

AGENDA
Board of Trustees
Columbia Falls School District Six
Regular Board Meeting
Monday, April 15, 2024
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 March bills
 - b. Approval of Investment Reports
 - c. Student Activity Account Transfers – Pgs. 1-2
- 5. Public Participation**
 - a. Student Body Representative
- 6. Reports**
 - a. Written
 - Elementary Principals – Pgs. 3-8
 - High School Principal – Pgs. 9-12
 - Special Services Director – Pg. 13
 - Board Standing Committees – Pgs. 14-18
 - MTSBA Update – Barb Riley – Pg. 19
 - b. Verbal
 - Clerk / Business Manager – Pgs. 20-22
 - Superintendent – Cory Dziowgo
 - Board Chair
- 7. Action/Discussion Items:**
 - a. Staff / Student Presentations:
 - Bernadett Peoller-Korytko – Student Presentation
 - Emily Hackethorn – HS Choir Trip to NYC
 - Jeanette Price – HS Trip to Europe
 - b. Review of the Community Eligibility Provision Program participation.
 - c. High School roof RFP contractor selection. – Pgs. 23-37
 - d. Consideration of the recommended changes to Policy #3141 – *Discretionary Nonresident Student Attendance*. – Second and final reading. – Pgs. 38-41
 - e. Consideration of new Policy #2165 – *Early Literacy Targeted Intervention Programs* on first and final reading. – Pgs. 42
 - f. Consideration of the recommended changes to Policy#1240 – *Duties of Individual Trustees* on first and final reading. – Pg. 43
 - g. Consideration of the recommended changes to Policy #1420 – *School Board Meeting Procedure* on first of two readings. – Pgs. 44-46
 - h. Consideration of the recommended changes to Policy #2500 – *English Language Learner Program* on first and final reading. – Pg. 48
 - i. Consideration of the recommended changes to Policy #3110 – *Entrance, Placement and Transfer* on first and final reading. – Pgs. 49-51
 - j. Consideration of the recommended changes to Policy #3410 – *Student Health/Physical Screenings/Examinations* on first and final reading. – Pg. 52

- k. Consideration of the recommended changes to Policy #7008 – *Tuition* on first and final reading.-Pg. 53
- l. Consideration of the recommended changes to Policy #8110 – *Bus Routes and Schedules* on first and final reading. – Pgs. 54-56
- m. Consideration of the addition of Policy #8132 – *Activity Trips* on first and final reading. – Pg. 57
- n. Consideration of the Code Girls United Agreement. – Pgs. 58-61
- o. Approval to change the authorizing signer of the Glacier Bank Officials Account from Scott Gaiser to Josh Gibbs.
- p. Review and acceptance of the FY 2023 Audit report. – 62-64

8. Personnel

a. The superintendent has accepted the following resignations:

Melanie Burley	Paraeducator – Ruder Elementary – effective April 19, 2024
Elizabeth Wickhamshire	Speed/Language Pathologist – Ruder Elementary – effective January 29, 2024
Kathy Leduc	Special Education Teacher – Ruder Elementary – effective end of SY 23-24
Morgan Hargin	K-1 PE Teacher – Glacier Gateway – effective March 22, 2024
Ashley McCormick	Speech/Language Pathologist – Glacier Gateway – effective end of SY 23-24
Joel Landis	Fifth Grade Teacher – Glacier Gateway – end of SY 23-24
Debra Cox	Third Grade Teacher – Glacier Gateway – Retirement end of SY 23-24
Dave Kehr	PE/HE Teacher – Columbia Falls Junior High – Retirement end of SY 23-24
Katie Whisenand	Social Studies Teacher – Columbia Falls Junior High – end of SY 23-24
Nycole Teske	Custodian – effective April 15, 2024
Timothy Shay	Kitchen Helper/Lunch Delivery Truck Driver – effective June 6, 2024
Jimmy Paul	Bus Driver – effective April 15, 2024
Sarah Fuller	Custodian – effective April 23, 2024
Bridget Chiarito	Junior Class Advisor – CFHS – effective end of SY 23-24
Leigh Clausen	Library Paraeducator – CFHS – April 30, 2024
Jackson Schweikert	Head Football Coach – CFHS – end of SY 23-24
Zach Levitt	Freshman Girls Basketball Coach – end of SY 23-24

b. Consideration of the following hiring recommendations:

Ellie Green	Junior High Track Coach
Chris LePiane	Special Education Para – Elem/HS
Josh Gibbs	High School Principal

c. Consideration of the attached administrative hires: - Pg. 65

d. Executive Session to review sick leave bank request:

e. Board Reconvenes:

- Consideration of a certified teacher sick leave bank request

9. Miscellaneous and Future Planning:

April 16	Levy Presentation at HS – 6:00 PM
April 17	Health Insurance Committee – 4:00 PM
April 18	Levy Presentation at JH – 4:00 PM – Glacier Gateway – 5:30 PM
April 19	Ballots sent via USPS
April 23	Levy Presentation – HS – 7:00 PM
April 25	Levy Presentation – Canyon Elementary – 5:30 PM
May 7	Election
May 13	Regular Board Meeting – 6:00 PM – Re-organizational Meeting – 7:30 PM

10. Adjournment

**The next Regular Board Meeting will be held at 6:00 p.m.,
Monday, May 13, 2024, in the School District Six Board Room**

Budget Transfer Request

Board Approval Date _____
 Date Entered on Accounting System _____
 Business Office Use Only

Transfer From		Transfer To	
Account Number	Amount	Account Number	Amount
# 118	\$ 881	# 260	\$ 881
Total	881	Total	881

JUSTIFICATION

Pops + Pies Donations to the band program.
 This reflects the portion of those donations designated to the JH.

 Administrator Business Manager Superintendent

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
116	Peer Allies	49.50	129	Earn Learn	49.50
122	Community Prom	200.01	129	Earn Learn	200.01
261	J.H Wrestling	71.51	253	J.H. Pop	71.51
148	Concessions	3,367.89	134	Athletic Fundraising	3,367.89
125	Gate Receipts	14,274.92	134	Athletic Fundraising	14,274.92
165	MIAAA Treasury	242.52	134	Athletic Fundraising	242.52
350	G.G. Bikes Safety	1,293.70	348	G.G. Elem	1,293.70
365	G.G. Wildcat Basketball	156.81	348	G.G. Elem	156.81
341	G.G. Student Cards	2,304.55	348	G.G. Elem	2,304.55
261	J.H Wrestling	71.51	253	J.H. Pop	71.51
263	Giung Closet	1,065.65	253	J.H. Pop	1,065.65

School Board Report for April 2024
Glacier Gateway Elementary School

Students in grades 3-5 have completed the 4th window of the MAST Pilot. Students in 5th grade will complete Science State testing in May and grades K-5 will proctor the STAR benchmark testing.

Luc Swennson came to our school to present to 4th and 5th grade students about hope and never giving up. Masons of Columbia Falls came to GG and presented students with a beautiful bike for the Bikes for Books raffle contest. Students read at home during February and received a ticket for every 20 minutes they read. We drew tickets and presented bikes to one female and one male student per grade.



PTO will host our annual Art Night on April 18th. It is a fun evening. PTO will serve a nacho dinner and each classroom will have a showcase of art completed here at school. Families can complete a garden project that night. Family surveys will be available to provide feedback making GG the best school for students and supporting families in their child's educational journey.

Glacier Gateway wrapped up our afterschool tutoring program the week before spring break with our reading groups coming to an end and our art club finalizing several projects in the building.



Glacier Gateway received the Round Up for Safety grant to continue building the sensory rooms in our building. We are adding opportunities for students that include trampolines, spin bikes, and crossing the mid-line activities.

Summer Plans for building maintenance as well as learning are in motion as the final quarter is here. We hope to finalize some projects in the building and on the grounds and plan for a summer learning program.

April and May are always so busy wrapping up the school year, testing, and preparing for the next school year. We look forward to spring field trips and the opportunity for more learning

April Ruder Board Report

March Attendance: 91.49%

Year Attendance: 91.65%

Current Enrollment: 542

- Our 4th and 5th grade students participated in an Assembly with Luc Swennson. Luc spoke to the students about perseverance even when times are hard. He shared his story and his success that came through hard work and determination.
- Our 4th grade students learned about the internal organs of fish through a dissection activity with the Hooked on Fishing program. We are very thankful of this program and what it teaches the students. Students will have their last fishing field trip in June.
- Smile Montana came and did dental check-ups and sealants for all students. They have been coming for over 10 years. Local dentists offer their day off to do this for free for local schools.
- Our second grade students are going to be learning about Native American pottery. While learning about the Native culture they will be working with high school students to create their own pots.
- Students just completed their 4th round of MAST testing. The final tests will be administered beginning the week of April 22nd. The fifth grade SBAC assessment will be given during the week of May 6th.
- The second round of non-tenured evaluations have been completed.
- Students and teachers are looking forward to upcoming field trips and our annual field day. Our PTO is also sponsoring a color fun run as a fundraiser for our gym.





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 April Board Report Monday, April 15th

- The MTSS Team decided we needed a system to track students who are sent out of the classroom to refocus. We created a Google Form for teachers to fill out to gather data. The data will be reviewed each week and we will use it to provide behavior interventions to support students so they are successful in the classroom and modify behaviors when needed. We also worked on finalizing our updated behavioral flow chart. The chart outlines the process for dealing with disruptive behaviors as well as providing strategies to manage the classroom. We wanted to make sure everyone knows what behaviors are managed in the classroom versus the office and what happens when students violate expectations.
- LucLuc Swensson, CEO of the I Love This Life Foundation, presented to the junior high. Our kids listened to an 18 year old spread his message of hope, love, overcoming obstacles, dreaming big, and succeeding. It was inspiring!!! Students were hooked on every word! We want to thank Luc for sharing his story and the imagine, believe, achieve mission with CFJH!



- The junior high is going to be a part of the Run Wild 2024 5k/1 Mile Fun Run on Saturday, May 18th. Besides the running events, there will be food trucks, live music, yard games, and more! We are excited about this opportunity and fundraiser. Our Family and Consumer Science Program is in need of new stoves and microwaves to continue to provide a wonderful learning experience and valuable life skills. Please join us if you can to support FCS at the junior high as well as some other nonprofit organizations in our community. We hope to see you there!
- Our CFJH 7th & 8th Grade Jazz Band attended the Buddy DeFranco Jazz Festival in Missoula last month. They had a great time learning from professional musicians and connecting with other students from multiple schools. It was an awesome experience for our students to showcase their talents, enhance their skills, and watch a jazz concert. They did an excellent job representing our school! Thank you Mr. Caudill for providing this opportunity!



- The CFJH Geography Bee was held in March. Congratulations to our Champion 7th grader Riott Crump! 2nd place was Bentley Cady (8th) and 3rd place was Brayden Hull (8th). There were around 40 competitors and it was a tough competition. The categories ranged from Montana geography and Native Americans to international topics. Our students did great! Well done to our participants and winners!





- We are working on finishing teacher observations in the next couple of weeks. There have been many informal and formal observations completed over the last month. We have celebrated a lot of positive things happening in classrooms. Teachers have used feedback to improve their teaching, add to their toolbox, and learn new classroom management strategies. It has been great witnessing their growth and celebrating the great things teachers are doing!
- Planning for end of the year activities has started. We have a talent show, dance, and field day being planned so far. There will be a couple of guest speakers for school wide assemblies focusing on Native American Cultures. We feel there are many positive activities in the works to finish the last quarter.
- We have been working on scheduling and plans for next school year. The process of creating class schedules and course structure is a huge task.

CFJH March Enrollment

6th Gr. - 182

7th Gr. - 187

8th Gr. - 174

Total - 543

March Attendance Rates

6th Gr. - 88.94%

7th Gr. - 89.05%

8th Gr. - 89.37%

Overall - 89.11%



CFHS Board Report: April 15, 2024

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:

VISUAL ARTS: AIM HIGHER DESIGN

CONTEST – Exciting news! Madison Martin placed 6th in the Aim Higher Design Sticker Competition. Madison Martin won a \$500 scholarship!

29 APPLY FOR HAWKINS

SCHOLARSHIP – The Hawkins is a scholarship for graduating seniors of accredited high schools in Flathead Valley who are continuing their education. This can be at your 4 year university, community college, or trade program. Students must have a 2.5 or above to be eligible. Each student who applied received a \$2500 scholarship that is split between the first two semesters. This gives our students a grand total of \$65,000.

CHOIR PERFORMS AT NEW YORK

CITY'S CARNEGIE MUSIC HALL

– Choir program experienced New York City with our students and it was an incredible experience that is absolutely unmatched. We are very proud of all the efforts and the hard work leading up to their performance in Carnegie, and we hope to be able to offer this opportunity every few years to advanced vocal students.

CFHS IN EUROPE FOR

SPRING BREAK 2024

– Spanish and French students partnered together to take a tour in Europe, specifically Spain and France. Advisors, Mrs. Price, Mrs. Fernandez, and Mrs. Moran escorted several students partnered with a tour agency and another school from the Chicago area all throughout the trip. Here is a picture from Paris, France.





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HOMELESS LIAISON AND STUDENT/FAMILY ADVOCATE UPDATE – The following is an update on everything that Ms. Tamara is currently doing and connected to with students and families:

- May 7th - 9:15 and 1:15 Pat Goldhan will be here to give a presentation to students regarding seat belt safety. He was last here about 4 years ago. His presentation was well received by students and staff - students still talk about it today. CFHS assisted the Flathead Health Department to facilitate having him present at both Big Fork High School and Flathead High School as well.
- In partnership with Glacier Institute, the following educational adventure hikes will be provided to students.
 - April 16th - Day trip - Junior High and 5th grade students
 - April 30 - Day Trip - High School
 - May 1 - Day Trip - High School
 - May 13-14 - Overnight trip - up to 10 high school students.
 - Internship NHS student for the 24/25 school year - assisting with research and educational program development.
- Believe Blue
 - April 16th - Participate in a consortium meeting of Flathead Valley Schools. Students from Whitefish, Flathead, Glacier, and Big Fork will attend.
 - Students will present to the 9th graders on signs of suicide.
- 9th Graders
 - April 16th - Kyle a Montana State University Nursing student will present about the risks of distracted and chemical distracted driving.
 - May 22nd - In partnership with Flathead Valley Health Department, Nate Chute Foundation, Logan Health, Columbia Falls Police Department, Columbia Falls Fire Department, Two Bear, EMS, Sheriff and Highway patrol, we will host a safety day for Freshman to review everything they are learning this semester related to risky behavior.
- Student Council/ NHS
 - Putting on a Spring Fling Dance - Snackraiser for summer for students. We will partner together.
- NHS
 - Spring Clean Up- We will be partnering with several organizations throughout the semester to conduct clean-ups in the community.
- After-School Tutoring and Program
 - Mondays - We've had a consistent 6-8 students every monday with a max of about 12.
 - Thursdays - We have had a consistent 10 students every Thursday. They do crafts, play games, study, and socialize.

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.

Other Accomplishments:

PROFESSIONAL DEVELOPMENT – Staff are receiving professional development from Jimmy Casas, author of the award winning book, *Culturize*. The Department Leads met with him this



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last week and worked on ideas that continue building positive culture. Additionally, staff have been working on the Multi Tiered Systems of Support framework. This last month we set the foundation for how we get support when what we are doing with interventions in the classroom isn't working. We have developed a referral system and process where a school wide assistance team works with the classroom teachers in order to best support the whole child: academic, behavior, socio-emotional, attendance, and family engagement.

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 several areas within school culture. We have been working on increasing Positive Behavior Intervention Supports in our school. We have been reading the book, Culturize by Jimmy Casas. We have taken content from the book and delved into it in our monthly staff professional learning time. This has been very beneficial when helping develop a framework and common language when we discuss and work on positive school culture.

Strategic Goal #4: Family & Community Engagement

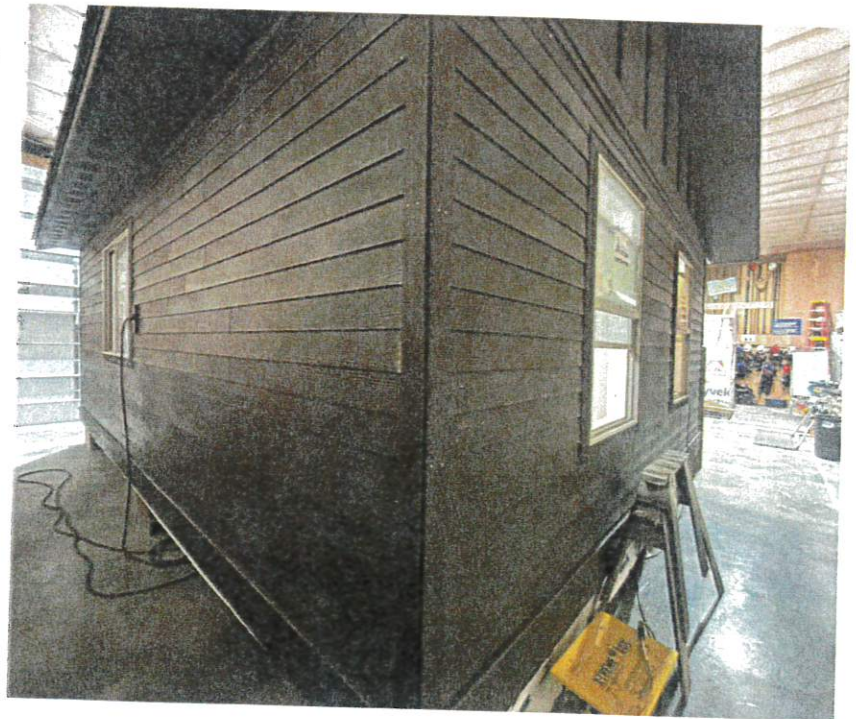
Internships, Externships, Job Shadows, and Job Site Visits – We are continually connecting our students with job experiences in which our students are interested in. One of the new externships is with the Park Service. Three students have applied to the new position created by the Park Service. All three students are in our Construction course. We recently had an open house in this class.

CONSTRUCTION CLASS OPEN

HOUSE — In our fifth year of teaming with the Park Service, check out these kids fabulous work so far! Check out this cabin being built for the Two Medicine campground, as well as a kiosk for entry into the park!

NEW COLLABORATION PROJECT WITH GLACIER NATIONAL PARK SERVICE – GLAC provides

bear-resistant food storage boxes for visitor use at its front-country campgrounds and trailheads, but the current number of boxes is inadequate to meet our needs. This project will fund the fabrication and installation of 15 bear boxes and provide for pre-installation compliance. The bear boxes will be fabricated by students in the Columbia Falls High School (CFHS) welding program.





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Strategic Goal #5: District Facilities Support & Enhance Learning

HIGH SCHOOL ROOF UPDATE – We are including many pictures from our current roof situation at the high school. Voters will be going to the polls on May 7th and we wanted to provide some visuals to help with voting. Currently, we have snow removal occurring any time there is two inches of snow or more. We have snow removal crews that support us with this. You will notice a railing on the top of the school.



Outside Tunnel on East Side of HS - For Snow Removal



Ceilings Removed in Several Classrooms and Roof Supports Built



Entire Hallway Ceiling Removed

More Classrooms with Open Ceilings



Safety Railing for Snow Removal on West Side of Main Building



Snow Cover for West Entryway of HS

Girls walking down Upstairs Hallway



SEE What's underneath the plastic?



Upstairs Computer Lab Classrooms

SPECIAL EDUCATION

SPECIAL SERVICES COLUMBIA FALLS SCHOOL DISTRICT #6

April 10, 2024 Board Report
Submitted by Michelle Swank, Director

Professional Development:

-Several SD6 Special Education staff members were able to attend the recent MCEC (Montana Council for Exceptional Children), April 3rd-5th. This conference provided a variety of workshop opportunities from experts around the State as well as updates from the OPI within Special Education State and Federal Regulations and talking points about overcoming the barriers staffing within Special Education. In addition to workshop trainings, this conference celebrated the neurodiversity of students, as well as acknowledged teachers within the profession of Special Education.

-Recent FERPA (Family Education Rights and Privacy Act) training was provided to Bus Drivers by Special Services Director

Students Receiving Special Education Services as of 4/4/2024

Grade breakdown % of students receiving special education services per grade level

Montana Identification rate: 13.4%

(Preschool count not included)

	GG	Ruder	CFJH	CFHS
K	20.7%	16.0%		
1	21.3%	15.2 %		
2	24.4%	17.1%		
3	20.3%	12.2%		
4	14.1%	16.8%		
5	20.2%	19.0%		
6			20.0%	
7			16.8%	
8			12.4%	
9				10.2%
10				10.1 %
11				10.5%
12				7.9%

Compared to over-all district enrollment:

Currently 16.3% of SD6 students are identified in receiving Special Education Services

Per Building Level:

Glacier Gateway: 19% students identified (excluding Developmental Pre-K students)

Ruder: 16.9% students identified

CHJH: 16.4% students identified

CFHS: 9.8% students identified

School Board Committee Reports

April

Advisory Committee

Date: 3/11/24 at 4 pm. Members Present: Jill Rocksund, Barb Riley, Cory Dziowgo, Jenny Lovering, Jenny Martin, Mary Burns, Leslie DiMaio, Brenda Krueger, Ted Miller and Jen Kenen

Recap:

- Lunch Balances: Policy Committee last week; discussion was had to leave the policy as is with hopes for Community Wide Eligibility for FY25 (four years); seeing a reduction in the negative lunch balances compared to previous years; removal of alternative meal language would only be for about a month; continued efforts to recoup negative lunch balances

Ruder

- Book Camp Week (First Grade): flashlights and guest readers
- Swimming lessons for third grade
- Mrs. R Kinder class sent away a book to have it published (part in April)
- Mrs. N presentation on upcoming Hungry Horse Dam
- Hooked on Fishing (Jeopardy Lesson)
- Dr. Suess week (dress up days)
- Mrs. C March Madness Picture Book bracket; voting on favorite; class completed bracket on predictions
- MAST testing next week for 3-5
- Great Brain and Science Fair; parent night followed
- Five Students to County Science Fair; 3 of 5 attained Grand Champion awards
- Catch Ya Card winners on Friday; prizes for students; enforcing of positive behaviors

Concerns/Questions

- Class Size Differences between Two Elementaries: Boundaries Changing/Enforced?
 - Enrollment differences; Housing development; Attempting to even out when busing students; Review at the end of the year
- Sick Bank: hoping to review the sick bank procedures and how to access;

Glacier Gateway

- 17 students for county science fair
- Quilt Speaks presentation Tuesday 3/12
- Art Grant (Club) presentation 3/14 3:30-4 pm
- Periodic Salon Days for nice haircuts; next one in April/May

Concerns

- MAST time allotments; time for student makeups
- GG Cleaning Protocols and Guidelines; building isn't getting cleaned;
- Negative Lunch balance question (scheduling of phone calls)

Junior High

- Singing Valentines with Choir kids
- 9 JH kids in Honors Choir Festival in Hamilton
- Bleed Blue Assembly: WoW; great message from athletes and student leaders; JH kids mesmerized by presentation; would like to see more activities like this with schools; Thanks to the HS staff for giving up that day;
- CFHS play was amazing (Bye, Bye Birdie); kids shining in places they couldn't before

School Board Committee Reports

- Spelling Bee winner won the county spelling bee; earned 14 in the state (out of 40)
- Special Olympics Winter Season completed; Beginning spring season
- Thank you to the PD committee for allowing for teachers to attend conferences; teachers implementing their new learning in their classrooms;
- Legal language session for the MAST testing; learned and provided insights to process

Concerns

- Information on why the lunch deficits have gotten to where they are now
- School Ventilation: still no air movement in areas of JH; rooms are running hot and stuffy
 - Putting in AVAs above classrooms; experiencing issues while placing;
- Budget Deficit: "We're not okay."
 - Has the Board provided guidance to the superintendent for the budget situation?
 - Feels like we are targeted (CFJH); Naming that we are cutting positions
 - Recognize that the cuts do have an impact
 - Negative implications on shifting the number of periods on the master schedule

High School

-

Concerns

- Quality of School Lunches; staff member still hungry after eating lunch
- Low Morale; applying elsewhere; feels top down; plans for retention and application;

Insurance Committee

Meeting: 3/20/24

Barb Riley-Zoom, Heather Mumby-Zoom, Cory Dziowgo

Sara Childers, Emiie Erler, Samantha Jones, Emily McCaffree

Dustin Zuffelato, Mikie Kimmet, Jacquelyn Gomes

Absent: Becky Bates, Jill Rocksund

Statewide Health Insurance - Barb Riley provided an update concerning the various Committees she serves on that are working to devise the new statewide health insurance program. Currently working on the Board composition. 13 Members. Primarily served by AA School members. There are still no details of the plan including if it is going to be a community plan or each District must elect the entire program.

Champions Pride Insurance Company: Jac and Dustin met with representatives on 3/14. The District is providing data for the company to remit a quote. It appears they will provide a level funded plan option as well as stop loss.

Claims Data: July 1, 2023 - February 29, 2024. Actual Paid Claims are 92% of expected. The Plan is funded to 105%. Based on this trend, it appears that plan reserves will increase slightly as of the end of the current plan year. The Plan has experienced numerous specific stop loss claims. Claims paid by Stop Loss Carrier = \$377K. 4 members have exceeded the \$135K threshold including the member with a laser of \$200K.

Plan Year 2025 Renewal:

Jac presented some preliminary renewal information. Current stop loss premium is expected to increase 17%. Jac obtained a quote from BlueCross. PacificSource declined to provide a quote as they would not be competitive based on the District's current contract with Logan Health exceeds the discounts they are able to reap. The Blue Cross quote would yield savings as well as provide superior case management. The

School Board Committee Reports

Committee discussed making a dramatic move to Blue Cross next year. This would necessitate leaving the current TPA EBMS. There would be a lot of disruption to plan members and administration. Considering the pending statewide health insurance trust being an option in two years, the Committee consensus was to stay put for the next year to avoid potentially making a change and then perhaps a subsequent change the following year to the State plan. Jac reviewed the responses to the Request for Proposals solicited for Referenced Based Pricing partners. The District is currently utilizing ELAP. To change RBP partners would require a change to TPA as EBMS and ELAP are partners. The fee for ELAP services is 12% of billed charge. The repricing mechanism is 12% over cost or 125% over Medicare allowable. The proposal from ClaimDoc was a 10% fee and the repricing contract was 125% of Medicare. The proposal from Six Degrees was a PEPM fee with a softer approach of 140% of Medicare. The consensus is the RBP vendors are very similar and would yield similar financial outcomes. No need to change from ELAP at this time. In summary, the consensus was to continue to work with Sun Life and obtain renewal quotes that would reduce the fixed costs including options to laser specific members. Using plan reserves to fund the laser was deemed an effective use of reserves and would lower the fixed cost and overall rate structure for employees.

Next Meeting - April 17th.

Finance Committee

Date: April 1, 2024 Time: 4 pm Location: District Board Room

Committee of the Whole

1. Reminder of FY25 Outlook

- a. Building Reserve Levy - to remove and replace the high school roof.
 - i. \$1,375,000/year for Two Years (20.53 mills)
 1. \$2,750,000 over the two years then it 'falls off the books'
- b. Operational Levies
 - i. Elementary District: \$430,667 (7.45 mills)
 1. Still a deficit if levy passes
 - ii. High School District: \$157,462 (2.35 mills)
 1. Passage would allow for a balanced budget

c. Budget Authority Recap

2. Finance Committee Presentation

- a. Review of District Priorities
 - i. Accreditation Standards
 1. Increase Class Sizes
 2. Accreditation Maximums
 3. Reduce Class Offerings
 - ii. Go back to "pre-Covid" staff
 - iii. Sports and Extracurriculars
 1. Look at recently added
 2. Travel reductions
 - iv. Negotiations

School Board Committee Reports

- b. What happens if the levies do not pass?
- c. Stakeholder Input into Situation
 - i. High School Tours/Information Table - April 16 during parent/teacher conferences.
 - ii. Junior High Information Table - April 18 during parent/teacher conferences and April 23 during their Student Showcase.
 - iii. Glacier Gateway Information Table - April 18 during their Art Walk.
 - iv. Ruder Elementary Information Table - ?

3. Future Planning

- a. Policy Meeting - April 8, 2024
- b. Board Meeting - April 15, 2024

Policy Committee

Date: April 8, 2024 Time: 5 pm

Location: Conference Room

Attendees: Cory Dziwogo, Jill Rocksund, Keri Hill, Wayne Jacobsmeyer, Marie Birky

The following policies will be addressed:

Policy 3141 – Out-of-District Student Enrollment – This is a second glance of a previously addressed policy reflecting the changes the board recommended at the March 11 Regular Board Meeting.

New Policy #2165 – Early Literacy Targeted Intervention Programs – This policy is only required if a district is intending to provide early literacy programs. Under HB 352 (now MCA §20-7-1801 –§ 20-7-1804), a district can but is not required to offer an early literacy intervention program. There are three types of programs that can be offered – a district can offer any or all of the three options if it chooses to offer early literacy programs. These are: classroom-based programs for four-year olds that can either be part-time or full-time (if full-time, students have to be permitted to enroll part-time); a home-based program approved by the Board of Public Ed; or a jumpstart program over the summer for incoming kindergarteners through incoming 3rd graders. Only “eligible” children can participate in these programs if offered – eligible children are those evaluated to be below trajectory for 3rd grade reading proficiency for the child’s age or grade level.” The evaluation can only be done at the request of the parent/guardian and must be done in accordance with methodology approved by the Board of Public Education (which is still in process). The evaluations are to be administered in April, May, or June to any child (at the request and consent of the parent/guardian) who will be 4 years old or older on or before the following September 10th and who has not yet entered 3rd grade.

Policy #1240 – Duties of Individual Trustees – This policy revision is required only for first-class districts. This policy is being revised to reflect that trustees in a first class district only may share the responsibility for visitation of each school within a district.

Policy #1420 – School Board Meeting Procedure – This policy is being revised to reflect the changes from HB 890 (which revised MCA § 2-3-214).

Under MCA §2-3-214, the board must make a video and audio recording for a public meeting over which the board “has supervision, control, jurisdiction, or advisory power” at a public meeting that is publicly noticed as required by law. This recording must be provided through a link on the district website or social media page (if

School Board Committee Reports

there is no district website) within 5 business days of the board meeting and must be maintained online for 1 year. It is not the official record of the meeting unless designated by the board as the official record (which is not recommended).

If there was a technological issue that prevented the recording of the meeting or ability to provide a link, there has to be a notice of this failure placed in the same place that public notices for meetings are located as well as where the meeting recording links are located with the reasons for the failure and efforts to avoid the failure in the future.

Policy #2500 – *English Language Learner Program* – This policy has been updated to reflect the term “English Language Learners” rather than “Limited English Proficiency” and the adoption of the administrative rule ARM 10.55.806.

Policy 3110 – *Entrance, Placement and Transfer* – This policy is updated to reflect the language for HS 352 if a district is going to offer early literacy programs (the revised language is not required if a district is not going to offer early literacy programs). The language is also updated to reflect language from HB 715 clarifying that notarization of a religious exemption affidavits for immunization forms is not required. The policy referenced are updated to include Policy 2165 – this should only be included if a district is adopting Policy 2165 as explained above. The legal references are also updated to reflect the statutory references to early literacy programs.

Policy 3410 – *Student Health/Physical Screenings/Examinations* – The legal references to this policy have been updated to include a reference to MCA § 40-6-701, which requires parental consent for “all physical and mental health care decisions for the child” and a parental opt-out for “any personal analysis, evaluation, survey, or data collection by a school district that would capture data for inclusion in the statewide data system except data that is necessary and essential for establish a student’s education record.”

Policy #7008 – *Tuition* – This policy was revised to reflect the changes to out-of-district enrollment requirements. This was on the list of MTSBA deletions.

Policy #8110 - *Bus Routes and Schedules* – This policy is updated to reflect the language regarding safety distances for oncoming motorists and the need for the board to approve stops where students will cross a roadway. Updates were also made to the legal references.

Policy #8132 – *Activity Trips* – This policy is updated to reflect language allowing the use of other vehicles under the law for activities.

MTSBA Director Report
April 10, 2024

The MTSBA Board of Directors met on March 20-22, 2024 for their annual strategic planning work. The board and staff reviewed several areas of the current plan, amending it to bring it in alignment with changes that have occurred, and putting a focus on the member's survey input that will drive staff planning.

The next board meeting will be scheduled in conjunction with the Annual Membership Meeting, which will be held in Helena on June 5-7, 2024. The Board will meet on the 5th, the annual meeting is on the 6th and then the Leadership Conference on the 7th.

The Design Team for the Statewide Health Insurance Trust has had 3 meetings since the last report. The Design Team is made of up 16 representatives, collectively representing all size districts, and cross-section of regions from around the state. There are approximately 10 'ex-officio' consultants/support people that participate in the meetings. These ex-officio people are more 'resource' people that help with questions, etc.

A major update this week was the hiring of a Chief Strategy Officer, John Doran, who will be the 'boots on the ground' for the Design Team to keep progress moving ahead. Mr. Doran starts on May 1st and is currently contracted for 15-18 months until we implement the new trust.

With Mr. Doran's assistance, the Design Team will begin the hard work of deciding what the trust can offer. The goal is to have a general concept before the end of this school year (June 2024).

To date, we've had 4 zoom meetings, and the next meeting is planned for 'in-person' in Helena in the next few weeks, date TBD. The Design Team is also breaking out into sub-committees to take on specific tasks. At this time, sub-committees identified include Governance, Membership Agreement, and Communications. There could be more as the process unfolds.

DISCLAIMER: This report represents my interpretation of the process and status of activities based on my role as an individual who has worked with public schools and legislative processes for nearly 40 years, and not in my official capacity as a Director on the MTSBA board. MTSBA is a 501c(3) organization and does not and cannot engage in any partisan activities nor create the perception of such.

TO: Board of Trustees
FROM: Dustin Zuffelato, Business Manager/Clerk
DATE: April 11, 2024
RE: Business Office Report for the April 15, 2024 Regular Meeting

FY 2023 Financial Statements/Audit

Financial Highlights: During FY 2023, the District levied \$10,634,362 in local property taxes and collected \$10,753,584 representing more tax revenue than levied during FY 2023. The collection of more than levied property taxes has provided ample operating reserves at fiscal year-end 2023. Federal revenues of \$3,884,994 decreased \$1,827,486 or 32% as compared to FY 2022. The USDA School Nutrition Program revenue decreased \$678,146 as a result of lowering per meal reimbursement rates to pre pandemic levels. Fees collected from students for meals increased \$237,753 or 200% as the free meal to all program ceased on FY23. The District spent \$1,129,926 less related to the ESSER coronavirus funding in FY 2023 as compared to FY 2022.

The change in net position is important because it tells the reader if the financial position of the school district as a whole has improved or diminished. The change to net position was an increase of \$2,561,176. The District relies on state funding and federal funding for 54% and local property taxes for 46% of its governmental activities. The District had total revenues of \$32,381,165, which decreased \$596,624 or 1.81% from the prior year. Construction in Progress representing the K-8 Facility Bond Project as well as the HS HVAC Project was \$42,868,104 as of 6/30/2023. This will be reclassified in FY 2024 as the K-8 Facility projects were completed. State Medicaid reimbursements decreased \$371,126 or 54% based on reimbursement rates reduced to the pre pandemic levels. The District received \$122,208 through the federal USAC Erate Program to replace our wireless access points and switches. Investment earning increased \$247,293 or 335% to reflect higher interest rates.

The District conducted an exit conference with the auditor on March 8, 2024, which is summarized herein. The District received an unmodified opinion for the financial statements. The audit tested federal compliance with the ESSER funds and Title I as the major program. The District received an unmodified opinion on compliance.

Logan Health – Behavioral Health Agreement:

As you recall, in 2022, the Medicaid CSCT Program was revised by the State and no longer financially viable for the District to be able to comply with the new state matching funds requirements. The District executed an agreement in 2022 with Logan Health Behavioral Health in which they utilize our space within each of our schools to provide mental health counseling services to our students. Essentially, they moved from the Medicaid program to an outpatient clinical program similar to the school-based health clinic. The District receives services as well as facility use rental lease revenue of approximately \$10,000 per year. Logan Health recently revised the agreement which reflected the fact they no longer use the High School for these services and the space was changed at the new Glacier Gateway school. Finally, the per square foot lease rate was increased.

School District Election:

Trustee Election:

TJ Middlesworth withdrew his candidacy on April 4th.

The District will NOT be conducting a contested Trustee Election. For the first time after seven (7) consecutive contested elections, the District cancelled the Trustee Election and will elect the following candidates by Acclamation:

Amanda Pacheco

Jill Rocksund

Ballots will be mailed out on Friday April 19th.

The number of ACTIVE registered voters decreased significantly as the County recently verified addresses. The District will be sending out **8,875 ballots** as compared to 10,020 in 2023.

The election will be conducted on May 7, 2024.

Food Service Program

The preliminary calculations related to the Community Eligibility Provision (CEP) Program were recently adjusted. Specifically reviewing the meal revenue collected from the students not eligible for free/reduced meals. Last school year the District served 29,840 breakfast meals and 71,467 lunch meals to students who paid either \$2 for breakfast or \$3.50 for lunch. Total revenue was \$309,814. This revenue is eliminated if the District elects to participate in the CEP program. The District would receive a full meal reimbursement from the USDA for 66% of the meals served. The District would only receive \$.48 (paid rate) per meal for the remaining 34% of meals served. In summary, the revenue for breakfast meals would decrease a projected \$57,508 and lunch would decrease \$194,424. In order to truly break-even, the District would need at least 60% of its students being directly certified as eligible for free/reduced meals. Currently, the District is 41% directly certified eligible. Alternatively, if participation in the program increased 35%, the CEP program could pencil out. Note that during FY 2022 when all meals were free, the number of meals served (participation) did increase about 20%. Currently about 35% of students eat a school lunch meal. If we could get that closer to 65%, the program could pencil out. Perhaps some better menu options, coupled with everyone being free would get us to this level.

Code Girls United - Agreement

The District was contacted by Code Girls United regarding operating an after school program and utilizing Century 21 Federal Programs funding. Specifically, an after-school computer programming workshop to students grades 4-8. 10-15 students will be participating at each of the K-8 buildings (Glacier Gateway Elementary, Ruder Elementary, and the Junior High). As a requirement of this 3rd party non profit obtaining these federal funds, the District is required to collaborate and cooperate. The entity should meet regularly with school day teachers to help students meet state and local academic standards. The District will provide Code Girls United access to our buildings and student level data. The School Principals are to meet with this entity quarterly to review and champion the program.

High School Roof Project- Contractor Proposals

You recall the District solicited proposals to replace the roof at the High School. The RFP deadline was April 1. The Engineer's estimate was \$2,446,211. The District set our levy amount at \$2,750,000 to cover the following expenses:

- Engineering \$75,000
- Board of Investments Loan Issuance Costs \$27,500
- Interest - 2 Years 6% per annum \$200,000

The proposed price in the RFP response form from Swank was \$2,750,000. The project schedule was the other issue that the District needed clarity. The RFP response took exception with the schedule outlined in the RFP, specifically start date as May 14, 2024; construction commencement of June 7, 2024; and substantial completion of September 30, 2024. The District met with representatives from Swank Enterprises and Jackola Engineering on 4/4 to discuss the price and schedule to obtain clarification prior to presenting the proposal to you all.

If Swank commences as soon as the District canvasses the votes for the election (May 13th), they will have **16 weeks** prior to the first day of school (Sept 3 2024). The project is planned to take 20 weeks (for full completion) if there are zero rain delays. The District is confident that completion can occur in September-October with limited disruption to the students. Furthermore, the District has applied for an extension of the period of availability of ESSER funds beyond September 30th.

Jackola Engineering is working to reduce the proposed bid price. Light fixtures, structural bracing, ceiling, and paint will be reviewed to determine if the specifications could change to reduce material and labor.

We discussed a contingency plan option if the levy fails. Specifically, using the remaining ESSER funds for the roof project and determine how much this would provide towards completion of both the roof project and the HVAC project. Perhaps half of the roof could be replaced?

You recall the District solicited proposals to move the existing Fiber network cabling from the roof to the basement. This project is slated to be completed prior to the last day of school in June to clear the way for the roof construction this summer. The project was bid through the ERATE program whereas the District receives a 70% discount with the remaining funded by a federal program. The project was split between two categories (1) Fiber run inside the building from the new demarc in the basement to the second floor MDF (2) Fiber run from the existing WAN on the roof to the basement. Communication Resources out of Missoula bid on the Category 1 project and Unite Private Network bid on the Category 2 project. Total cost for both projects is \$25,553 - 21 - strict cost will be (30%) \$7,666.

Monthly Insurance Claim Summary:

Paid Claims MARCH, 2024

Medical Plan paid claims	\$ 157,296
Specific Stop Loss	\$ 60,332

Monthly medical expected claims based on an enrollment of 232 Plan participants
(71 singles/161 families): \$ 246,384
Plan claim liability as a percentage of expected claims: 63.84 %

Paid Claim summary plan year-to-date (July 1, 2023 through March 31, 2024):

	<u>Actual</u>	<u>Expected</u>	<u>Percentage</u>
Medical Plan paid claims	\$ 1,927,000	\$ 2,177,607	88 %
Specific Stop Loss	\$ 437,907		
Aggregating Specific Deductible	\$ 100,000		
Not Covered – Laser	\$ 65,000		



SWANK ENTERPRISES

PROPOSAL FOR COLUMBIA FALLS HIGH SCHOOL
ROOF REPAIR

**COLUMBIA FALLS
SCHOOL DISTRICT #6**

04.01.2024

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2. BASE PRICE

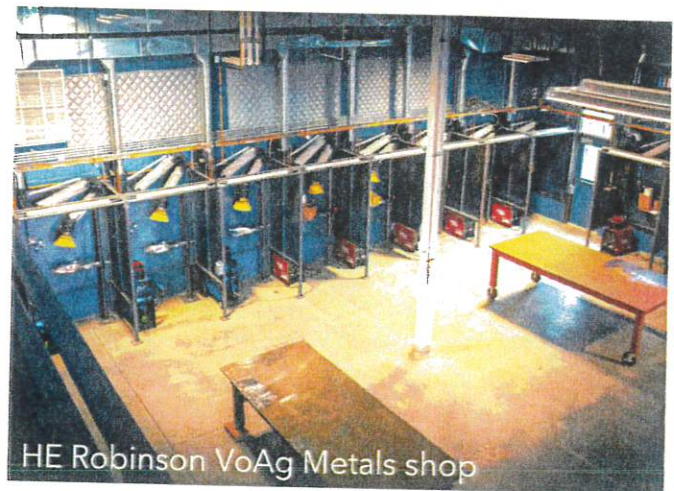


Please see included RFP Response Form for base price for roofing project based on the specifications.

Superintendent Monte Moultray leading a Ruder School student tour.



Flathead HS, New Science Classroom



HE Robinson VoAg Metals shop

3. K-12 EXPERIENCE & PAST PERFORMANCE

DEMONSTRATE EXPERIENCE AND CAPACITY

Glacier Gateway Elementary School

Swank recently completed a \$22m, new school facility for Columbia Falls School District. This new school was built adjacent to the existing school, allowing students to occupy the newly completed school and then demolish the old school. Bus routes, and drop-off/ pick-up areas were successfully rerouted to enable construction, allowing the students uninterrupted learning throughout construction.

Glacier Gateway is a remarkable 110,000sf new elementary school, including a new central kitchen for all the schools in the district. It also features multi use spaces, gymnasium, classrooms, student collaboration spaces, classrooms, offices and secure entries, encompassing efficient, sustainable systems for the long term life of the facility.

This project was a hard bid project, which demonstrates that Swank has the ability to provide exceptional preconstruction collaboration on our GC/CM projects, and are able to maintain competitive pricing.

This project was part of a larger school bond project, including several other school projects within the district.



A. Owner and Contact Information

Dave Wick—Previous Superintendent
Columbia Falls School District
Tel: 406 253-8170

B. Description of Roofing project

Elementary School, Complete new school facility, with two separate roofing types; The barrel roof is a combination Wood/steel roof truss system, and the remainder of the facility is a structural steel roof truss system. Roofing is a TPO membrane.

C. Contract type

Design-Bid-Build, K-12

D. Original and final contract amount

Original—\$22,197,000
Final—\$22,639,892

E. Project time frame and completion date

14 Months, completed June 2023

Project Team:

Grant Kerley—Project Manager
Monte Moultray—Superintendent

Roof Truss Type:

Metal Roof Trusses

Roof Membrane System:

TPO Membrane

3. K-12 EXPERIENCE & PAST PERFORMANCE

DEMONSTRATE EXPERIENCE AND CAPACITY

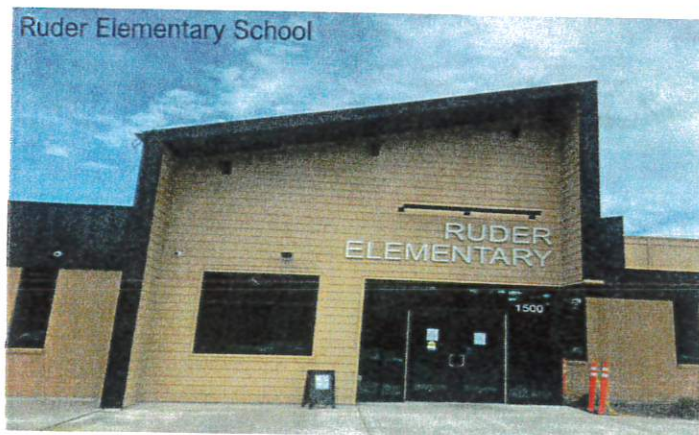
Ruder Elementary School

Swank was selected as the GC/CM to work with LPW to expand and update Ruder Elementary in Columbia Falls.

Phase 1 included new classrooms as well as a new cafeteria and stage for student performances. Phase 2 saw extensive HVAC heating and cooling system upgrades for the existing portion of the school, which also added scope to the original project and was completed concurrently with the construction of the new Glacier Gateway School.

This remodel project was performed during active school hours with minimal student displacement and disruption.

The Swank team completed and the entire Columbia Falls school bond project, including elementary school renovation, middle school secure entry, and a new, ground up elementary school on time and under budget. This savings freed up funding to enable other needs within the district, including paving, HVAC upgrades to the High School, and athletic field upgrades.



A. Owner and Contact Information

Dustin Zuffelatto -Business Manager
Columbia Falls School District
Tel: 406 892-6550

B. Description of Roofing project

Elementary School, renovation and addition. The new addition is wood framed including wood truss system. The renovation portion is also wood system. The roofing material used is TPO membrane.

C. Contract type

Public GC/CM, K-12

D. Original and final contract amount

Original—\$12,252,954
Final—\$12,333,018

E. Project time frame and completion date

21 Months, March, 2022

Project Team:

Grant Kerley—Project Manager
Monte Moultray—Superintendent

Roof Truss Type:

Wood Roof Truss System

Roof Membrane System:

TPO Membrane

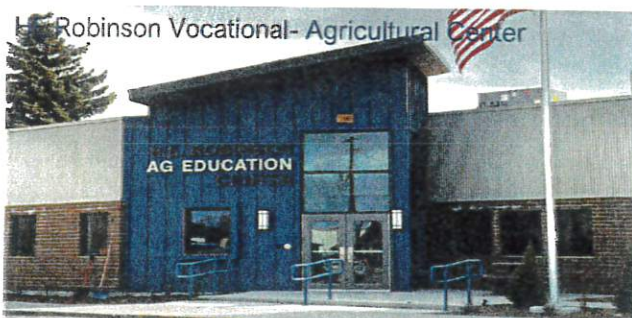
3. K-12 EXPERIENCE & PAST PERFORMANCE

DEMONSTRATE EXPERIENCE AND CAPACITY

H.E. Robinson Vocational—Agricultural Center

Swank recently completed an addition/renovation for the VoAg center. Due to student schedules and the invasive nature of the project, Swank pre-fabricated as much of the materials and systems as possible, and installed them outside of school hours. Similar to Polson plans, this project included a new secure entry and required re-routing of existing bus routes and student logistics. As a result of extensive preconstruction planning, **the project was completed 4 months ahead of schedule, on budget**, and greatly minimized student learning disruption throughout the project.

“There is no other construction company I would recommend to build, manage, and supervise a project, other than Swank. As the senior agriculture teacher, this is my fifth building project that I have been directly involved with for school district #5 in my 18 years of service, I have also been involved with the construction profession for 28 years and I can say with out a doubt the Swank construction team is the absolute best at what they do.” -Brian Bay, Agricultural Teacher, Kalispell SD#5 (406)751-3950



A. Owner and Contact Information

Brian Bay—Senior Vo-Ag Instructor
Kalispell School District
Tel: 406 751-3950

B. Description of Roofing project

Renovation and expansion project.
Wood roof system in the existing facility, and in the new addition.

C. Contract type

Public GC/CM, K-12

D. Original and final contract amount

Original—\$3,998,000
Final—\$4,111,781

E. Project time frame and completion date

16 Months, completed April 2020,
Project Completed 4 Months ahead of Schedule

Project Team:

Jason Dwight—Project Manager
Monte Moultray—Superintendent

Roof Truss Type:

Wood Roof Truss System

Roof Membrane System:

TPO Membrane

3. K-12 EXPERIENCE & PAST PERFORMANCE

DEMONSTRATE EXPERIENCE AND CAPACITY

Somers Middle School

Swank was selected as the GC/CM for the new Somers Middle School Bond Project, teaming with LPW to construct the new school facility. This project was completed on schedule and budget, all while overcoming unforeseen challenges of soil stability.

Swank diligently collaborated with LPW to determine a solution for the new soil challenges. Our collaboration created a solution that provided a better end result for the school district and taxpayers, and Swank honored the original GMP, providing the district pricing security.

"When our project seemed to be going off the rails because soil sampling indicated we could not build where we had planned, Swank immediately went into problem-solving mode and worked with us and the architect to develop an alternative plan, while pledging to complete the project on the original timeline and budget despite the challenges. Amazingly, the new plan that was developed with Swank's input was better than the original. The new design is much cleaner and more efficient, and we completed on schedule and on budget despite that set back. I Highly Recommend Swank Enterprises for your Project"- Joe Price, Superintendent, Somers School District #29



A. Owner and Contact Information

Rose McIntyre—Principal
Somers School District
Tel: 406 857-3301

B. Description of Roofing project

Middle School, Complete new school facility, with two separate roofing types; The entry area is a Wood truss system, with metal roofing. This drains onto the TPO roofing membrane supported by a steel truss system.

C. Contract type

Public GC/CM, K-12

D. Original and final contract amount

Original—\$14,380,428
Final—\$14,567,302

E. Project time frame and completion date

20 Months, completed Nov 2021

Project Team:

Grant Kerley—Project Manger
Duke Goss—Superintendent

Roof Truss Type:

Primarily Steel Roof Truss system

Roof Membrane System:

TPO Membrane

3. K-12 EXPERIENCE & PAST PERFORMANCE

a) DEMONSTRATE EXPERIENCE AND CAPACITY

Flathead High School

The Flathead High School Expansion project added a 48,000sf CMU and steel frame building. Preconstruction initially focused on maximizing useable classroom space and determining how to best tie into the existing structure.

The new structure was to be tied into the existing structure on three sides. However, the existing building, and the new building required a 10-inch gap to allow for seismic shifting and fire protection, which created unique challenges. Despite the challenging and tight site conditions, paired with the unique structural requirements, the Swank team completed the project on time and \$900k under budget. This savings allowed the district to increase project scope—adding lockers and renovating science rooms.

"I would like to take this opportunity to offer my enthusiastic support for Swank Enterprises as they pursue the General Contractor/ Construction Manager position with your school district. Their level of professionalism is exceptional. Swank is committed to high standards of performance and it shows in all facets of the construction project. They recognize and define problems, analyze relevant information, encourage alternative solutions and offer plans to solve problems.

-Callie Langohr, Assistant Superintendent,
Kalispell School District

A. Owner and Contact Information

Brice Wilson—Assistant Principal
Flathead High School
Tel: 406 751-3500

B. Description of Roofing project

Major expansion and project with tie in and renovation to existing facility. The new roof structure is a steel truss system and TPO membrane.

C. Contract type

Public GC/CM, K-12

D. Original and final contract amount

Original—\$10,969,665
Final—\$9,926,000

E. Project time frame and completion date

15 Months, August 2019

Project Team:

Grant Kerley—Project Manager
Stan Deblauw—Superintendent
Monte Moultray—Superintendent

Roof Truss Type:

Steel Roof Truss system

Roof Membrane System:

TPO Membrane

4. PROPOSED PROJECT SCHEDULE

APPROACH TO ACHIEVING SCHEDULE

Meeting the schedule takes different efforts at each stage in the project. Our process at each of 4 key stages will ensure that the project is completed in a timely manner and your students move in as soon as possible.

01

PRECONSTRUCTION PHASE

From award to pre-bid phase, we work with the team to develop the schedule, including contingencies for typical weather, traffic, and market restrictions.

We will identify any early product deliveries required as well as adding important project milestones to define the Critical Path of the project schedule. Early planning helps procurement, submittals, delivery and construction to flow smoothly.

02

PRE-BID PHASE

Near the end of preconstruction, with input from the main subcontractors we will refine the conceptual schedule. The final schedule will be included in bid documents. This ensures subcontractor buy-in prior to bidding.

03

GMP/START OF CONSTRUCTION

This date is the most critical component of scheduling and will determine the master schedule for the remainder of the project.

Defined activities are sequenced with predecessor and successor activities which will identify the critical path needing to be followed to deliver the project on time.

04

CONSTRUCTION PHASE

The Critical Path Schedule is used as a basis for planning and evaluation. At each construction progress meeting we will review and update the schedule to ensure that the project stays on track.

Careful scheduling helps all subs be prepared and have the needed material on-site. With diligent attention to the schedule, concerns looking forward are resolved before they can affect the critical path.

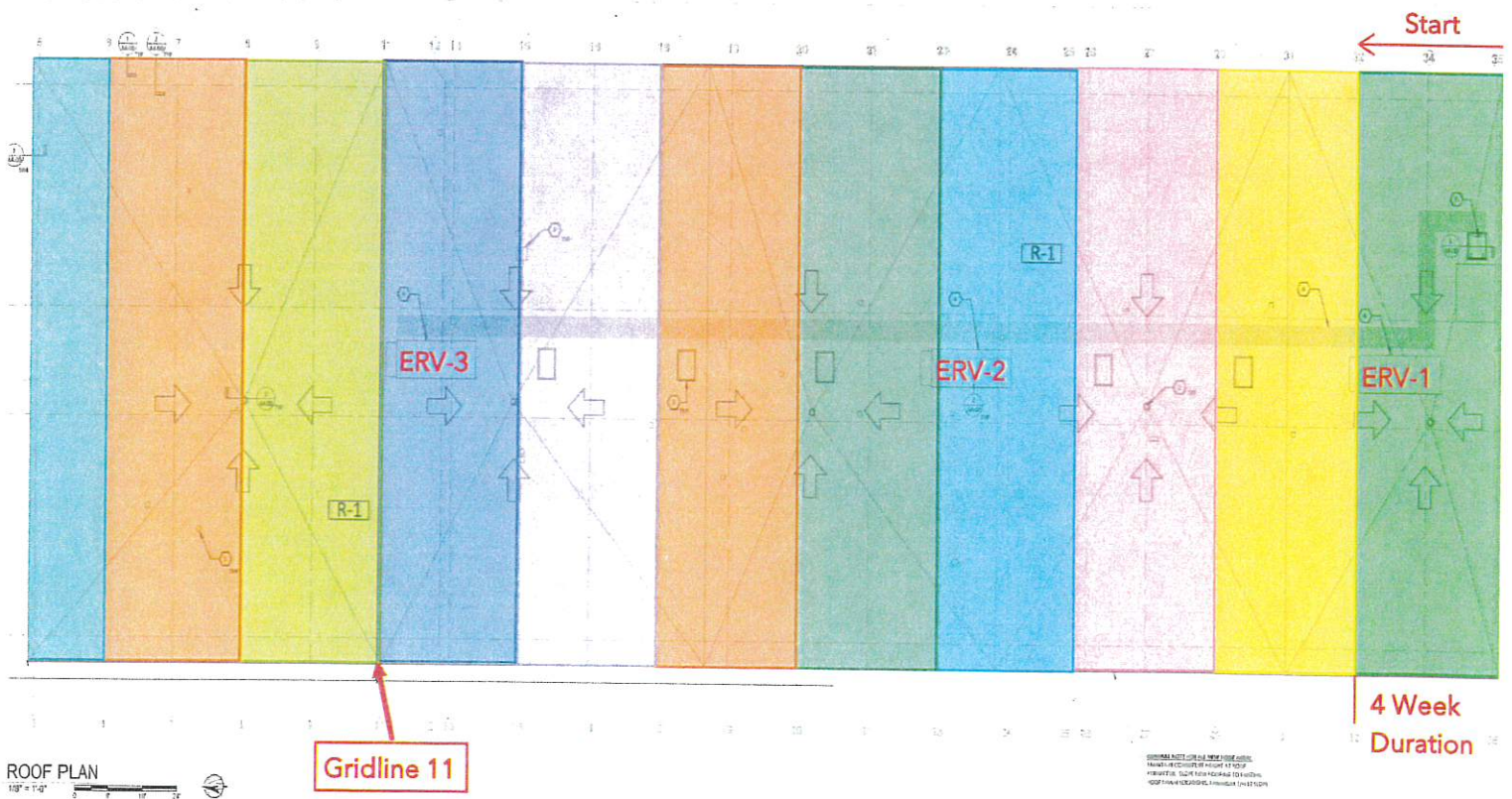
4. PROPOSED PROJECT SCHEDULE

With this type of project the weather is going to dictate the schedule. The work must be done in small sections to help protect the existing interior finishes. When it is raining work will have to stop. We have declined to include a proposed schedule, as it would assume no weather delays, which is not realistic in the Flathead Valley.

Our approach would be to start on the South end and work to the north in 24' sections the full width of the building. The goal would be to complete all the structural work prior to school starting and the HVAC upgrade by the end of September. However, this is weather dependent, if the weather does not allow this to happen another option would be to stop at gridline 11.

When the project reaches gridline 11, the HVAC upgrade can be completed. If weather causes a seasonal stoppage, When work on the structure resumes the following season there will be very minimal work required on three sections of duct, and this will occur at no additional cost to the Columbia Falls School District.

A second option is to shift ERV-3 further to the south to help ensure that roof work stops at the end of August. Furthermore, drywall will be installed on the ceiling to cover the areas where temporary shoring will remain. This will satisfy the City's concerns with fire danger.



4. PROPOSED PROJECT STAFFING

Swank anticipates putting a full crew on this project to ensure we achieve the schedule Milestones. Our crew is comprised of a project superintendent, a project foreman, 2 carpenters, and 2 laborers. Swank has substantial resources throughout the valley, and have the ability to supplement this crew should the need arise.

**SENIOR PROJECT
MANAGER,
MAIN CONTACT**

GRANT KERLEY
(406) 755-5411

grant@swankenterprises.com



We anticipate utilizing a roofing subcontractor to install the TPO membrane, a demolition specialist, ironworkers, mechanical, electrical, plumbing, painting and ceiling subcontractors.

5. SWANK HISTORY WITH DISTRICT

Swank Enterprises is very familiar working in Columbia Falls, and with Columbia Falls School District. Swank completed the building construction and renovation work for the recent school bond project, HVAC project, and performing the initial emergency roof stabilization project for Columbia Falls High School.

We are familiar with the roof project and outlined the suggested work flow to coordinate the Roof Project with the Classroom Ventilation Project. In addition to the emergency stabilization, Swank conducted the initial investigation into the High School roof system, and we are very familiar with the HVAC system.

Our team has developed an excellent working relationship with SD #6 employees. We are excited about the opportunity to again work with Columbia Falls School District to create a transparent, successful, project for the District and community.

PREVIOUS PROJECTS WITH THE DISTRICT:

- HVAC Upgrade Project
- High School Roof, Emergency Stabilization
- Glacier Gateway, new school
- Ruder School, expansion and renovation
- Columbia Falls School District offices, renovation
- Columbia Falls Junior High School, new school
- Columbia Falls High School, renovation & addition
- Canyon Elementary, new school

6. PROJECT APPROACH

Ability to Facilitate and Coordinate Simultaneous Classroom Ventilation Project and Familiarity with HVAC System

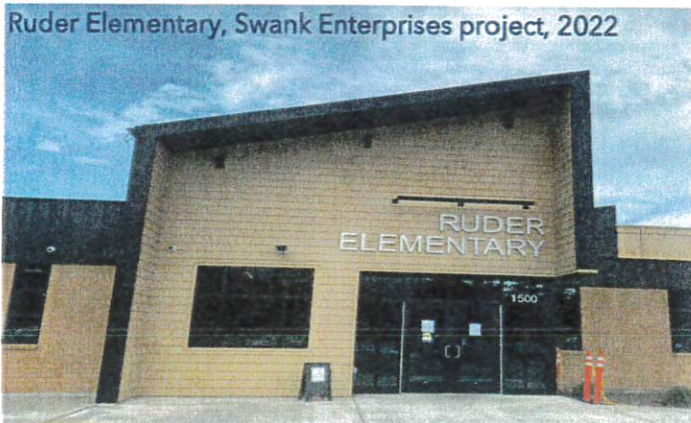
As the contractor on the HVAC project, Swank Enterprises, fully understands the scope of work, existing conditions and will effectively coordinate both projects.

We are very familiar with this building and its components, as we performed the initial roof investigation and temporary stabilization work. This benefits the Columbia Falls School District as it will result in fewer change orders or additional work.

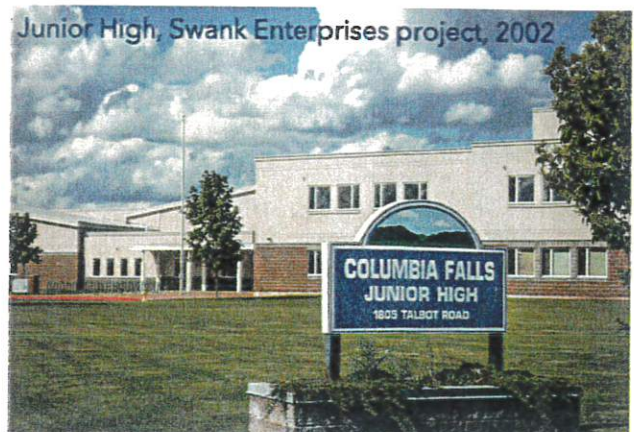
Glacier Gateway, Swank Enterprises project, 2023



Ruder Elementary, Swank Enterprises project, 2022



Junior High, Swank Enterprises project, 2002



7. BONDING CAPACITY



March 11, 2024

Dustin Zuffelato, Clerk/Business Manager
Columbia Falls School District
501 6th Ave West
Columbia Falls, MT 59912

RE: RFP-Columbia Falls School District-Replacement of High School Roof

On behalf of Travelers Casualty and Surety Company of America and Cogswell Insurance Agency, LLC, I am pleased to provide you with the following information with regards to the surety program of Swank Enterprises (Swank).

It has been the privilege of Travelers and Cogswell to provide surety bonds for Swank for over 45 years. They are one of the premier contractors in the Northwest United States. We have the utmost confidence in their ability to provide Construction Services for the Columbia Falls High School Roof Replacement. We consider Swank one of our most outstanding and most valued clients in whom we have the highest confidence. Throughout the years, the company, in our opinion, is properly financed, well equipped and professionally managed.

Travelers Casualty and Surety Company of America carries an A. M. Best rating of A++ (Excellent) and has a combined Federal Treasury limit of \$2,329,489,000. Their Financial Size Category – XV (\$2 Billion or Greater). They routinely provide surety credit for Swank on individual projects up to \$40,000,000. We currently support an aggregate work program up to \$200,000,000+. There is ample capacity to include this approximately \$3,000,000 project.

In all the years we have bonded Swank, no surety has been required to complete any work for them or pay any claims. It is our experience that Swank does not bid or accept work they cannot successfully manage.

If I can be of further assistance, please contact me at 1-406-761-3021 or tim.lightbourne@cogswellinsurance.com.

Sincerely,

A handwritten signature in black ink that reads "Timothy G. Lightbourne". The signature is written in a cursive style with a large, stylized "T" and "L".

Timothy G. Lightbourne

Bond Manager

Attorney-in-fact, Travelers Casualty and Surety Company of America

- 3 5 -



8. REFERENCES

"It is with great pleasure that I write this letter of recommendation for Swank Enterprises.

I recently retired from the largest engineering firm in the State of Montana. At the completion of my career I led our Buildings Group, which is responsible for the design of engineered systems used in buildings. This includes the design of the Mechanical, Electrical, Plumbing, Structural, and Site Civil systems. During the course of my career I supervised the engineering effort for more than 250 projects of various sizes. These projects were, in turn, built by many contractors including Swank Enterprises.

With my retirement comes a unique opportunity to speak freely about the quality of construction and the contractors working in the State of Montana. I have worked with Swank Enterprises on many projects, both large and small. I have always found their integrity and work ethic to be above reproach. Their attention to detail is of the highest quality. Their attitude is always positive and professional. When problems are identified they work with the design team and the Owner to resolve them quickly and fairly.

I have the highest respect for Swank Enterprises and have no hesitation what-so-ever in recommending them for selection as the primary contractor on any project. I truly consider Swank Enterprises to be the GOLD STANDARD of construction. I only wish that I could have worked with them on every project throughout my career!

I believe the upcoming Polson Schools project will be similar to the recent renovation to Flathead High School. Grant Kerley (from Swank Enterprises) was the Project Manager for the FHS project. Grant's leadership on this extremely complex project was a major factor in its final success. Grant is very, very good at managing construction and I am extremely confident that he would do a great job with this project.

I strongly encourage you to contact me if you have any questions or if you wish to discuss any aspect of this letter. I can be reached at (406) 270-9850 or at tomcheinecke@gmail.com."

- Tom Heinecke, Professional Engineer (recently retired from Morrison Maierle)

REFERENCES:

Brian Bay, Senior Agriculture Teacher, Kalispell SD#5 -406-471-6762

Rose McIntyre, Principal, Somers Middle School -406 -857-3301

Brice Wilson, Assistant Principal, Flathead High School -406 -751-3500

Andy Fors, Principal, Polson Schools, -406-883-6355

Jane Karas, Flathead Valley Community College -406-756-3801



**COLUMBIA FALLS
SCHOOL DISTRICT #6
HIGH SCHOOL ROOF REPAIR**

Out-Of-District Student Enrollment

The Board will enroll out-of-district students in accordance with Montana law and this policy. A student's residence shall be determined pursuant to MCA § 1-1-215 except as otherwise provided by MCA § 20-9-207.

Out-of-District Student Enrollment with Extenuating Circumstances

The District shall enroll out-of-district students when extenuating circumstances exist pursuant to MCA § 20-5-321.

Out-of-District Student Enrollment with no Extenuating Circumstances

The District shall serve students who are residents of the District and out-of-district students who are subject to mandatory enrollment due to extenuating circumstances under MCA § 20-5-321 prior to enrolling other out-of-district students. The District may enroll out-of-district students at the request of the student's parent or guardian as provided in this policy when it is not mandatory because no extenuating circumstances exist. A parent or guardian seeking out-of-district enrollment when not mandatory shall apply on the out-of-district attendance agreement form approved by the Office of Public Instruction to the Board for approval on an annual basis. Out-of-district students shall reapply for admission for each school year. Admission in one school year does not imply or guarantee admission in subsequent years.

The District will begin collecting applications April 1, however out-of-district students who are currently enrolled will have first priority. Out-of-district students who are currently enrolled, and want to continue into the following year, must submit their application by May 1 to be considered given priority. Failure to meet this deadline will result in the currently enrolled student's application going into the non-current applicant pool. Once the current out-of-district applicants have been reviewed and approved, the board will begin processing the non-current applications requests. Approval will be based on the criteria listed on page 2 and 3 of this document.

Applications for enrollment of out-of-district students must be submitted to the District for consideration by August 1 preceding the intended start of the school year if students are aiming intending to begin commence classes on the first scheduled day of the academic term. After that date, students will commence school, if approved, upon completion of the vetting process, and the Board has formally approved the student's attendance. All students will go through the vetting process before the board can approve any applications and before attending any classes.

Currently enrolled students who move out of District at anytime throughout the school year shall be required to complete an out-of-district attendance application. A 30-day grace period beginning on the date of change of residence to complete this application shall be afforded. Failure to submit the application within the grace period shall make the student ineligible for

continued enrollment, with readmission only upon the District accepting a completing and out-of-district attendance application.

[OPTIONAL: Applications for enrollment of out-of-district students must be submitted to the District for consideration for enrollment for the fall semester in the subsequent school year by June 15; an out-of-district student enrolled before the fall semester shall be considered to be enrolled for the entirety of the school year. Applications for enrollment of out-of-district students must be submitted to the District for consideration for enrollment for the spring semester in the subsequent school year by November 15.]

The Superintendent or designee shall review all applications for out-of-district enrollment when it is not mandatory and shall recommend approval or denial of each application to the Board as provided in this policy. As part of the review, the District shall request and review the student records of out-of-district students applying for enrollment prior to making the recommendation to the Board.

The Board shall approve an application for out-of-district attendance unless the trustees find that the impact of approval of the application will negatively impact the quality of education for resident students by grade level, by school, or in the District in the aggregate in one or more of the following ways:

1. The approval would result in exceeding the limits of:
 - a. Building construction standards pursuant to Title 50, Chapter 60, MCA;
 - b. Capacity and ingress and egress elements, either by individual room or by school building of any fire code authorized by Title 50, Chapter 3, MCA; or
 - c. Evacuation elements of the District's adopted school safety plan.
2. The approval would impede meeting goals, standards, or objectives of quality that the trustees have previously adopted in a plan for continuous educational improvement required under the rules adopted by the Board of Public Education.
3. The approval would risk jeopardizing the educational quality within the District because the out-of-district student applying was:
 - a. Truant as defined in MCA § 20-5-106 in the last school district attended;
 - b. Expelled by another school district at any time; or
 - c. Suspended in another school district in any of the three (3) school fiscal years preceding the school fiscal year for which attendance is requested. This subsection (c) does not apply to a student eligible for special education or related services.

Within 10 days of receipt of an out-of-district enrollment application, the District shall notify the parent or guardian and the trustees of the student's district of residence of the anticipated date for approval or denial of the application. The Board will consider the recommendation for denial of an out-of-district application in a closed session of the Board unless the parent or guardian waives their respective rights of privacy.

In the event that the District receives more applications for out-of-district students than it can accommodate, the District shall prioritize applications on the basis of the quality of education for students who are residents of the District and obligations of resident taxpayers. The District shall prioritize applications for the enrollment of out-of-district students in the following order provided the criteria established in this policy has been satisfied:

1. Students who attended school within the District the preceding year. In giving priority to students who have attended school within the District, the District will consider the number of years of attendance. Out-of-district students who are currently attending school within the District shall submit an application by **May 1** prior to the start of the school year in which attendance is sought in order to retain their priority status. If an application for an out-of-district student currently attending school within the District is not submitted by **May 1**, the application will be considered on the same basis as all other applications, and subject to the annual **[OPTIONAL: semester]** deadline stated in this policy.
2. Students who are the children or step-children of nonresident District employees.
3. Students who have siblings attending school within the District.
4. Students who have previously attended school within the District.
5. Students whose parents or guardians own property within the District.
6. Students whose legal residence is adjacent to the boundaries of the District.
7. Students entering kindergarten or grades 6, 7, or 8 and whose district of residence does not provide an equivalent program.
8. When all of the above priorities are equal or not satisfied, the District shall give priority to applications on the basis of time of receipt by the District.

Within 10 days of the decision to approve or deny the enrollment of an out-of-district student and to enter into an out-of-district attendance agreement, the District shall provide copies of the approved or denied attendance agreement to the student's parent or guardian and the student's district of residence. In the event of a denial, the District shall provide the reason permitted by Montana and this policy and supporting documentation.

The District shall notify the district of residence for all out-of-district students enrolled under this policy regarding their tuition obligations under Montana law by July 15 following the year of attendance.

Unless otherwise agreed by the District and the district of residence in the out-of-district attendance agreement, the family of the out-of-district student whose application has been approved is responsible for transportation of the student and the student is not an eligible transportee under Montana law.

Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Out-of-district attendance by parent or guardian request with no extenuating circumstances
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and

	transportation
§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
§ 20-5-323, MCA	Tuition and transportation rates
§ 20-5-324, MCA	Tuition payment provisions -- state obligations -- district obligations -- financing -- reporting
§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
10.10.301B, ARM	Out-of-District Attendance Agreements
10.55.712, ARM	Class Size Elementary
10.55.713, ARM	Teacher load and class size: high school, junior high, middle school, and grades 7 and 8 funded at high school rates

Policy History:

Adopted on:

Reviewed on:

Revised on:

INSTRUCTION

2165

Early Literacy Targeted Intervention Programs

The Board seeks to collaborate with the Board of Public Education and the Office of Public Instruction to provide parents with voluntary early literacy interventions for their children, increase the number of children who are reading proficient at the end of 3rd grade to help children develop their full educational potential pursuant to Article X, Section (1)(1) of the Montana Constitution, and foster a strong economic return for the state on early literacy investment through enhancing Montana’s skilled workforce and decreasing future reliance on social programs and the criminal justice systems.

A child is eligible for an Early Literacy Targeted Intervention Program if, based upon an evaluation administered at the request of and with the consent of the child’s parent or guardian, the child is evaluated to be below trajectory for 3rd-grade reading proficiency for the child’s age or grade level for the subsequent school year. The evaluation used shall be in accordance with the methodology approved by the Board of Public Education. The Board has determined it will offer the following Early Literacy Targeted Intervention Program(s) for an eligible child:

- A jumpstart program for eligible children who are aged five years of age or older on or before September 10 of the year in which the children are to participate in the program and who have not yet completed 3rd grade. The jumpstart program shall occur during the time between the end of one school calendar year and the start of the next school calendar year as determined by the Board preceding a child’s entry into kindergarten, 1st grade, 2nd grade, or 3rd grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120 instructional hours and be aligned to the framework determined by the Board of Public Education. The jumpstart program shall be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuing school year to be at or above a trajectory leading to reading proficiency at the end of 3rd grade.

Cross Reference: 3110 Entrance, Transfer, and Placement

Legal Reference: § 20-7-1801, *et seq*, MCA Early Literacy Targeted Interventions
 Title 10, Chapter 63, ARM Early Childhood Education Standard (Eff. July 1, 2025)

Policy History:

Adopted on:

Reviewed on:

Revised on:

THE BOARD OF TRUSTEES

1240

Duties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee, except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item. ~~Each~~ Trustees **share the responsibility to** ~~shall~~ visit every school building at least once per year to examine its management, conditions, and needs.

All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall give advance notice to the Chair or Superintendent, of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so. The Board shall declare a position vacant after three (3) consecutive unexcused absences from regular Board meetings, or when a trustee has been absent from the District for sixty (60) consecutive days.

Cross Reference: 1112 Resignations and Other Vacancies

Legal References:	§ 20-3-301, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(21), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

Policy History:

Adopted on:

Reviewed on:

Revised on:

School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Chair. Items submitted by Board members and citizens may be placed on the agenda in the discretion of the Chair and Superintendent. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and they may ask for recognition by the Chair at the appropriate time.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases or other adjudicative proceedings. The Board Chair may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed in the public comment section at that time.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee. As determined by the Superintendent and Chair, items may be added to the agenda at least forty-eight (48) hours in advance of a Board meeting. The agenda packet will be available to any interested citizen at the Superintendent’s office forty-eight (48) hours before a Board meeting.

Recording of Meetings

After June 30, 2024, the District shall record in an audio and video format all public meetings at which the Board is acting on a matter over which the Board has supervision, control, jurisdiction or advisory power. The audio and video recordings shall be made publicly available within five (5) business days of the meeting through a link to the recording on the District’s website or social media page if no District website is maintained.

The audio and video recording shall not be the official record of the meeting except as otherwise designated by the Board of Trustees. Unless designated by the Board as the official record of the meeting, the audio and video recording may be destroyed after being retained online for one (1) year and is not subject to a public records request.

The Board is not required to disrupt or reschedule a meeting if there is a technological failure of the meeting recording. If the recording is not able to be made available online, the Board shall prominently post a notice in the same manner as it posts notices of its meetings and all locations where meeting recording links are available. Such notice shall explain the reason(s) the meeting was not recording and describe the steps taken to remedy the failure prior to the next meeting.

Minutes

The Clerk or the Clerk's designee shall keep written minutes of all meetings that must be open to the public. The approved minutes must be signed by the Chair and the Clerk. The minutes must include:

- The date, time and place of the meeting;
- The name of the presiding officer;
- A record of Board members present and absent;
- Summary of discussion on all matters discussed, proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

The Board shall keep minutes during all closed sessions. Minutes taken during closed sessions shall be sealed, and will not be released except by court order.

A file of permanent minutes of all meetings shall be maintained by the Clerk. A written copy of the minutes shall be made available to the public within five (5) days following approval by the Board. Sealed minutes taken during any closed session of the Board shall not be made available to the public without a court order.

The Board may direct that an audio recording of a meeting serve as the official record of the meeting. In that case, a written record of the meeting must also be made and must include the information specified above. In addition, a log or time stamp for each agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Cross Reference: 1441 Audience Participation and Public Comment

Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines adopted
§ 2-3-202, MCA Meeting defined
§ 2-3-212, MCA Minutes of meetings – public inspection
§ 2-3-214, MCA Recording of meetings for certain boards (Eff. July 1, 2024)
§ 20-1-212, MCA Destruction of records by school officer
§ 20-3-322, MCA Meetings and quorum
§ 20-3-323, MCA District policy and record of acts

Policy History:

Adopted on:

Reviewed on:

Revised on:

INSTRUCTION

2500

Limited English Language Learner Proficiency Program

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students, so they can attain academic success. Students who are English Language Learners (ELL) ~~have limited English proficiency (LEP)~~ will be identified, assessed, and provided appropriate services.

The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a second language instruction.

The Superintendent or his/her designee shall implement and supervise an (ELL) LEP program which ensures appropriate (ELL) LEP instruction and complies with applicable laws and regulations.

The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the (ELL) LEP program, including:

1. Program goals.
2. Student enrollment procedures.
3. Assessment procedures for program entrance, measurement of progress, and program exit.
4. Classroom accommodations.
5. Grading policies.
6. List of resources, including support agencies and interpreters.

The District shall establish procedures for identifying students whose language is not English. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.

Students whose dominant language is not English should be enrolled in the District, upon proof of residency and other legal requirements. Students shall have access to and be encouraged to participate in all academic and extracurricular activities of the District.

Students participating in **(ELL) LEP** programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.

The **(ELL) LEP** program shall be designed to provide instruction which meets each student's individual needs based on the assessment of English proficiency in listening, speaking, reading, and writing. Adequate content-area support shall be provided while the student is learning English, to assure achievement of academic standards.

The **(ELL) LEP** program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.

At the beginning of each school year, the District shall notify parents of students qualifying for **(ELL) LEP** programs about the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Whenever possible, communications with parents shall be in the language understood by the parents.

The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

Legal Reference: Title VI, Civil Rights Act of 1964
Equal Education Opportunities Act as an amendment to the Education Amendments of 1974 Bilingual Education Act
20 U.S.C. §§ 7401, et seq., as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act
Title III, §§ 3001-3304 of HRI, No Child Left Behind Act of 2001, P.L. 107-110
10.55.806 ARM English Learners

Policy History:

Adopted on:

Reviewed on:

Revised on:

STUDENTS

3110

Entrance, Placement and Transfer

Age

No pupil may be enrolled in the kindergarten or first grade whose 5th birthday does not occur on or before September 10 of the school year in which the child registers to enter school. No pupil may be enrolled in the District if that pupil has reached his or her 19th birthday on or before September 10 of the school year in which the child registers to enter school. A student may request a waiver of the age limitation where there are exceptional circumstances, which must be approved by the Board. The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision or a student who is not yet 19 years of age and experienced educational disruption and was awarded a diploma as a result and seeks access to reasonable curriculum designed to advance postsecondary success.

Except when enrollment is otherwise required by law, the Board of Trustees has the discretion to give special permission to enroll a student who has not reached the age of five (5) or has reached the age of nineteen (19) on or before September 10 of the school year where there are exceptional circumstances.

Exceptional circumstances means:

The student is being admitted into a preschool program established by trustees pursuant to Montana law.

The student is determined by the trustees to be ready for kindergarten and the child's parents have requested early entry into the District's regular 1-year kindergarten program;

The student is 19 years of age or older and in the trustee's determination would benefit from educational programs offered by a school of the District.

[If the trustees are choosing to offer an early literacy program and are adopting Policy 2165, include the following language:]

The student is being admitted into an early literacy targeted intervention classroom-based or jumpstart program.

The trustees shall assign and admit a student who is enrolled in a nonpublic or home school and who meets the age and residency requirements on a part-time basis at the request of the student's parents or guardian.

Entrance – Identity and Immunization

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age within 40 days, as well as proof of residence, and immunization from

disease as required by Montana. Students who are homeless, in foster care, or are the child of a military family are entitled to immediate enrollment regardless of presentation of the required documentation. If the parent of the student does not provide proof of identification within 40 days, the District shall notify the missing children information program and a local law enforcement authority of the fact that no proof of identity has been presented for the child. Nonresident students shall be admitted when required by law or as permitted by District policy. A student who transfers from one school district to another may photocopy immunization records in the possession of the school of origin. The District shall accept the photocopy as evidence of immunization. Within 30 days after a transferring pupil ceases attendance at the school of origin, the District should have the original immunization records.

When a parent/guardian signs and files with the District, ~~prior to the commencement of attendance each school year~~, a notarized signed affidavit on a form prescribed by the State of Montana stating that immunization is contrary to the religious tenets and practices of the parent, immunization of the student seeking to attend in the District will not be required prior to attendance. The statement must be maintained as part of the student's immunization records. The District will also accept medical exemptions as required by law.

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the Principal, subject to review by the Superintendent.

Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency. The student may attend classes during preliminary enrollment and may receive offsite instruction if not present in the District.

Transfer Students

Resident students seeking to transfer to a District school will be admitted and placed pursuant to the terms of this policy. The District will request the student's records from the prior school district prior to making any final decision on placement.

Elementary students shall be placed at their current grade level on a probationary basis for a period of two weeks. Should any doubt exist with the teacher and/or Principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

High school students shall be placed according to the number of credits earned in their previous accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate procedures for earning credit.

Cross References:	1700	Uniform Grievance Protocol
	2165	<u>Early Literacy Targeted Intervention Programs</u>
	2413	Credit Transfer/Assessment for Placement
	3125	Education of Homeless Children
	3130	Education of Children in Foster Care
	3150	Part-Time Attendance

Legal References:	§ 1-1-215, MCA	Residence -- rules for determining
	§ 20-5-101, MCA	Admittance of child to school (<i>revised by House Bill 946</i>)
	§ 20-5-403, MCA	Immunization requirements
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 20-5-502, MCA	Enrollment by caretaker relative -- residency -- affidavit
	§ 20-7-117, MCA	Kindergarten and preschool programs
	<u>§ 20-7-1801, et seq, MCA</u>	<u>Early Literacy Targeted Interventions</u>
	§ 44-2-511, MCA	School enrollment procedures for missing children
	10.55.701, ARM	Board of Trustees
	10.55.906, ARM	High School Credit
	House Bill 352	Targeted Interventions to Support 3rd Grade Reading Proficiency

Policy History:

Adopted on:

Revised on:

Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Any physical or mental health services, examination, or screening;
6. Immunization as provided by the Department of Public Health and Human Services.

Parents will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student’s progress.

The District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted which is not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity.

All parents will be notified of requirements of the District’s policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	<u>§ 40-6-701, MCA</u>	<u>Interference with Fundamental Parental Rights Restricted – Cause of Action</u>
	20 U.S.C. 1232h(b)	General Provisions Concerning Education

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

Tuition

Whenever ~~an out-of-district a nonresident~~ student is ~~to be~~ enrolled in the District, ~~either by choice or by placement,~~ an attendance agreement must be ~~filed with~~ approved by the Board. ~~Terms of the agreement must include tuition rate, the party responsible for paying tuition and the schedule of payment, transportation charges, if any, and the party responsible for paying transportation costs.~~ The District shall notify the district of residence of each out-of-district student attendance agreement approved by the Board of their tuition obligations by July 15 following the year of attendance.

Tuition rates shall be determined ~~by annually,~~ consistent with Montana law. ~~and approved by the Board.~~

For any resident student of the District enrolled in another school district as an out-of-district student, the District shall finance such tuition from the tuition fund, general fund, or any other legally allowable fund in the discretion of the trustees.

Cross Reference: 3141 Out-of-District Student Enrollment Discretionary Nonresident Student Attendance Policy

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Out-of-district attendance by parent or guardian request with no extenuating circumstances
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	§ 20-5-324, MCA	Tuition payment provisions -- state obligations -- district obligations -- financing -- reporting
	10.10.301, ARM	Calculating Tuition Rates
	10.10.301B, ARM	Out-of-District Attendance Agreements

Policy History:

Adopted on:
Reviewed on:
Revised on:

NONINSTRUCTIONAL OPERATIONS

8110

Bus Routes and Schedules

The Superintendent's designee is responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to approval of the county transportation committee. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses consistent with providing safe and reasonably equal service to all bus students.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turnaround points, capacity of bus, and related factors.
2. The District may extend a bus route across another transportation service area, if it is necessary in order to provide transportation to students in the District's own transportation service area. A district may not transport students from outside its transportation service area.
3. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one (1) hour without consent of the child's parent or guardian.
4. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
5. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

The Board reserves the right to change, alter, add, or delete any route at any time such changes are deemed in the best interest of the District, subject to approval by the county transportation committee.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

Bus stops shall be chosen with safety in mind. Points shall be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least **three hundred (300) one hundred fifty feet (150) feet in cities** to five hundred (500) feet **in other areas**.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

The Board shall approve all bus stops requiring a child to cross a roadway.

Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Special Activities

The District may use passenger vehicles to transport students to or from school-sponsored functions or activities. However, the District will not use passenger vehicles for purposes of transporting students to or from school on a regular bus route.

Responsibilities - Students

Students must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Students should instantly obey any command or suggestions from the driver and/or his/her assistants.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding the school bus.

Safety

The Superintendent will develop written rules establishing procedures for bus safety and emergency exit drills and for student conduct while riding buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-132, MCA	Duties of county transportation committee
	§ 61-8-351, MCA	Meeting or passing school bus --vehicle operator liability for violation –penalty (<i>Revised by House Bill 267</i>)
	<u>§61-9-402, MCA</u>	<u>Audio and Visual Signals</u>
	§ 20-10-109, MCA	Liability insurance for school bus (<i>Cited by House Bill 300</i>)
	<u>Montana School Bus Standards</u>	
	House Bill 267	Improve school bus safety laws
	House Bill 300	Generally revise school transportation laws

Policy History:

Adopted on:

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8132

Activity Trips

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups, unless permission is specifically granted by the Board. Buses will be operated by a qualified bus driver on all activity runs, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

In addition, the District may use other vehicles as permitted by law.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus, and one (1) copy will be given to the Activities Director before the bus departs.

Legal Reference: § 20-10-129, MCA Transportation for Special Activities

Policy History:

Adopted on:

Reviewed on:

Revised on:

Code Girls United Agreement
Columbia Falls School District Six

THIS CONTRACT is entered into by and between **Code Girls United**, whose address and phone number are PO Box 8272, Kalispell, MT 59904 and **Columbia Falls School District**, (District), whose address and phone number are 501 6th Avenue West, Columbia Falls, MT 59912 and (406)-892-6550.

1. This agreement will take effect commencing for school year 2024/25 and will terminate upon notice by either party. Thereafter, this Agreement shall be automatically renewed for successive one-year periods, provided, however that either party may terminate this Agreement upon providing the other party with 90-days written notice of its intent to terminate.

1.1 Contract Term. The contract's initial term is upon contract execution through **June 30, 2025**, unless terminated earlier as provided in this contract.

1.2 Contract Renewal. Both parties may renew this contract for subsequent school year(s) under its then-existing terms and conditions in one-year intervals, by written correspondence between the Building Principals of the District and the Company at the end of each respective school year. The correspondence must confirm the arrangement for the previous school year was deemed beneficial to both parties and no material changes are necessary to continue the after-school coding program during the next following year.

2. SERVICES

2.1 Fee for Services

Company will conduct an after school computer programming/coding workshop to students grades 4th-8th. Company shall only serve students enrolled within the Columbia Falls School District. The program is not associated to the curriculum or coursework of the School District. The students do not earn school credit and the program conducted by the Company does not in any way supplement the school coursework. The program is strictly voluntary for students. The program is free for all student participants.

2.2 Program Details

Company will conduct an after school computer programming/coding workshop to introduce computer science to students. The program spans from September through

the first week in May with weekly meetings determined upon the teacher's availability and coordinated with other school activities.

Company will serve 10-15 students grade K-5 at Glacier Gateway Elementary School.
Company will serve 10-15 students grade K-5 at Ruder Elementary School.
Company will serve 10-15 students grade 6-8 at Junior High School.

2.3 No Employer-Employee Relationship

The Company and District understand that Code Girls United is not serving the District. Nothing in this agreement shall be construed to create an employment or agency relationship, partnership, or joint venture between the parties. Nothing in this Agreement shall create any contract or relationship of employment between District and the Code Girls United or render Code Girls United an employee of the District. Code Girls United and District understand, acknowledge, and agree that the Code Girls United's relationship with the District will not be that of an employee. Code Girls United and its employees will not be entitled to any employment benefits from the District.

3. STUDENT MANAGEMENT / DISCIPLINE / SUPERVISION

Company will exclusively provide sufficient competent supervision of students enrolled in the program at all times. Company will be exclusively tasked with supervising all students who enroll in the after school coding program. Company will maintain a written Behavioral Contract between each student and the Company. The Behavioral Contract describes the procedures and rules of the program including pick-up policy and appropriate use of technology. Any and all staff members/volunteers used by the Company to serve students are deemed employees of the Company.

All employees of and volunteers for Code Girls United providing services under this agreement that will or may have unsupervised access to students shall be subjected to a name-based criminal background investigation conducted by an appropriate agency. Code Girls United shall provide to the District the results of such investigation for each employee/volunteer prior to any such person performing any services under this agreement. The District shall have the authority, in the discretion of the District Superintendent, to prohibit Code Girls United from permitting any such person to perform services under this agreement on the basis of information set forth in the results of a criminal background investigation.

All employees of and volunteers for Code Girls United shall perform services under this agreement in a professional manner, and shall, at all times while present on District property, behave in a manner appropriate to a school setting. Code Girls United shall discipline or terminate the employment of any of Code Girls United's employees performing services under this agreement for engaging in any conduct inappropriate to a school setting, including, but not limited to, being under the influence or in possession of alcohol or any controlled substance while on District property; use of foul language; bullying or harassment of District students or staff; or such other conduct deemed inappropriate by the District. The District shall have the authority, in the discretion of the District Superintendent, to prohibit Code Girls United from permitting any employee to perform services under this agreement based upon one or more instances of employee misconduct as described herein.

4. 21st Century Community Learning Centers

The Program will be partially funded by the 21st Century Community Learning Centers program administered by the Montana Office of Public Instruction (OPI). Code Girls United should meet regularly with District teachers to help students meet state and local academic standards. In keeping with this expectation, each Superintendent and Principal whose students are served through the efforts of the 21st CCLC Program must demonstrate commitment and buy-in to the ongoing success of the proposed project.

5. BUILDING USE

The District will provide use of the facilities Monday-Friday at no fee.

The District's building use fee is waived as Code Girls United is providing an educational enrichment opportunity to the students.

The District will provide WIFI access. The Code Girls United shall not access the District's computer network. Students should use their School District Gmail account to access the Chromebooks and the internet.

6. EQUIPMENT

Code Girls United's participants will use their school provided Chromebooks and Code Girls United's testing android phones. Phones are the property of Code Girls United and Code Girls United is responsible for the devices.

7. HOLD HARMLESS/INDEMNIFICATION

Code Girls United agrees to protect, defend, indemnify, and hold harmless the District, its elected and appointed officials, agents and employees from and against all legal, equitable or administrative claims, causes of action, damages, losses and expenses, of any kind or character, including but not limited to attorneys' fees and the costs of defense, arising in favor of Code Girls United's employees or third parties on account of bodily injury, sickness, disease, death, personal injury, violation of an offender's constitutional or statutory rights, or to injury to or destruction of tangible property except for such claims, causes of action, damages, losses or expenses which are solely due to the fault or negligence of the party seeking indemnity.

8. REQUIRED INSURANCE

8.1 General Requirements. Code Girls United shall maintain for the duration of this contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by Code Girls United, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

8.2 Specific Requirements for Commercial General Liability. Code Girls United shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate per year to cover such claims as may be caused by any

act, omission, or negligence of Code Girls United or its officers, agents, representatives, assigns, or subcontractors.

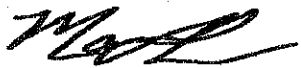
8.3 Certificate of Insurance/Endorsements. A certificate of insurance naming the District as additional insured from an insurer with a Best's rating of no less than A- indicating compliance with the required coverages has been received by the District, P.O. Box 1259, Columbia Falls, MT 59912. Company must notify the District immediately of any material change in insurance coverage, such as changes in limits, coverages, change in status of policy, etc.

9. EXECUTION

The parties through their authorized agents have executed this contract on the dates set out below.

**Code Girls United
PO Box 8272
Kalispell, MT 59904**

**Columbia Falls School District
PO Box 1259
Columbia Falls, MT 59912**



Marianne Smith, CEO

Jill Rocksund, Board Chair

DATE: 2/26/2024

DATE: _____

Denning, Downey & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 1957 Kalispell, MT 59903-1957

(406) 756-6879 • FAX (406) 257-7879 • E-Mail dda@ddaudit.com

Robert K. Denning, CPA, CGFM, CFF, CITP

March 20, 2024

Columbia Falls Schools Trustees
Dustin Zuffelato, Business Manager

Columbia Falls Public Schools
P.O. Box 1259
Columbia Falls, MT 59912

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Columbia Falls Public School for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 16, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Columbia Falls Public School are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, Columbia Falls Public School changed accounting policies related to the reporting of the fiduciary funds by adopting statement of Governmental Accounting Standards (GASB Statement) No. 96, Subscription Based IT Arrangements, in fiscal year 2023. We noted no transactions entered into by Columbia Falls Public School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Government Wide and proprietary fund financial statements include the OPEB Liability and Net Pension Liability.

Management's estimate of the OPEB Liability is based on requirements of GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions, and the Net Pension Liability based on requirements of GASB Statement No. 68, Accounting and Financial Reporting for Pensions, is determined by professional actuaries. We evaluated the key factors and assumptions used to develop the OPEB and Net Pension

Liabilities in determining that it is reasonable in relation to the financial statements as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatement of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 25, 2024

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Columbia Falls Public School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Columbia Falls Public School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, Budgetary Comparison Schedule, Budget-to-GAAP Reconciliation, Schedule of Changes in the Total Other Post-Employment Benefits (OPEB) Liability and Related Ratios, Schedule of Proportionate Share of the Net Pension Liability, and Schedule of Contributions which are required supplementary information (RSI) that supplement the basic financial statements.

Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide an assurance on the RSI.

We were engaged to report on Schedule of Enrollment, Schedule of Revenue and Expenditures – Extracurricular Fund – All Fund Accounts, and the Schedule of Expenditures of Federal Awards), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the information and use of Trustees and management of Columbia Falls Public School and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Jonathan Mahrt, CPA

Denning, Downey & Associates, P.C.

<u>Name</u>	<u>Primary Job Title</u>	<u>Location</u>
MCCORD, RALPH MARK JR	Curriculum Director	BUSINESS OFFICE
SWANK, MICHELLE D	Director/Spec Services	BUSINESS OFFICE
ANELLO, PENNI P	Principal	GLACIER GATEWAY
COOPER, JOHN S	Principal	JUNIOR HIGH
MILLER, THEODORE A	Principal	JUNIOR HIGH
THOMPSON, JOHN D	Principal	HIGH SCHOOL