijuana, Alcohol and Drug-Free Workplace

All District workplaces are tobacco-, marijuana-, drug-, and alcohol-free. All employees are prohibited from:

1. Smoking or otherwise using a tobacco product, vapor product, ~~or~~ alternative nicotine product, or marijuana product (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation) (marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping) while on District property or while performing work for the District;
2. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a "medical marijuana" card.
3. Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

Nothing herein prohibits an employee from using a smoking cessation product on school property. Upon prior notice and approval by a building administrator, a teacher or other employee may possess a tobacco product, vapor product, or alternative nicotine product in a classroom or otherwise on school property as part of a lecture, demonstration, or educational forum concerning the risks associated with the use of a tobacco product, vapor product, or alternative nicotine product.

For purposes of this policy, a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner other than as prescribed;
3. Legally obtainable but has not been legally obtained; or
4. Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

1. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
2. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
3. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
4. Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program. The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

Legal Reference:	41 USC §§ 702, 703, 706	Drug-free workplace requirements for Federal grant recipients
	§ 20-1-220, MCA	Use of tobacco products in public school building or on public school property prohibited (<i>revised by House Bill 128</i>)
	§ 50-46-205(2)(b), MCA	Limitations of Medical Marijuana Act

Policy History:

Adopted on:

Reviewed on:

Revised on:

[District] School District

PERSONNEL

5231
page 1 of 1

Personnel Records

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given access to their personnel records, in accordance with guidelines developed by the Superintendent.

In addition to the Superintendent or other designees, the Board may grant a committee or a member of the Board access to cumulative personnel files. When specifically authorized by the Board, counsel retained by the Board or by the employee will also have access to a cumulative personnel file.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school.

Personnel records must be kept for 10 years after termination.

Legal Reference: Admin. R. Mont. 10.55.701(5)
 Admin. R. Mont. 10.55.724
 § 20-1-212(2), MCA

Board of Trustees
Evaluation
Destruction of records by school
officer

Policy History:
Adopted on:
Reviewed on:
Revised on:

[District] School District

ADMINISTRATION

6410
page 1 of 1

Evaluation of Administrative Staff

Each administrator will be evaluated annually, in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals and performance objectives, and established evaluative criteria. **Administrators have a right to access to the evaluation instrument and a right to respond in writing to the completed evaluation.**

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both the evaluator and the administrator involved in the evaluation will sign the written evaluation report and retain a copy for their records. A person being evaluated has the right to submit and attach a written statement to the evaluation within a reasonable time following the evaluation conference.

Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: 10.55.701, ARM ~~Board of Trustees~~
 10.55.724, ARM Evaluation

Policy History:

Adopted on:

Reviewed on:

Revised on:

[District] School District

THE BOARD OF TRUSTEES

1650
page 1 of 1

Public Charter Schools

The Board of Trustees may submit an application to the Board of Public Education in response to a request for proposal to establish a public charter school in accordance with Montana law. An application for a public charter school must be consistent with the District's mission and vision specified in its strategic plan for continuous improvement adopted.

Requests for Creation of a School or Program

An individual or entity that is not affiliated with the District may request that the Board create a school or program within the District. Upon receipt of such request, the Board, or a designated committee of the Board, shall determine whether the requested school or program is currently addressed by District operations or meets the District's mission and vision specified in its strategic plan for continuous improvement.

The Board shall respond to a request by an individual or entity unaffiliated with the District to create a school or program by granting or denying such request. The Board may grant such a request and shall establish a timeline for implementing the school or program in a manner consistent with District operations. The Board may deny such request on the grounds that the requested school or program is currently offered by the District. In denying a request on this basis, the Board shall explain how the school or program operates and the process for students to access such school or program. The Board may deny a request on the grounds that the requested school or program is not consistent with the District's mission and vision specified in its strategic plan for continuous improvement and shall specify the inconsistencies in making the denial. The Board may reconsider a denial of a request to create a school or program at a future meeting.

Cross Reference: Policy 1400 Board Meetings

Legal References: *House Bill 549*
 § 20-6-510, MCA Public Charter Schools Act

Policy History:

Adopted on:

Reviewed on:

Revised on:

Substitute Hires

Dec 2023

Teacher

LNAME	FNAME	Teacher
Seitz	Cristian	Teacher or Aide
DeCuir	Rachel	Teacher or Aide
DeShazer	Koahl	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
		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

12/6/2023