

# AGENDA

Board of Trustees  
Regular Meeting  
June 24, 2024



**Great Falls Public Schools**

1100 Fourth Street South, Great Falls, Montana



## Welcome to the Great Falls Public Schools Board of Trustees meeting!

### *If this is your first meeting*

If this is your first time attending a meeting, let us extend our special welcome! These meetings are designed to give everyone the opportunity to participate in seeing how the Great Falls trustees facilitate school business.

### *What is the purpose of these meetings?*

The meetings of the Great Falls Public Schools Board of Trustees are always open to the public. These meetings are held to officially conduct the business of the school district, as governed by Montana law. Trustees are responsible for key decisions, some of which include hiring of employees, reviewing negotiated agreements, approving new curriculum or changes to existing curricula, facility usage requests, and paying of monthly expenses.

### *How can I address the trustees?*

If you'd like to address the trustees on any matter, please fill out a "Request to Speak" card available from the Clerk of the Board at each meeting. Return this card to the Clerk of the Board or the Board Chairperson. This will allow the Chairperson to recognize you at the appropriate time in the meeting and to guarantee you the opportunity to address the board. There are federal and state laws that must be followed when addressing the board to protect the privacy of individuals and to conduct business in an orderly manner. Details can be found on the "Request to Speak" card.

**Again – thank you for participating in this democratic process – we appreciate your presence and are glad you are here.**

**– The Great Falls Public Schools Trustees**

## **GREAT FALLS PUBLIC SCHOOLS**

Great Falls, MT



### **BOARD OF TRUSTEES**

Gordon Johnson	Chairperson
Kim Skornogoski	Vice Chairperson
Bill Bronson	Trustee
Mark Finnicum	Trustee
Marlee Sunchild	Trustee
Amie Thompson	Trustee
Paige Turoski	Trustee

### **SUPERINTENDENT'S CABINET**

Tom Moore	Superintendent of Schools
Brian Patrick	Director of Business Operations
Lance Boyd	Executive Director for Student Achievement
Heather Hoyer	Executive Director for Student Achievement
Jackie Mainwaring	Executive Director for Student Achievement
Luke Diekhans	Director of Human Resources
Tom Hering	Director of Information Technology
Stephanie Becker	Director of the GFPS Foundation



# Great Falls Public Schools Board of Trustees Meeting

## AGENDA

June 24, 2024

5:30 p.m.

Aspen Meeting Room – District Office Building  
1100 4th Street South, Great Falls, Montana

***We Successfully Educate Students to Navigate the Future***

Page

I.	<b>CALL TO ORDER – PUBLIC DECLARATION OF RECORDED MEETING</b>	Chairperson Johnson	
II.	<b>ROLL CALL</b>	Brian Patrick	
III.	<b>PLEDGE OF ALLEGIANCE</b>	Chairperson Johnson	
IV.	<b>ADOPT AGENDA</b>	Chairperson Johnson	
V.	<b>APPROVE CONSENT AGENDA</b>	Chairperson Johnson	
<i>The Consent Agenda consists of routine business items related to the operation of the District. Any trustee may remove an item from the Consent Agenda for discussion. Items so removed will be discussed and acted upon separately under ACTION: OTHER</i>			
A.	Minutes of June 10, 2024 Regular Meeting	Brian Patrick	<a href="#"><u>7</u></a>
B.	Personnel Actions	Luke Diekhans	<a href="#"><u>13</u></a>
C.	Good Apple Awards	Luke Diekhans	<a href="#"><u>16</u></a>
D.	Montana School Bus Driver Certificates – OPI TR-35	Brian Patrick	<a href="#"><u>18</u></a>
E.	Kindergarten Early Entrance for the 2024-2025 School Year	Jackie Mainwaring	<a href="#"><u>19</u></a>
F.	Incoming Student Attendance Agreements for 2024-2025 School Year	Brian Patrick	<a href="#"><u>20</u></a>
G.	Special Education Records Disposal	Lance Boyd	<a href="#"><u>21</u></a>
H.	2024-2025 School Calendar Amendment	Luke Diekhans	<a href="#"><u>22</u></a>
I.	Donation to the Great Falls High School Jack Fisher Memorial Garden	Brian Patrick	<a href="#"><u>24</u></a>
VI.	<b>COMMUNICATION</b>		
A.	MAFB Communication	Lisa Sapp	
B.	Superintendent Report	Tom Moore	

C. Special Report - Baseball	Mike Henneberg	<a href="#">25</a>
D. Audience Communication		

## VII. ACTION ITEMS

A. District-Wide Safety Plan	Brian Patrick	<a href="#">28</a>
B. Classified and Hourly Staff Compensation for 2024-2025: Support Staff, Paraprofessionals, Teachers' Aides, Hourly Classified Staff and Part-Time Nurses	Luke Diekhans	<a href="#">39</a>
C. 2024-2025 Great Falls Public Schools Teacher Retirement System (TRS) / Public Employee Retirement System (PERS) Administrators and Supervisors Compensation	Luke Diekhans	<a href="#">41</a>
D. Professional Development Plan for 2024-2025	Jackie Mainwaring	<a href="#">44</a>
E. Second Reading of New, Revised, and Deleted Board Policies – <b>1420</b> – <i>School Board Meeting Procedure</i> ; <b>3100 (Delete)</b> – <i>Early Childhood Education Enrollment Exceptional Circumstances</i> ; <b>3100P (Delete)</b> – <i>Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Students</i> ; <b>8125</b> – <i>School Bus Emergencies</i> ; <b>2165 (Delete)</b> – <i>Homebound, Hospital, and Home Instruction</i> ; and <b>2165 (New)</b> – <i>Early Literacy Targeted Interventions</i>	Tom Moore	<a href="#">46</a>

## VIII. ACTION: OTHER

Chairperson  
Johnson

## IX. REPORTS, DISCUSSION, AND POLICIES

A. <b>First Reading of New and Deleted Board Policies – 2309 (Delete)</b> – <i>Library Materials</i> ; <b>2310 (Delete)</b> – <i>Selection of Library Materials</i> ; <b>2310F1 (Delete)</b> – <i>Citizens Request for Reconsideration of Library Materials</i> ; <b>2310F2 (Delete)</b> – <i>Checklist for Library Materials Selection Committee</i> ; <b>2310F3 (Delete)</b> – <i>Library Materials Review Committee Application</i> ; <b>2310R (Delete)</b> – <i>Selection of Library Materials</i> ; <b>2311 (Delete)</b> – <i>Instructional Materials</i> ; <b>2311F1 (Delete)</b> – <i>Learning Materials Selection Committee Application</i> ; <b>2311R (Delete)</b> – <i>Selection, Adoption, and Removal of Textbooks and Instructional Materials</i> ; <b>2314 (Delete)</b> – <i>Learning Materials Review</i> ; <b>2314F1 (Delete)</b> – <i>Citizens Request for Reconsideration of Learning Materials</i> ; <b>2314F2 (Delete)</b> – <i>Checklist for Learning Materials Selection Committee</i> ; <b>2250F (New)</b> – <i>Adult Education Activity Acknowledgement of Risk</i> ; <b>2309 (New)</b> – <i>School Library Program</i> ; <b>2311 (New)</b> – <i>Instructional Materials</i> ;	Tom Moore	<a href="#">61</a>
--	-----------	--------------------

and **2314 (New)** – *Instructional or Library Material Review.*

**B. Discussion, Committee Reports, and Comments**

Chairperson  
Johnson


**UPCOMING EVENTS**

Chairperson  
Johnson

Monday, July 15, 2024	5:30 p.m.	Regular Meeting	District Office Building
Monday, August 5, 2024	5:30 p.m.	Regular Meeting	District Office Building
Thursday, August 15, 2024	5:30 p.m.	Board Work Session	District Office Building
Monday, August 19, 2024	5:30 p.m.	Regular Meeting	District Office Building

**ACTION TO ADJOURN**

Chairperson  
Johnson

	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finnicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** June 24, 2024

**CATEGORY:** Consent

**AGENDA ITEM NUMBER:** V. A.

**CABINET MEMBER:** Brian Patrick

### TOPIC

Minutes of the June 10, 2024, Regular Board Meeting

### STRATEGIC PLAN

Stewardship and Accountability

### BACKGROUND AND DISCUSSION

The Board is required to approve the minutes of each Board meeting. The minutes of the June 10, 2024 Regular Board Meeting are presented for approval.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

The District Board is requested to approve the minutes of the June 10, 2024 Regular Board Meeting as presented.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

[Return to Agenda](#)

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
HELD JUNE 10, 2024**

A duly called Regular Meeting of the Board of Trustees of the Great Falls Public Schools was held at the District Offices Building, 1100 4<sup>th</sup> Street South, on the 10<sup>th</sup> day of June 2024.

**ROLL CALL:** Brian Patrick took roll call.

**Trustees Present:** Gordon Johnson, Chairperson  
Mark Finnicum  
Marlee Sunchild  
Paige Turoski

**Trustees Absent:** Bill Bronson, Kim Skornogoski, and Amie Thompson - excused

**Others Present:** Tom Moore, Superintendent; Brian Patrick, Director of Business Operations; Heather Hoyer, Jackie Mainwaring and Lance Boyd, Executive Directors for Student Achievement; Luke Diekhans, Director of Human Resources; and Stephanie Becker, Director of the Great Falls Public Schools Foundation.

Also present was Tom Cubbage, Great Falls Education Association (GFEA) President.

At 5:30 pm, Chairperson Johnson called to order the Regular Meeting of the Board of Trustees and asked Trustee Turoski to lead the Pledge of Allegiance.

**ADOPT AGENDA**

Motion – Mark Finnicum, Seconded – Paige Turoski, passed unanimously to adopt the agenda as presented.

**APPROVE CONSENT AGENDA**

Motion – Paige Turoski, Seconded – Marlee Sunchild, passed unanimously to approve the Consent Agenda as presented with a special note of thanks for the donation of track shirts to Valley View Elementary School.

**A. Minutes of the May 28, 2024, Reorganization/Regular Board Meeting** – The Board approved the minutes of the May 28, 2024, Reorganization/Regular Board Meetings as presented.

**B. Personnel Actions** – The Board approved the Personnel Actions as presented.

**C. Montana School Bus Driver's Certificates – OPI TR-35** – The Board approved the Montana Bus Drivers' Certificates – OPI TR-35's for the individuals listed in the agenda.



1  
2 **D. Incoming Student Attendance Agreements for the 2024-2025 School Year** – The  
3 Board approved the incoming student attendance agreements for the 2024-2025 school  
4 year for the students listed in the agenda. Tuition will be paid for by the District of  
5 Residence.  
6

7 **E. Donation of Twenty-Seven (27) Track Shirts to Valley View Elementary School** –  
8 The Board approved the donation of twenty-seven track shirts to Valley View  
9 Elementary School from Mike Waldenberg with thanks.  
10

11  
12 **COMMUNICATION**  
13

14 **A. Superintendent Report** – Superintendent Moore extended special thanks to all  
15 teachers, staff, administrators, trustees, and students for successful graduation  
16 ceremonies. He gave special recognition and a “You Make a Difference” coin to Susan  
17 Shannon, Cascade County Fairgrounds Coordinator, for her work and collaboration with  
18 GFPS staff to make sure all accommodations for each ceremony were met. Also  
19 receiving coins and a special thank you from Superintendent Moore were GFPS School  
20 Resource Officers (SROs) Jesse Rostick, Clint Huston (former SRO), Katie  
21 Cunningham, Kristi Kinsey, Shane Stadel, Brett Munkres, and Frank Torres  
22 CORE School teachers for the 2024-2025 school year were recognized. Family Night  
23 at the new CORE school will take place on Wednesday, June 12<sup>th</sup>.  
24 Superintendent Moore reported on the Summer Food Service Program / Get Fit Great  
25 Falls Park Pals Program that takes place from June 12<sup>th</sup> through August 16<sup>th</sup>. Donations  
26 of games and craft items are requested to be dropped off at a collection box at  
27 Independence Bank.  
28 GFPS families and staff are invited to march with the band in the 4<sup>th</sup> of July parade.  
29 Participants are asked to assemble at 10:45 in Whittier Park at the Civic Center.  
30 The District’s annual Book Giveaway will be held June 19-20, 2024 at Paris Gibson  
31 Education Center. This event is open to the public. Superintendent Moore thanked the  
32 staff who prepare and facilitate this event during a very busy time.  
33 Lincoln Elementary School students created and assembled care packages and  
34 presented them to staff at the Sletten Cancer Institute. Principal Yates was commended  
35 for his community service work with his students.  
36 Superintendent Moore extended a special thank you to the community and staff for the  
37 support and encouragement he has received during his time in the district and for the  
38 retirement celebrations in both his and Tom Hering’s honors.  
39

40 **B. Audience Communication** – None  
41  
42

43 **ACTION ITEMS**  
44

45 **A. Authority for the Director of Business Operations to Make End-of-Year Budget**  
46 **Transfers** – Director of Business Operations Brian Patrick explained that the Business  
47 Department is very busy the month of June taking steps to close out the fiscal year on  
48 June 30<sup>th</sup>. By allowing the Director of Business Operations the authority to make end-

of-year budget transfers, it alleviates the need for a Special Board meeting at the end of June to approve transfers. All transfers made will follow the guidelines established by law and will be reviewed at the regularly scheduled July Board meeting or at the budget adoption meeting held in August. Mr. Patrick said this is an annual request to the Board.

Motion – Paige Turoski, Seconded – Mark Finnicum, passed unanimously to approve the Director of Business Operations the authority to make end-of-year budget transfers.

**B. Charles M. Russell (CMR) High School Auditorium Upgrade** – Director of Business Operations Brian Patrick explained that an anonymous donation of one million dollars was received for improvements to the CMR Auditorium. Designed by CTA Architects, the opening bid was held on May 16, 2024. There was one bid submitted for the project. Because the bid exceeded the funding available for the project, Mr. Patrick recommended the bid be rejected and plans be redesigned and bid again in December.

Motion – Mark Finnicum, Seconded – Paige Turoski, passed unanimously to reject the submitted bid because it exceeded the funding for the project.

Chairperson Johnson requested the District get word out to the public as to why the project has been delayed.

**C. Second Reading of Revised Board Policies 2131** – Student and Family Privacy Rights; **3121** – Enrollment and Attendance Records; **5325** – Breastfeeding in the School and Workplace; **8110** – Bus Routes and Schedules; **8121** – District Owned Vehicles; and **8502** - Construction and Repairs – Superintendent Moore explained that Policy 2131 was removed from the agenda at the last Board meeting so Trustee Bronson and the Policy Committee could review it again. Content and wording were clarified and legal references were added. Superintendent Moore reviewed the remainder of the policies in detail and stated there were no comments or recommendations for changes received since the first reading of the policies on May 28, 2024.

Chairperson Johnson advised that Policy 2131 be submitted to Montana School Boards Association to convey the language clarification.

Motion – Paige Turoski, Seconded – Mark Finnicum, passed unanimously to approve revised Board policies 2131, 3121, 5325, 8110, 8121, and 8502 as presented.

Chairperson Johnson and Trustee Finnicum thanked the Policy Committee for their diligence in reviewing the policies and stated the process is essential to the operation of the District.

#### **ACTION: OTHER**

There were no items extracted from the Consent Agenda to discuss.

#### **REPORTS, DISCUSSION, AND POLICIES**

1 **A. Annual Review of Board Policy 3311, Firearms and Weapons** – Director of  
2 Business Operations Brian Patrick explained Board Policy 3311, Firearms and  
3 Weapons, is required to be reviewed annually in accordance with state law. The policy  
4 was reviewed, updated, and approved on second reading by the Board on May 13,  
5 2024.

6  
7 **B. First Reading of New, Revised, and Deleted Board Policies – 1420** – School  
8 Board Meeting Procedure; **3100 (Delete)** – Early Childhood Education Enrollment  
9 Exceptional Circumstances; **3100P (Delete)** – Student Enrollment, Exceptional  
10 Circumstances Meriting Waiver of Age Requirements for Students; **8125** – School Bus  
11 Emergencies; **2165 (Delete)** – Homebound, Hospital, and Home Instruction; and **2165**  
12 **(New)** – Early Literacy Targeted Interventions – Superintendent Moore thanked Rodney  
13 Meyers for reading through the policies and submitting corrections. He reviewed the  
14 recommended changes on each policy and asked that questions or corrections be  
15 submitted for review prior to the next Board meeting.

16  
17 **C. Board Sub-Committee Assignments** – Chairperson Johnson explained that an  
18 important role as a Trustee is to serve on District committees. He reviewed how  
19 Trustees are selected to sit on the varying committees. After receiving input from the  
20 Trustees, Chairperson Johnson said he made the sub-committee assignments as listed  
21 in the agenda.

22  
23 **D. Discussion, Committee Reports, and Comments** –  
24 Trustee Turoski said she attended the Montana School Boards Association (MTSBA)  
25 training last week and wanted to remind everyone that most policy changes come from  
26 state law, not from Policy Committee recommendations. Collective bargaining was  
27 discussed at the training. Graduations were great – with great testimonials from guest  
28 speakers.  
29 Trustee Sunchild thanked Chairperson Johnson for the committee assignments and  
30 Executive Director Heather Hoyer for her help during non-duty hours at a function at  
31 Great Falls High School.  
32 Trustee Finnicum stated GFPS had really great students graduating, and he enjoys  
33 being part of the ceremonial process.  
34 Chairperson Johnson appreciates how Scholarship Night, Excellence in Education, and  
35 the graduation ceremonies are so natural and well presented to the public. He  
36 applauded staff and administrators for the behind-the-scenes efforts to make all of the  
37 ceremonies seamless to the public.

## 38 39 40 **UPCOMING EVENTS**

41  
42 Chairperson Johnson said the next Board meetings are scheduled for June 24, 2024  
43 and July 15, 2024.


## 44 45 46 **ACTION TO ADJOURN**

1 Motion – Chairperson Johnson, Seconded – Mark Finnicum, passed unanimously to  
2 adjourn the Regular Meeting of the Board of Trustees at 6:32 p.m.  
3  
4  
5  
6  
7

8 \_\_\_\_\_  
9 Gordon Johnson, Chairperson

10 \_\_\_\_\_  
Brian Patrick, Clerk

DRAFT

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogosi	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. B.

CABINET MEMBER: Luke Diekhans

### TOPIC

Personnel Actions

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

As per [MCA 20-3-324](#) – *Powers and Duties* – the trustees of each district shall employ or dismiss...personnel considered necessary to carry out the various services of the district.

### DISCUSSION

See attached Personnel Action Report to the Board of Trustees.

### FISCAL IMPLICATIONS

Noted on report.

### RECOMMENDATION

The District Board is requested to employ, dismiss, or accept the resignations, of those noted on the Personnel Action Report.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Human Resources Luke Diekhans at (406) 268-6010.

[Return to Agenda](#)

**New Employee**

**Position: TEACHER**

Name: STUBBS, KYLIE BLAYKE Position: ENGLISH TEACHER	Pay: Salary	Rate: \$27.90 Amount: \$39,136.00	Hrs: 7.50	DAC:EAST MIDDLE SCHOOL Effective Date: 08/26/2024
Name: SANDERS, DANNA DEAN Position: 1ST GRADE TEACHER	Pay: Salary	Rate: \$37.11 Amount: \$52,043.00	Hrs: 7.50	DAC:GIANT SPRINGS ELEMENTARY Effective Date: 08/26/2024
Name: BJARKO, TAUSHA B Position: 5TH GRADE TEACHER	Pay: Salary	Rate: \$27.90 Amount: \$39,136.00	Hrs: 7.50	DAC:WEST ELEMENTARY Effective Date: 08/26/2024
Name: BJORNSTAD, JOCELYN KATHERINE Position: 3RD GRADE TEACHER	Pay: Salary	Rate: \$30.78 Amount: \$43,173.00	Hrs: 7.50	DAC:MOUNTAIN VIEW ELEMENTARY Effective Date: 08/26/2024
Name: PODOBNIK, AMBER N Position: 1ST GRADE TEACHER (OYO) (06/06/25)	Pay: Salary	Rate: \$38.37 Amount: \$53,816.00	Hrs: 7.50	DAC:WEST ELEMENTARY Effective Date: 08/26/2024
Name: STUBBS, MEGAN CECILIA Position: BUSINESS ED TEACHER	Pay: Salary	Rate: \$38.37 Amount: \$53,816.00	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 08/26/2024
Name: FULBRIGHT, KENDRA C Position: LIBRARIAN	Pay: Salary	Rate: \$33.34 Amount: \$46,760.00	Hrs: 7.50	DAC:LONGFELLOW ELEMENTARY Effective Date: 08/26/2024
Name: HOOK, PARK A Position: 5TH GRADE TEACHER	Pay: Salary	Rate: \$40.90 Amount: \$57,366.00	Hrs: 7.50	DAC:MORNINGSIDE ELEMENTARY Effective Date: 08/26/2024
Name: KEARNS, SUZI K Position: 4TH GRADE TEACHER	Pay: Salary	Rate: \$28.90 Amount: \$40,532.00	Hrs: 7.50	DAC:MEADOW LARK ELEMENTARY Effective Date: 08/26/2024
Name: MAHORNEY, MIRANDA SUE Position: COUNSELOR	Pay: Salary	Rate: \$39.64 Amount: \$55,590.00	Hrs: 7.50	DAC:CHIEF JOSEPH ELEMENTARY Effective Date: 08/26/2024
Name: REDMAN, LASHANDRIA Position: GEN EDUCATION INTERVENTION TEACHER	Pay: Salary	Rate: \$30.78 Amount: \$21,586.50	Hrs: 3.75	DAC:MORNINGSIDE ELEMENTARY Effective Date: 08/26/2024
Name: CARREON, AMANDA N Position: KINDERGARTEN TEACHER	Pay: Salary	Rate: \$27.90 Amount: \$39,136.00	Hrs: 7.50	DAC:LOY ELEMENTARY Effective Date: 08/26/2024
Name: CHRISTIANSON, JUSTINE Position: 3RD GRADE TEACHER	Pay: Salary	Rate: \$29.90 Amount: \$41,929.00	Hrs: 7.50	DAC:GIANT SPRINGS ELEMENTARY Effective Date: 08/26/2024
Name: COEN, EMILY M Position: 5TH GRADE TEACHER	Pay: Salary	Rate: \$27.90 Amount: \$39,136.00	Hrs: 7.50	DAC:WHITTIER ELEMENTARY Effective Date: 08/26/2024

**Position: SUPPLEMENTAL**

Name: RINGLER, ZACKERY Position: VIRTUAL ACADEMY SOCIAL STUDIES (07/31/24)	Pay: Salary	Rate: \$27.00 Amount: \$6,620.00	Hrs: 4.72	DAC:DISTRICT OFFICES Effective Date: 06/10/2024
Name: LIETZ, DAVID Position: STRENGTH COOR (SPRING)(05/23/24)	Pay: Salary	Rate: \$25.00 Amount: \$1,821.00	Hrs: 1.46	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 03/12/2024
Name: STOVERUD, ERIC NATHAN Position: STRENGTH TRAINING COOR (SPRING)(5/23/24)	Pay: Salary	Rate: \$25.00 Amount: \$1,821.00	Hrs: 1.46	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 03/12/2024
Name: JENKINS, REANNA DENISE Position: SUMMER PATHWAY ADVISOR/TEST ADVISOR (06/	Pay: Hourly	Rate: \$18.38 Amount: \$2,352.64	Hrs: 8.00	DAC:GREAT FALLS COLLEGE MSU Effective Date: 06/07/2024
Name: WIDHALM, SHERRI REINTSMA Position: ESY SPEECH PATHOLOGIST (06/28/24)	Pay: Hourly	Rate: \$40.81 Amount: \$1,836.43	Hrs: 2.37	DAC:DISTRICT WIDE Effective Date: 06/04/2024
Name: WILCOX, KAREN Position: VIRTUAL ACADEMY ENGLISH (07/31/24)	Pay: Salary	Rate: \$27.00 Amount: \$7,460.00	Hrs: 5.31	DAC:DISTRICT OFFICES Effective Date: 06/10/2024
Name: FERDERER, AMANDA M Position: VIRTUAL ACADEMY HPE (07/31/24)	Pay: Salary	Rate: \$27.00 Amount: \$19,210.00	Hrs: 13.68	DAC:DISTRICT OFFICES Effective Date: 06/10/2024
Name: DART, GREGORY THOMAS Position: VIRTUAL ACADEMY SOCIAL STUDIES (07/31/24)	Pay: Salary	Rate: \$27.52 Amount: \$5,725.00	Hrs: 4.00	DAC:DISTRICT OFFICES Effective Date: 06/10/2024
Name: JOHNSON, JOLYN MARIE Position: VIRTUAL ACADEMY SOCIAL STUDIES (07/31/24)	Pay: Salary	Rate: \$27.52 Amount: \$8,930.00	Hrs: 6.24	DAC:DISTRICT OFFICES Effective Date: 06/10/2024
Name: CRAWFORD, TRAVIS J Position: VIRTUAL ACADEMY BUSINESS (07/31/24)	Pay: Salary	Rate: \$27.00 Amount: \$8,825.00	Hrs: 6.29	DAC:DISTRICT OFFICES Effective Date: 06/10/2024
Name: VIRT, CHRISTI GINIFER Position: VIRTUAL ACADEMY HEALTH SCIENCE (07/31/24)	Pay: Salary	Rate: \$27.00 Amount: \$2,810.00	Hrs: 2.00	DAC:DISTRICT OFFICES Effective Date: 06/10/2024
Name: BJORN, ARIANA SUE Position: CREDIT RECOVERY SCIENCE (05/31/24)	Pay: Salary	Rate: \$27.00 Amount: \$620.00	Hrs: 1.28	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 05/06/2024

Name: DART, GREGORY THOMAS Position: CREDIT RECOVERY US GOVERNMENT(05/31/24)	Pay: Salary Amount: \$560.00	Rate: \$27.00 Amount: \$560.00	Hrs: 1.15	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 05/06/2024
Name: WILKINS, DANIEL GREGORY Position: PULL YOUR SHARE WEEDS (05/25/24)	Pay: Salary Amount: \$3,262.00	Rate: \$19.50 Amount: \$3,262.00	Hrs: 4.18	DAC:DISTRICT WIDE Effective Date: 04/01/2024
Name: TCHIDA, CODA P Position: STRENGTH COORD (SUMMER)(08/09/24)	Pay: Salary Amount: \$1,821.00	Rate: \$25.00 Amount: \$1,821.00	Hrs: 1.19	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 06/10/2024
Name: LIETZ, DAVID Position: STRENGTH COOR (SUMMER)(08/09/24)	Pay: Salary Amount: \$911.00	Rate: \$25.02 Amount: \$911.00	Hrs: 0.60	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 06/10/2024
Name: WILSON, ANTHONY JOHN Position: STRENGTH COOR (SUMMER)(08/09/24)	Pay: Salary Amount: \$911.00	Rate: \$25.02 Amount: \$911.00	Hrs: 0.60	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 06/10/2024
Name: PHILLIPS, JOCELYN PAIGE Position: ESY TEACHER SUB (6/28/24)	Pay: Hourly Amount: \$0.00	Rate: \$37.12 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 06/10/2024
Name: BEAM, RYAN T Position: SAFETY TOWN TEACHER (6/28/24)	Pay: Hourly Amount: \$1,620.00	Rate: \$27.00 Amount: \$1,620.00	Hrs: 6.00	DAC:EARLY LEARNING FAMILY CENTE Effective Date: 06/17/2024
Name: BEAM, RYAN T Position: SAFETY TOWN TEACHER (6/28/24)	Pay: Hourly Amount: \$440.00	Rate: \$22.00 Amount: \$440.00	Hrs: 2.00	DAC:EARLY LEARNING FAMILY CENTE Effective Date: 06/17/2024

### Resignation

#### Position: SUPPLEMENTAL

Name: COOGAN, ROBERT E Position: SUB TEACHER (41+) (06/06/2024)	Pay: Hourly Amount: \$0.00	Rate: \$110.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 06/06/2024
Name: MAHORNEY, MIRANDA SUE Position: SUB TEACHER (06/06/24)	Pay: Hourly Amount: \$0.00	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 06/06/2024
Name: HAGAN, ALYSHA Position: SUB TEACHER (06/06/2024)	Pay: Hourly Amount: \$0.00	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 06/06/2024
Name: PATTERSON, MISTY JO Position: SUB TEACHER (06/06/2024)	Pay: Hourly Amount: \$0.00	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 06/06/2024
Name: WIEGAND, JAICEE M Position: SUB TEACHER (06/06/2024)	Pay: Hourly Amount: \$0.00	Rate: \$100.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 06/06/2024
Name: MCLEOD, DAVID LEE Position: SUB TEACHER (41+)(06/06/24)	Pay: Hourly Amount: \$0.00	Rate: \$110.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 06/06/2024

#### Position: PARA EDUCATOR (SP ED)


Name: BRAATEN, TATUM RHAE Position: PARA EDUCATOR (SP ED)(06/06/24)	Pay: Hourly Amount: \$697.95	Rate: \$15.51 Amount: \$697.95	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 06/06/2024
--	---------------------------------	-----------------------------------	-----------	---

### Retirement

#### Position: EXEMPT SECRETARIES

Name: WOYTH, SUSAN Position: COMPENSATION SPECIALIST (06/19/24)	Pay: Hourly Amount: \$45,706.32	Rate: \$21.89 Amount: \$45,706.32	Hrs: 8.00	DAC:DISTRICT OFFICES Effective Date: 06/19/2024
--	------------------------------------	--------------------------------------	-----------	--



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. C.

CABINET MEMBER: Luke Diekhans

### TOPIC

Good Apple Awards

### STRATEGIC PLAN

#### HEALTHY SAFE AND SECURE SCHOOLS

### BACKGROUND

Individual letters of appreciation and our "Good Apple" pin have been forwarded to each of those individuals whose achievements are summarized in this notice. This award is an expression of appreciation and affection, and we ask all who have received it to wear the "Good Apple" with pride! If the person is a district employee, a copy of our letter has been placed in their personnel file. What follows are nominations for "Good Apple" awards.

### Discussion

**Teri Mahaffey, Paraprofessional, Charles M. Russell High School**, was recommended for a Good Apple Award by Cyrilla Carper, Paraprofessional, Charles M. Russell High School, because of the following: Teri put all her effort in when one of her students was having a severe seizure. She was right on top of it, doing everything she could to make sure that this student stayed safe. She used her medical knowledge from her being an RN to make sure this student was cared for until the school nurse and the safety team arrived. I think she deserves to be nominated for being a first responder first, then a caring Para Educator.

**Jordan Lee, Vocal Music Teacher, and the Chanteur Choir, all Charles M. Russell High School**, were recommended for Good Apple Awards by Nicole Heintzelman, Principal, Riverview Elementary School, because of the following: As part of the Flag committee for overlook park, it was a goal to get more Great Falls Public Schools students involved in the ceremony for Flag Day on June 14th. The committee thought it would be a great opportunity to have some of our musical leaders in the schools perform, and wow - they definitely performed! With some help from Jordan Lee, he was able to get a group together providing them with the song, "America the Beautiful". The work was definitely put in by this wonderful group of students, and it showed their passion when I called the night before to Jack Orthman, who shared with me that they would be practicing one more time that evening to be prepared. The Flag Day ceremony took place at 8:00 AM, and for a high school student on summer break to be willing to show up on Friday at that time is impressive. As a member of GFPS and the Flag Committee, I have to say how impressed I am with our outstanding students and the staff members that supported and represent Great Falls Public Schools. Thank you for your extra work to make the event that much better.



## **FISCAL IMPLICATIONS**


N/A

## **RECOMMENDATION**

The District Board is requested to accept the recommendations of the above individuals for the Great Falls Public Schools Good Apple Award.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Human Resources, Luke Diekhans at 268-6010.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. D.

CABINET MEMBER: Brian Patrick

### TOPIC

Montana School Bus Driver Certificates – OPI TR-35

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

School bus drivers are required to comply with qualifications set forth in Section [20-10-103, MCA](#), and [10.7.111 ARM](#), and file a certificate of compliance with the County Superintendent of Schools.

### DISCUSSION

The following individuals meet the qualifications as school bus drivers: Eric Wood and Debra Lambott

### FISCAL IMPLICATIONS


None

### RECOMMENDATION

The District Board is requested to approve the Montana School Bus Driver Certificate TR-35 for the individuals listed above.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogosi	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. E.

CABINET MEMBER: Jackie Mainwaring

### TOPIC

Kindergarten Early Entrance for the 2024-2025 School Year

### STRATEGIC PLAN

#### Student Achievement

### BACKGROUND

[Montana Code Annotated \(MCA\) 20-5-101](#) Admittance of child to school, and [MCA 20-7-117](#) Kindergarten and preschool programs, and [Board Policy 3110R](#) Students – Early Entrance, allow for early entry by special permission of the Board.

### DISCUSSION

Students M.H., A.C., and A.V. meet the qualifications of [Board Policy 3110R](#) Early Entrance. The parents have requested early entry.

### FISCAL IMPLICATIONS


The students will be allowed to be counted for enrollment purposes for state funding.

### RECOMMENDATION

The District Board is requested to approve early entry for students M.H., A.C., and A.V. in Kindergarten by special permission of the Board of Trustees for the 2024-2025 school year.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001 or Executive Director Jackie Mainwaring at (406) 268-6006.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. F.

CABINET MEMBER: Brian Patrick

### TOPIC

Incoming Student Attendance Agreements for the 2024-2025 School Year

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

Under the provisions of [MCA 20-5-320](#) – *Attendance with Discretionary Approval* and [MCA 20-5-321](#) – *Attendance with Mandatory Approval – Tuition and Transportation*, and [Board Policy 3141](#) – *Nonresident Student Enrollment*, students from outside of the Great Falls District are requesting to attend school in Great Falls for the 2024-2025 school year.

### DISCUSSION

The following students are requesting to attend school in Great Falls for the 2024-2025 school year:

STUDENT IDENTIFIER	DISTRICT OF RESIDENCE	GRADE
66125359	CENTERVILLE	12
6530332	VAUGHN	4
6530139	VAUGHN	5

### FISCAL IMPLICATIONS


Tuition fees to be paid for by the District of Residence.

### RECOMMENDATION

The District Board is requested to approve the Incoming Student Attendance Agreements for the students listed above, with tuition to be paid for by the District of Residence.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. G.

CABINET MEMBER: Lance Boyd

### TOPIC

Special Education Records Disposal Request

### STRATEGIC PLAN

Stewardship and Accountability

### BACKGROUND

Montana Code Annotated [MCA 20.1.212](#), *Destruction of Records by School Officer*, requires that the disposal of any records be approved by the Board of Trustees and be in compliance with the approved State, Local Government Records Committee Retention Schedule.

### Discussion

Listed are the records to be disposed of that meet the approval description and date-time lines based on the retention schedule:

- 2016-2017 Special Education Records that have not been requested by the parent or student.

### FISCAL IMPLICATIONS


None

### RECOMMENDATION

The District Board is requested to approve the disposal of 2016-2017 Special Education records that have not been requested by the parent or student.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Executive Director Lance Boyd (406) 268-6777.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. H.

CABINET MEMBER: Luke Diekhans

### TOPIC

2024-2025 Calendar Amendment

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

During the 2023-24 school year, the District and Great Falls Education Association (GFEA) worked through the process of modifying the contact minutes over the course of the year to have nonstudent contact days at the end of quarters one, two, and three in order to provide time for teachers in their classrooms for record keeping and professional development across all employee groups.

### Discussion

After providing an opportunity for staff input on the nonstudent contact days during the 2022-2023 school year, and continued discussion during Collaborative Solutions in 2023-24, the District believes moving forward with the end of quarter nonstudent contact days for the 2024-2025 school year will be beneficial. The nonstudent contact days will be provided in the same format as agreed to for the 2022-2023 & 2023-2024 school years. There will be three hours of professional development, three hours of record keeping for teachers in their classrooms, and a one-hour lunch. The end of quarter days for the 2024-2025 school year are:

Friday, November 1, 2024

Friday, January 24, 2025

Friday, March 28, 2025

### FISCAL IMPLICATIONS


None

## **RECOMMENDATION**

The District Board is requested to approve the amended 2024-2025 GFPS School Calendar to provide for end of quarter nonstudent contact days for quarters one, two and three.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or HR Director Luke Diekhans at (406) 268-6010.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. I.

CABINET MEMBER: Brian Patrick

### TOPIC

Donation of One Hundred Dollars (\$100.00) to Great Falls Public Schools

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

[Board Policy 7260](#) – *Donations, Endowments, Gifts, and Investments* provides for accepting gifts that are deemed suitable and appropriate. Donors are required to obtain independent appraisal value of their gift for IRS purposes.

### DISCUSSION

Kathy Van Tighem donated \$100.00 to the Jack Fisher Jr. Memorial Garden at Great Falls High School.

### FISCAL IMPLICATIONS

None


### RECOMMENDATION

The District Board is requested to accept the donation of \$100.00 to the Jack Fisher Memorial Garden at Great Falls High School from Kathy Van Tighem with thanks.

For more information about this item, please Director of Business Operations Brian Patrick at (406) 268-6050.

[Return to Agenda](#)



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finnicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** June 24, 2024

**CATEGORY:** Communication

**AGENDA ITEM NUMBER:** VI. C.

**CABINET MEMBER:** Tom Moore

### TOPIC

Report to Board of Trustees regarding the status of adding baseball as a GFPS offered sport.

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

Great Falls High School (GFHS) and Charles M. Russell (CMR) High School are members of the Montana High School Association (MHSA). The association provides governance over all classes of extra/co-curricular activities. In January of 2022 MHSA membership voted to allow individual school districts, at their discretion, to add the sport of baseball.

### Discussion

District Athletic Director will report to the board the current status of the sport of high school baseball amongst MHSA member schools, along with information regarding where GFPS stands towards potentially adding baseball.

### FISCAL IMPLICATIONS

None

### RECOMMENDATION

This report is for information only. No action is requested.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001 or District Athletic Director Mike Henneberg at (406) 268-6084.

[Return to Agenda](#)

Report to GFPS Board of Trustees

Re: Baseball

Monday, June 24, 2024


1. Facts:

- MHSA membership approved addition of baseball as a sponsored activity in January of 2022.
- 1<sup>st</sup> season- Spring of 2023- 22 teams across 4 conferences. 2 AA schools- Butte and Belgrade
- MHSA projects 9 schools will add for 2025 season (34 total) - must commit by September 1.
- 3 Billings schools and 3 Missoula schools have been board approved to add in 2025.
- Potential for Butte, Belgrade, West, Senior, Skyview, Hellgate, Sentinel and Big Sky to sponsor baseball in 2025.
  - Billings schools were confident they would play in 2025.
  - Missoula schools' opinions were mixed as to whether that will occur.

2. GFPS committee (Executive Director, Athletic Director, Administrators from CMR and GFH) that has investigated the possibility of adding baseball has established 4 factors that need to be considered when deciding.

- **Item #1- Betterment of GFPS students and the sport of baseball in Great Falls.**
  - Potentially allow more student-athletes to play the sport - current local programming can be cost prohibitive.
  - Potential for some student-athletes to participate in a shorter season, opening up opportunities for work or training for other sports during summer months.
  - Potential to help the Legion program grow as season would be shorter and possibly more attractive to those who participated in the high school season.
  - Concern for the health of athletes, specifically pitchers. Current high school rules regarding pitch counts is much more liberal than what Legion allows. Baseball at all levels has raised concerns about arm health - ulnar collateral issues.
  - Concern for the quality of play and quality of schedule - currently 1 program (Chargers) split into 2. Are teams/schedule as competitive as what our student-athletes currently get?
  - Butte and Belgrade have struggled to get 14 games played during the past 2 seasons. Eventually will need to play similar number of games as to what is allowed for softball - 22.
- **Item #2- Interest and support.**
  - Spring of 2023- interest survey distributed to athletes and parents of GFPS.
  - Respondents from both groups indicated there was adequate interest amongst current and future high school students and parents.
  - Several community members, parents, and baseball fans have expressed interest and support of the idea of adding baseball through conversations and emails.
  - Voyagers, Little Leagues have expressed interest in partnering with GFPS.
  - Legion program has expressed that they would support either way.
- **Item #3- Financially viable and sustainable.**
  - Startup cost estimate: \$40-\$50 thousand for district uniforms, equipment - may be a bit higher in 2025. Primarily 1-time costs to get going.
  - Yearly operating costs: \$40,000-50,000 per school, per year. Additional \$90,000-\$100,000 needed in the budget. Similar costs to softball budget.
  - 4-day state tournament is cost prohibitive. AA could potentially develop its own post season - playoffs/final 4 that would be more cost effective.
  - Missoula and Billings school's participation is predicated on 3 years of private funding; Billings and 1 year of private funding followed by "budget neutral" funding in subsequent years; Missoula will have to account for the expected \$50,000 per school out of their existing Athletic Budget.
  - GFPS budget currently 2.15% of General Fund budget.
    - Projected revenues are falling behind expenses, creating a growing deficit.
    - GFPS managed COVID/ESSER monies responsibly - only AA district to not run a levy in 2024.

- Funding forecast - if public school funding is not adjusted (legislature), GFPS is anticipating further budget concerns necessitating asking the tax payers for a levy and/or making reductions to existing programs and/or personnel. Athletics will likely have to make future reductions in this case.
- AA Athletic Directors and Principals have already evaluated and made reductions in expenses for certain activities for the 24-25 school year.
- **Item #4- Feasibility.**
  - Field availability - would have to work with Voyagers, City and Little Leagues to have fields available for practice and games. I believe those entities are willing to partner - do not know the degree of work that will need to be done to make some fields playable and/or available.
  - Transportation- bus/driver availability has been an ongoing issue. At one point this spring we had 3 motor coaches available for GFH Track (2), CMR Track (2), GFH Softball (1), CMR Softball (1) and CMR/GFH combined tennis (1).
  - Event personnel - are we able to staff multiple events that occur simultaneously during the spring?
  - Administrative support - added responsibilities on administrative staff at High Schools and District Office.
  - Umpire availability - has been an issue in other communities.
    - MHSAA is trying to address this – 1. creation of 4 umpire pools across the state to try and reduce mileage/per diem costs that have been incurred on districts bringing in out of town umpires. 2. working to allow the same umpire uniform for baseball and softball so those umpires can work both.
    - GF Umpire pool for softball is shrinking and aging.
  - Scheduling issues - Last 2 years weather has been an issue for playing softball games. 1 game cancelled and 8 games (CMR/GFH combined) postponed and rescheduled. Softball can play multiple games during the day and have played as many as 4 per week. In 2025, Softball has 9 weeks to play 22 games. Baseball season begins 1 week prior to Spring Sports Season and concludes the week prior to Memorial Day.
  - Equity issues (TitleIX) - if funding model is private there are legal concerns. Baseball will eventually have to schedule the same number of contests as softball I- 22 baseball games in 9 weeks could be a challenge.

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogorsk	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. A.

CABINET MEMBER: Brian Patrick

### TOPIC

District-Wide Safety Plan

### STRATEGIC PLAN

Stewardship and Accountability and Safe and Secure Schools

### BACKGROUND

School districts are required to adopt an annual comprehensive Safety Plan as per [MCA 20-1-401](#). As a part of the plan, the law requires a review of the suspension and expulsion policies ([Policy 3300](#) - attached), as well as the weapons policy ([Policy 3311](#)). This review took place at a Board Policy Committee meeting and the Board meeting held on May 13, 2024.

### DISCUSSION

The District Safety Plan was originally created in 2014 and continues to be improved and refined. The Safety Plan includes protocols, practices, and monitoring to address the safety and security of students, staff and the facilities. District administrators conduct exercises and drills utilizing the Safety Plan protocols and practices. The District deploys Safety Plan components as required by real-world events. The District utilizes the "In Case of Crisis" electronic application. This allows for easy access by staff with updates being available immediately on the electronic platform. A District-Wide Committee, representing each of the employee groups, meets during the school year to discuss safety issues and concerns. A District Safety grant opportunity for individual schools provided the opportunity for assistance with speed signs and other safety related projects. For background information, the annual safety summary is included with this agenda item.

Additional Safety information can be found on the GFPS website at: <https://gfps.k12.mt.us/student-safety/>

### FISCAL IMPLICATIONS

The law allows the trustees to transfer state or local revenue from any budgeted fund or non-budgeted fund, other than the debt service or retirement fund, to its Building Reserve Fund in the amount not to exceed the school district's estimated cost of improvements for school safety and security. If fund transfers are made from any school district fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the transferred funds. No safety related transfers were made during the 2023-2024 school year.

## **RECOMMENDATION**

The District Board is requested to approve the Great Falls Public Schools District-wide Safety Plan.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001 or Director of Business Operations Brian Patrick at (406) 268-6050.

[Return to Agenda](#)

1 **Great Falls School District**

2  
3 **STUDENTS**

3300

4  
5 Suspension and Expulsion – Corrective Actions and Discipline

6  
7 Suspension

- 8       • “Suspension” means the exclusion of a student from attending individual classes or  
9 school and participating in school activities for an initial period not to exceed ten (10)  
10 school days. An administrator may order suspension of a student.

11  
12 The procedure set forth below will be followed when proposed punishment of a student is to  
13 include denial of the right of school attendance from any single class or from a full schedule of  
14 classes for at least one (1) day.

15  
16 Before any suspension is ordered, a building administrator will meet with a student to explain  
17 charges of misconduct, and the student will be given an opportunity to respond to the charges.

18  
19 When a student’s presence poses a continuing danger to persons or property or poses an ongoing  
20 threat of disruption to the educational process, a pre-suspension conference will not be required,  
21 and an administrator may suspend a student immediately. In such cases, a building administrator  
22 will provide notice of and schedule a conference as soon as practicable following the suspension.

23  
24 A building administrator will report any suspension immediately to a student’s parent or legal  
25 guardian. An administrator will provide a written report of suspension that states reasons for a  
26 suspension, including any school rule that was violated, and a notice to a parent or guardian of  
27 the right to a review of the suspension. The parent or legal guardian may use the Uniform  
28 Complaint Procedure if they disagree with the suspension.

29  
30 Upon a finding by a school administrator that the immediate return to a school by a student  
31 would be detrimental to the health, welfare, or safety of others or would be disruptive of the  
32 educational process, a student may be suspended for one (1) additional period not to exceed ten  
33 (10) school days, if the student is granted an informal hearing with the school administrator prior  
34 to the additional suspension, and if the decision to impose the additional suspension does not  
35 violate the Individuals with Disabilities Education Act (IDEA) or Rehabilitation Act.

36  
37 Make-up Work

- 38  
39       1. K-12 students who are absent, as a result of an out-of-school suspension, have the right to  
40 make up the work missed. They will work with the school to determine a timeline to  
41 complete the work.  
42       2. Paris Gibson Education Center students who are absent, as a result of an out-of-school  
43 suspension, may continue their work upon reinstatement.  
44       3. Teachers are not expected to reconstruct lessons taught while students are on suspension.  
45  
46

Expulsion

- “Expulsion” is any removal of a student for more than twenty (20) school days without the provision of educational services. Expulsion is a disciplinary action available only to the Board.

The Board, and only the Board, may expel a student from school and may do so only after following due process procedures set forth below.

Upon recommendation from the Superintendent, the Board will provide written notice to a student and parent or legal guardian of a hearing to consider a recommendation for expulsion, which will be sent by registered or certified mail, or hand delivered, at least five (5) school days before the date of the scheduled hearing. The notice will include time and place of hearing, information describing the process to be used to conduct the hearing, and notice that the Board intends to conduct the hearing in closed session unless a parent or legal guardian waives the student’s right to privacy.

Within the limitation that a hearing must be conducted during a period of student suspension, a hearing to consider expulsion may be rescheduled when a parent or legal guardian submits a request showing good cause to the Superintendent at least two (2) school days before a hearing date as originally scheduled. The Superintendent will determine if a request shows good cause to reschedule a hearing.

The student has the right to be present for the duration of the hearing. At hearing the student may be represented by counsel and ask questions, present perspectives, and provide witnesses or documentation. The Board is not bound by formal rules of evidence in conducting the hearing.

Each school shall maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student. When the Board of Trustees takes disciplinary action against a student, the Board must keep a written record of the action taken, with detailed explanation, even if the disciplinary action is decided during a closed session. A disciplinary action that is educationally related is an action that results in the expulsion or out-of-school suspension of the student. This record must be maintained/destroyed consistent with Montana Local Government Records Schedule 7 and is subject to transfer to a local educational agency, accredited school, or nonpublic school pursuant to 20-1-213, MCA.

Procedures for Suspension and Expulsion of Students with Disabilities

The District will comply with provisions of the Individuals with Disabilities Education Act (IDEA) and Rehabilitation Act when disciplining students. The Board will not expel any special education student when the student’s particular act of gross disobedience or misconduct is a manifestation of the student’s disability. The Board may expel pursuant to its expulsion procedures any special education student whose gross disobedience or misconduct is not a manifestation of the student’s disability. A disabled student will continue to receive education services as provided in the IDEA or Rehabilitation Act during a period of expulsion.

The Building administrator may suspend a child with a disability from the child's current placement for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement under 34 CFR 300.519(b), whether or not a student's gross disobedience or misconduct is a manifestation of a student's disabling condition. Any special education student who has exceeded or who will exceed ten (10) days of suspension may temporarily be excluded from school by court order or by order of a hearing officer, if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or to others. After a child with a disability has been removed from his or her placement for more than ten (10) school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under CFR 300.121(d).

An administrator may remove from current placement any special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function or inflicts serious bodily injury on another person while at school on school premises, or at a school function under the jurisdiction. A serious bodily injury is one that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty. The District will place such student in an appropriate interim alternative educational setting for no more than forty-five (45) school days in accordance with the IDEA or Rehabilitation Act.

Cross Reference:

Policy 3215	Uniform Complaint Procedure
Policy 3310	Student Discipline

Legal Reference:

20 U.S.C. 1400, et seq.	Individuals with Disabilities Education Act
24 CFR 300.519-521	Procedural Safeguards
§20-1-213, MCA	Transfer of School Records
§20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
§20-4-402, MCA	Duties of district superintendent or county high school principal
§205-5-105, MCA	Attendance officer – powers and duties
§20-5-106, MCA	Truancy
§20-5-201, MCA	Duties and sanctions
§20-5-202, MCA	Suspension and expulsion
ARM 10.16.3346	Aversive Treatment Procedures
ARM 10.5.910	Student Discipline Records
Gross v. Lopez, 419 US 565 (1975)	
Section 504 IDEA	



1	<u>Policy History:</u>	
2	Adopted on:	July 1, 2000
3	Revised on:	April 24, 2006
4	Revised on:	April 28, 2014
5	Revised on:	August 10, 2015
6	Reviewed on:	May 25, 2017
7	Reviewed on:	May 15, 2018
8	Revised on:	June 10, 2019
9	Reviewed on:	June 8, 2020
10	Reviewed on:	May 24, 2021
11	Reviewed on:	June 13, 2022
12	Revised on:	June 12, 2023

## **2023-2024 GFPS Safety Plan Review**

### **Annual Recap:**

#### **1. Districtwide Safety Meetings**

A committee consisting of employee group representatives including school board members met twice to review and discuss safety issues. The Montana Safety Culture Act mandatory requirements were covered as a part of the discussions.

#### **2. In Case of Crisis Safety Application**

This phone application contains the Master Plan for staff in the event of an emergency. Annual updates are made to the Safe Schools Protocols, all plans, and facility staff emergency lists. An Emergency Phone Tree addition has been added to the Administration Plan. Individual school emergency plans are a valuable part of the program. A \$5,000 incentive grant was offered to any school who had 95% of their staff on the In Case of Crisis Application.

3. **Emergent 3 (E3)** is a comprehensive safety protocol that is in the process of being implemented within our school district to help ensure the security and well-being of all students, faculty, and staff. It integrates technology, community engagement, and responsive strategies to address various safety concerns. District staff will receive training including regular drills and training sessions. It will help effectively manage emergencies, ranging from natural disasters to intruder situations by collaborating closely with local law enforcement agencies and emergency responders to facilitate swift and coordinated responses in critical situations. The program prioritizes prevention, preparedness, and collaboration.

#### **4. Building Enhancements – American Recovery Plan Funding (ARP)**

The District used ARP funds to update and improve facilities in the District. Projects completed during the 2023-24 school year include the window replacement project at Sunnyside Elementary School and a four-classroom addition at Meadow Lark Elementary School.

#### **5. Outside Emergency Alert Systems**

During the summer of 2024, Chief Joseph Elementary School is scheduled for an upgrade to the fire alarm system which will include the addition of an outside alert warning system.

#### **6. Evacuation Sites**

All school evacuation locations are updated and confirmed annually.

#### **7. Armed Intruder Training To Date:**

This training was put on hold during the COVID pandemic. Select staff receive training via a train the trainer model in the spring and the program is scheduled to be implemented to the entire District during the 2024-25 school year. This training is being completed in partnership

with the Great Falls Police Department (GFPD).

#### **8. Crime Prevention Through Environmental Design (CPTED)**

Continued inspections of schools occurred during the school year. The SRO's will be observing a streamlined approach that will allow for all school reviews to be conducted annually.

#### **9. GFPS Facility Safety Meetings**

All GFPS buildings held annual safety meetings with Administrators, Engineers, and District Safety personnel to review safety protocols, discuss safety concerns and implement new safety guidelines. Emergency prevention and mitigation information was shared with each facility. The Top 10 Insurance Company concerns were shared with Administrators and First Engineers. The mandatory posting of Form 300A - Summary of Work-Related Injuries and Illnesses was posted in all facilities between February 1<sup>st</sup> and April 30<sup>th</sup>.

#### **10. Annual Inspections**

The District received many required annual inspections. These include twelve inspections from the Montana Department of Labor. Our insurance company, Marsh McLennan Insurance, completes school inspections including all playgrounds and shop areas. Items identified were addressed. The Building & Grounds Department coordinates the annual inspections on fire alarms, fire suppression, fire extinguishers, elevators/lifts, auto lifts, boilers, and asbestos.

#### **11. Workers Compensation**

Top three (3) incident Categories for GFPS include Struck or Injured By (48%) and Slip/Fall/Trip (40%) and Strain Injury By (12%). Online safety training through Safe Schools was available to all GFPS employees. Principals were added as system administrators which allowed them to customize training for their individual schools.

#### **12. Nurse -Emergency Preparedness**

Automated External Defibrillator (AED) updates: The model of AED used in the District is old enough that it will no longer be supported by the manufacturer. Outdated AEDs were replaced. All information has been updated with the Department of Health and Human Services (DPHHS) and HeartSine Warranty system.

Stock Emergency Medication: Epinephrine Auto-Injectors: Four auto-injectors are maintained per building. To date, there is a record of five uses of stock epi administration this school year (Two were used by staff members).

Narcan: We continued to provide one dose for all elementary schools and increased doses are available at the secondary schools to 2-4 doses (or more upon request). This was due to requests by School Resource Officers (SRO's) and observations of doses needed for average rescue in community. To date we have not administered any stock Narcan.

One representative from GFPS nursing department is participating in a state level task force working with Montana DPHHS to create a proposal for legislature for stock albuterol.

Emergency Preparedness Training and Protocols: The Nursing department has identified a need to evaluate our school-based emergency response teams and identify how to improve protocols and encourage more standardization of teams. Two nurses from the leadership team are completing continuing education on this topic and we will incorporate this training into our summer in-service with nursing staff.

Meeting with Great Falls Fire Rescue (GFFR): GFFR joined the nursing staff during a Professional Development day for the second year. GFFR assists with reviewing 911 calls from the District, explaining dispatch procedures, offering to visit with any school-based medical response teams, and answering case study questions.

CPR and First Aid training: There are currently six CPR trainers that the nursing department works with to provide training for staff. Great Falls High School has historically facilitated their own training with their own staff. We offer training in June and August, but there was an increase in requests for CPR and First Aid training this year by secondary staff. We have increased the number of classes offered to meet this demand and added First Aid training to our summer class schedule.

Lockdown Preparedness: Our department is better prepared for an in-school extended lockdown after debriefing the CMR lockdown several years ago. During the Loy lockdown this year, Erica Harp was dispatched to support the school. Most of the support identified was support of stress responses and mental health support. The nurse was allowed to move through the building, which allowed the rest of the nursing staff to continue to care for the students with complex health needs in that school. Having two nurses allowed for one nurse to focus on those tasks and allowed Erica to provide other support for students and staff.

Communicable Disease: As the District exits from pandemic protocols, it is focused on illness prevention and health promotion. It was a very active year for illnesses. We again worked with Alluvion Prevention Services to offer flu shot clinics for students and offered any needed immunizations for students not up to date or needing vaccine boosters. There has been an increase in Measles across the United States and the Nursing Department did use guidance from MTDPHHS to update our Measles Protocol.

Quality Improvement: After safety/OSHA walk throughs of buildings there have been two areas identified as needing process improvement.

Ensuring single use vials remain single use (i.e. eye wash). Dating all opened bottles of wound wash.

First Aid Kit checks: The nurses identified all first aid kits in their buildings and created a checklist. They will then check all first aid kits biannually next year to ensure there are no outdated items and make recommendations on stocked items.

### **13. Human Resources – Staffing**

A minimal level of staffing continues to put a strain on the District throughout the 2024-25 school year. It caused stress for existing staff because they ended up filling vacant positions through condensing classrooms, which makes for larger class sizes. The HR Department continues to seek out new ways to hire staff. In addition, the District has worked with prospective employees to seek out Provisional and Emergency Authorization Licensure. An example includes the highly successful Electric City High Voltage Weekend which was an event to attract new teachers to the District, as well as stretching our recruitment efforts through online websites like Indeed. In addition, we are in the midst of our first digital marketing campaign in markets outside of North Central Montana. With the creation of the CORE School, the District not only plans to develop highly proficient teaching candidates, but also will seek out ways to keep these students in the District.

### **14. Technology Improvements**

Great Falls Public Schools has completed the work of replacing the Video Surveillance system at all secondary (middle and high) schools using the COPS School Violence Prevention Program Grant. This grant was awarded in 2021 for \$500,000. Attention has now turned to replacing the Video Surveillance at all Elementary schools and the Early Learning Facility with ESSER funding. So far this school year, systems have been replaced at 7 Elementary schools with an additional one to be completed by June 30th, 2024. The goal of the District's Video Surveillance Project is to improve security and safety at schools and on school grounds. The objectives include purchasing and installing the cameras and servers, purchasing the software licenses, and training staff as needed. Anticipated outcomes include improved information sharing with local law enforcement; increased interaction and improved communications between District officials and local law enforcement; accurate identification of danger and follow-up, without the use of discriminatory stereotypes or privacy violations and increased school safety and sustainability planning efforts.

During this school year, GFPS also expanded its installation of door access systems at Great Falls High School. The new system will include Avigilon 16 Door Add-on License, LifeSafety Cabinets (16 door & 8 door) (sized for future expansion) with appropriate control panels and back up batteries, and door hardware including Card Readers, Request to Exits, Door Position Sensors and motorized hardware on designated doors (8 total). The goal is to provide a secure environment where students and non-GFPS personnel enter via a set of doors that are controlled by staff who verify their identity and then allow access. Other doors are designated as staff only and can be accessed by a badge that is assigned to them. All other doors are programmed to open and close based on a preset schedule. Doors that are propped will send a text/email alarm so they can be closed. Anticipated outcomes include a secure, locked location where only students, staff and approved public can enter during school hours. Having a programmed locked schedule will auto lock doors at night versus a custodian manually locking each door.

Vape Detectors have been installed in bathrooms at CMR, Great Falls High, North and East middle schools. These devices can quickly identify vaping chemicals, providing real-time alerts to administrators, and promoting a healthier environment. By using vape detectors, schools

can better enforce smoke-free policies, raise awareness about the dangers of vaping and offer early intervention for students. Ultimately, the integration of vape detectors helps maintain a safe and positive learning environment for all.


### DRAFT: 2024-2025 Healthy, Safe, and Secure Schools - 3-Year Strategic Plan

*The District believes that a comprehensive educational environment addresses the health, safety, and social/emotional needs of all students and staff.*

#### Comprehensive 3-year Goal:

By June 2027, Great Falls Public Schools will implement evidence-based strategies and opportunities to increase appropriate behavior among students. This will be measured by a 5% decrease in major incidents by increasing student opportunities to demonstrate skills, traits, and characteristics identified by the GFPS [Profile of a Learner](#). This will be tracked by school-based and district-level data.

Action Steps	Responsible Party	When	Resources Needed
a. Character Strong i. Review data ii. What We Do Wednesday III. Elementary Class Meetings b. Responsibility Centered Discipline c. Calibration of referrals d. Behavior Celebrations e. MTSS/Behavior Frameworks F. Student Leadership Organizations I. IMB / WRR ii. Peer Mentors at all secondary f. Implementation of ReStart (Alt. to Expulsion) g. Transformational Workplace Pathways H. SWIS - diagnostics I. SWISH (CMR) - diagnostics J. District-wide training in Safety Protocols K. Cyber security training	a. Buildings. District - push out for ALL b. Buildings. District to offer refresh and advanced training. c. Buildings and District	a. 2024-2027 b. 2024-2027 (training summer of 2024) c. 2024-2027	a. Baseline data on usage from 2024. Pull monthly for principals to use with staff b. A uniform way to track positive recognition F. Cascade County Student Safety Team G. YRBS and MPNA H. DESSA Mini I. Universal Screenings J. Partnerships with community partners (United Way, Aware, AfY, Youth Dynamics, YDI, CCSST) Emergent 3, In Case of Crisis, K. Table Top Exercises and Command Center trainings

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skomogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. B.

CABINET MEMBER: Luke Diekhans

### TOPIC

Classified and Hourly Staff Compensation for 2024-2025: Support Staff, Paraprofessionals, Teachers' Aides, Hourly Classified Staff, and Part-Time Nurses

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

Non-union employee compensation (including support personnel, paraprofessionals, teachers' aides, hourly classified staff, and part-time nurses) is to be established by the Board under [Board Policy 5140](#). Montana Code Annotated requires that the Board of Trustees approve the District Budget that includes employee compensation. The budget unit for these five groups is comprised of 373 employees.

### Discussion

The employees in these five compensation units serve a variety of functions in the District. In all cases, they support the goals and objectives of the District and provide support to students, employees and programs. The 2024-2025 budget reflects base salaries for the employees of these groups with the following increases:

Part-Time Nurses, Support Staff and Hourly Classified Employees: Increase of 4%  
Paraprofessionals and Teacher's Aides: Increase of 4%

### FISCAL IMPLICATIONS

The increase on the base salary schedules for these five budget groups in the 2024-2025 school year will result in an approximate salary budget of \$6,870,546. The cost of the base increase is estimated to be approximately \$277,906.

Employees	Group	Total	Increase
115	Paraprofessionals	\$2,775,574	\$91,251
77	Teacher Aides	\$1,119,499	\$47,067
17	Hourly Nurses	\$902,366	\$36,350
126	Hourly Classified	\$890,396	\$34,246
38	Support Personnel	\$1,182,711	\$68,992


## RECOMMENDATION

The District Board is requested to approve the classified and hourly staff compensation for the 2024-2025 school year as presented.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Human Resources Director Luke Diekhans at (406) 268-6010.

[Return to Agenda](#)



 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skonogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** June 24, 2024

**CATEGORY:** Action

**AGENDA ITEM NUMBER:** VII. C.

**CABINET MEMBER:** Luke Diekhans

### TOPIC

2024-2025 Great Falls Public Schools (GFPS) Teachers' Retirement System (TRS) / Public Employee Retirement System (PERS) Administrators and Supervisors Compensation

### STRATEGIC PLAN

#### STEWARDSHIP AND ACCOUNTABILITY

### BACKGROUND

The 2024-2025 administrator and supervisor compensation budget unit is comprised of 47 employees.

### Discussion

These employees are critical to the mission of the District. They set the climate, implement the Board's goals, provide instructional leadership, and maintain the safety and discipline that allows Great Falls Public Schools to continually perform at high levels. The base salaries for the employees listed below in this unit are adjusted by 4%.

Positions include: 2 Executive Directors of Student Achievement, 1 Director of Business Operations, 1 Human Resources Director, 1 Director of Technology, 2 Co-Coordination of Curriculum and Instruction, 1 Coordinator of Athletics, 1 Coordinator of Music and Art, 1 Coordinator of Indian Education, 3 Coordinators of Student Services, 1 Coordinator of Student Services Title I, 1 Coordinator Early Education, 2 High School Principals, 6 High School Associate Principals, 1 Alternative High School Principal, 2 Middle School Principals, 2 Middle School Associate Principals, 15 Elementary Principals, 1 Supervisor of Facilities, 1 Assistant Supervisor of Facilities, 1 Supervisor of Food Services, and 1 Coordinator of College and Career Readiness Center.

The Superintendent is not included in the above-listed group. A separate contract for the Superintendent has been approved.

See attached salary schedule structures for the three (3) groups of administrators and supervisors: District-level administrators, principals, and supervisors.

## FISCAL IMPLICATIONS

The 4% increase in base salaries will result in an approximate salary budget for this group of \$5,050,883 for 2024-2025. This is approximately a \$247,596 net decrease. This decrease is a result of retirements and the reduction of two (2) ESSER positions and one (1) Executive Director.

## TRS PRINCIPAL SALARY SCHEDULE 2024-2025

Administrative salaries can be computed using the following formula:

(Base Daily Rate x Index x Contract Days) = Base Salary

Total Salary = Base Salary + Education Increment + Career Increment(s)

POSITION	CONTRACT	23-24 Base Salary	24-25 BASE (4%)
Elementary Principal	210	\$ 94,045.60	\$ 97,711.00
Middle School Principal	260	\$ 105,077.43	\$ 109,173.00
High School Principal	260	\$ 114,470.70	\$ 118,932.00
Alternative High School Principal	260	\$ 105,077.43	\$ 109,173.00
Associate Principal ( high school)	220	\$ 94,384.30	\$ 98,063.00
Associate Principal (middle school)	220	\$ 92,728.44	\$ 96,342.00
Associate Principal (Elementary)	210	\$ 88,513.12	\$ 92,053.64
Coordinator, TK	210	\$ 88,513.00	\$ 91,163.00
Coordinator, CCRC	210	\$ 88,513.00	\$ 91,163.00
Education Increment for 2022-2023: The increment is based on 2.5% of the Elementary Principal Base			
MA		\$ -	
MA + 10		\$ 2,443	
MA + 20		\$ 4,886	
MA + 30		\$ 7,328	
Doctorate		\$ 9,771	
\$1625 in each of these years based on years completed: 4th, 7th, 10th, 13th, 16th, 19th, 22nd, 25th, etc.			
Daily Rate for Base =		\$ 391	
Career Increment is based on 4.49 times the daily rate.		\$ 1,756	

## OTHER TRS/PERS ADMINISTRATORS' SALARY SCHEDULE 2024-2025

4%											
<b>2024-2025</b>											
<b>TRS Career Increments</b>		1	2	3	4	5	6	7	8	9	10
	yr 1 to 3 (BASE 22-23)	4 - 6	7 - 9	10-12	13-15	16-19	20-23	24-28	29-33	34-38	
	Days										
<b>Exec. Director</b>	260	\$ 126,256	1.025	1.025	1.025	1.020	1.020	1.015	1.015	1.010	1.010
<b>Co-Curriculum Coordinators</b>	260	\$ 97,631	1.020	1.025	1.025	1.020	1.020	1.015	1.015	1.010	1.010
<b>Coords:Music/Ind.Ed./Athletics</b>	225	\$ 95,187	1.020	1.020	1.020	1.020	1.020	1.015	1.015	1.010	1.010
<b>Coords: Student Svcs.</b>	225	\$ 99,654	1.020	1.020	1.020	1.020	1.020	1.015	1.015	1.010	1.010
<b>PERS Career Increments</b>		\$ 1	2	3	4	5	6	7	8	9	10
	yr 1-3 (BASE 22-23)	yr 4-6	yr 7-9	yr 11-12	13 - 15	16 - 19	20 - 23	24 - 28	29 - 33	34 - 38	
<b>Business Manager</b>	260	\$ 126,256	1.020	1.020	1.020	1.020	1.020	1.015	1.015	1.010	1.010
<b>Human Resources</b>	260	\$ 116,340	1.020	1.025	1.025	1.020	1.020	1.015	1.015	1.010	1.010
<b>Director: Tech</b>	260	\$ 116,340	1.020	1.025	1.025	1.020	1.020	1.015	1.015	1.010	1.010

## PERS SUPERVISOR SALARY SCHEDULE 2024-25


Supervisor Salaries 2024-2025		
	# of Days	24-25 BASE
Supervisor of Bldng/Grnds*	260	\$ 82,492
Supervisor, Food Services*	260	\$ 78,445
Assist. Supervisor of Bldng/Grnds.	260	\$ 69,521
Experience:		
Upon a successful job review the PERS Supervisor will receive an annual experience at the rate of	\$585	
PDI: granted for 150 hours of professional training	\$500	

### RECOMMENDATION

The District Board is requested to approve the Great Falls Public Schools Administrators and Supervisors Compensation for 2024-2025 as presented.

For more information about this item, please contact Superintendent Moore at (406) 268-6001 or Human Resource Director Luke Diekhans at (406) 268-6010.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. D.

CABINET MEMBER: Jackie Mainwaring

### TOPIC

Professional Development Plan for 2024-2025

### STRATEGIC PLAN

#### Stewardship and Accountability and Student Achievement

### BACKGROUND

"Each school year, school district trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee." [Legal Reference: ARM 10-55-714 \(3.b\)](#)

Each Year, teachers are required to complete eighteen (18) hours of Pupil Instruction Related (PIR) Professional Development (PD). These eighteen (18) hours are paid days in October and January. Teachers may do their hours on the designated days. However, many teachers earn these PIR hours outside of their regularly scheduled workday in the summer or in the evenings. This year the PIR Steering Committee, in conjunction with the Executive Directors, decided that we would forego District Directed PIR for the 2024-2025 school year. Teachers can choose areas that meet their needs for all eighteen hours. Additionally, teachers will need sixty (60) PIR hours every five (5) years to renew their teaching license with the Office of Public Instruction (OPI).

### Discussion

This year roughly fifty-one (51) instructors will provide over eighty-five (85) options for teachers to choose from to complete their eighteen (18) hours of PIR. The cost per teacher will be approximately \$32 for all eighteen (18) hours of PD.

### FISCAL IMPLICATIONS

Although the PIR budget is supported through Student Services, Indian Education, and the Curriculum Offices, most of the funding is done through curriculum.

The break down follows:

Federal programs/Student Services \$ 864

Indian Education \$3,888


Curriculum \$18,981

## **RECOMMENDATION**

The District Board is requested to accept the recommended Professional Development Plan for the 2024-2025 school year.

For more information about this item, please contact Superintendent Tom Moore at (406) 268-6001, or Executive Director Jackie Mainwaring at (406) 268-6006 or Executive Director Heather Hoyer at (406) 268-6008.

[Return to Agenda](#)

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Sunchild	Skonogowski	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

**MEETING DATE:** June 24, 2024

**CATEGORY:** Action

**AGENDA ITEM NUMBER:** VII. E.

**CABINET MEMBER:** Tom Moore

### TOPIC

Second Reading of New, Revised, and Deleted Board Policies – **1420** – *School Board Meeting Procedure*; **3100 (Delete)** – *Early Childhood Education Enrollment Exceptional Circumstances*; **3100P (Delete)** – *Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Students*; **8125** – *School Bus Emergencies*; **2165 (Delete)** – *Homebound, Hospital, and Home Instruction*; and **2165 (New)** – *Early Literacy Targeted Interventions*

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

A committee consisting of Superintendent Tom Moore, Director of Business Operations Brian Patrick, Director of Human Resources Luke Diekhans, Executive Directors of Student Achievement Lance Boyd, Jackie Mainwaring and Heather Hoyer, Business Office Lead Aly Konecny, Executive Assistant to the Superintendent Sherri Clark, Administrative Assistant Denise Ostberg, and Trustees Bill Bronson and Paige Turoski, have been meeting to discuss and make changes where necessary on the policies mentioned above.

### Discussion

Policy 1420	Delete as recommended by MTSBA and the Committee
Policy 3100	Delete as recommended by MTSBA and the Committee
Policy 3100P	Delete as recommended by MTSBA and the Committee
Policy 8125	Language Changes as recommended by MTSBA and the Committee
Policy 2165	Delete as recommended by MTSBA and the Committee
Policy 2165	New Policy as recommended by MTSBA and the Committee

The first reading of new, revised, and deleted Board policies **1420, 3100, 3100P, 8125, and 2165** was at the June 10, 2024 Board Meeting.

### FISCAL IMPLICATIONS

None

## RECOMMENDATION

The District Board is requested to approve revised Board policies **2131** – *Student and Family Privacy Rights*; **3121** – *Enrollment and Attendance Records*; **5325** – *Breastfeeding in the School and Workplace*; **8110** – *Bus Routes and Schedules*; **8121** – *District Owned Vehicles*; and **8502** -*Construction and Repairs* as presented.

For more information about this item, please contact Superintendent Moore at (406) 268-6001.

[Return to Agenda](#)

**THE BOARD OF TRUSTEES**

1420

School Board Meeting Procedure Agenda

Public Notice

A written notice of ~~all~~ meetings of the Board, *where a quorum of the Board will be present and action may be taken, including the agenda*, shall be sent to Trustees and to the media not less than forty-eight (48) hours prior to the time of the meeting, except ~~that~~ *when* the forty-eight (48) hour notice is waived in an unforeseen emergency as stated in §20-3-322(5), MCA. The written notice of the school board meeting, including the agenda, shall also be posted on the District's website.

Business transacted at Board meetings will be limited to that stated in the agenda included in the public notice of the meeting.

Developing an Agenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chairperson. Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chairperson. Individuals may also suggest items to be included on the agenda. Such suggestions must be received by the Superintendent at least 10 calendar days before the Board meeting, unless of immediate importance, and must be approved for inclusion by the Board Chairperson.

Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request at least ten (10) calendar days before the Board meeting. The request must include the reason for the appearance and must be approved by the Board Chairperson. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Procedure (Policies 1770, 3215 and 5215) has been followed.

Individuals wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, but may take advantage of one of two basic opportunities to comment at all meetings: (1) the agenda item for public comment on matters not on the agenda and (2) the invitation by the Chairperson for public comment on any item specifically listed on the agenda.

General Public Comment.

The agenda must include an item dedicated to general public comment, providing members of the public the opportunity to speak on any public matter under the jurisdiction of the District which is not specifically listed on the agenda. The Board Chairperson may place reasonable limits on public comment to maintain and ensure effective and efficient operations of the Board.



1 The Board shall not take any action on any matter discussed by the public in this portion of the  
2 meeting because the matter has not been specifically noticed on the agenda. If the subject of the  
3 comment is a complaint against any District employee, the individual filing the complaint must  
4 demonstrate that the Uniform Complaint Procedure (Policies 1770, 3215 and 5215) has been  
5 followed.

6  
7 Item-Specific Public Comment, although not listed on the agenda, in accordance with Montana  
8 law, members of the public will be given an opportunity to comment on any item that is  
9 specifically listed on the agenda when that item comes up for discussion and action. As with the  
10 general public comment period, the Board Chairperson may place reasonable limits on any  
11 agenda item-specific public comment to maintain and ensure effective and efficient operations of  
12 the Board. (See 1420F.)

13  
14 Copies of the agenda for the current Board meeting, draft minutes of the previous Board  
15 meeting, and relevant supplementary information will be distributed to each trustee and will be  
16 available to any interested individual at the Superintendent's Office and on the District website at  
17 least forty-eight (48) hours in advance of a Board meeting. *Agendas serving as the public notice  
18 of a meeting will be posted and distributed in accordance with Policy 1400. Agendas shall note  
19 the meeting will be recorded in accordance with this policy. Upon convening a meeting, the  
20 Board Chairperson or designee shall announce the meeting is being recorded in accordance  
21 with this policy.*

#### 22 23 Recording and Broadcast

24  
25 ~~Unless exempt as a third-class district under § 20-6-201, MCA and § 20-6-301, MCA, The~~  
26 ~~District shall record their public meetings as described in Policy 1400 in an audio and video~~  
27 ~~format. The District shall make the audio and video recordings publicly available within five (5)~~  
28 ~~business days after the meeting with a link to the recording on the District's website. If the~~  
29 ~~District does not maintain a website, it shall establish and maintain a social media page and~~  
30 ~~provide a link to the recording on the social media page.~~

31  
32 *The audio and video recordings created in accordance with this section of the policy are not*  
33 *required to be the official record of minutes of the meeting as detailed elsewhere in this policy. If*  
34 *a recording is not designated as the official record or minutes, the recording may be destroyed*  
35 *after being retained online for one (1) year and will no longer be subject to the requirements of*  
36 *Title 2, Chapter 6, for public information requests upon destruction. If a recording is designated*  
37 *as the official record or minutes as specified in this policy, the provisions of this policy as*  
38 *required by § 2-3-212, MCA, shall apply.*

39  
40 *The District is not required to disrupt or reschedule a meeting if there is a technological failure*  
41 *of the meeting recording. If the recording is not able to be made available on the District's*  
42 *website or social media site, the District shall prominently post a notice in the same manner as a*  
43 *notice of a public meeting under Policy 1400 and shall post a notice at all locations where the*  
44 *meeting recording links are available. The notice must explain the reason the meeting was not*  
45 *recorded and describe the steps taken to remedy the failure prior to the next meeting.*

## Establishing a Quorum

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

## Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

## Conducting the Meeting

General rules of parliamentary procedure shall be used to conduct regular Board meetings. Robert's Rules of Order may be used as a guide at any meeting. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation, show of hands, or roll call.

## Rescinding a Motion

A motion to rescind (cancel previous action) may be made by any trustee at any time. A motion to rescind must be properly noticed on the Board's agenda for the meeting, and does not require prior approval from the Chairperson to be placed on the agenda. A motion to rescind is in order any time prior to accomplishment of the underlying action addressed by the motion.

## Adoption of Agenda

1 The first action item of all Board meetings shall be the adoption of the agenda. With consent of a  
2 majority of Trustees present, the order of agenda items at any meeting may be changed;  
3 however, no new agenda items may be added.

#### 4 5 Approving the Consent Agenda

6  
7 To expedite business at its meetings, the Board approves the use of a consent agenda, which  
8 include those items considered to be routine in nature. Any item that appears on the consent  
9 agenda may be removed by a member of the Board. Any Board member who wishes to remove  
10 an item from the consent agenda must give advance notice in a timely manner to the Board  
11 Chairperson. Upon removal, the item will be placed as a separate discussion and action item later  
12 in the agenda. Remaining items on the consent agenda will be voted on through a single motion.  
13 The approved motion will be recorded in the minutes, including a listing of all items appearing  
14 on the consent agenda.

#### 15 16 Providing Minutes

17  
18 The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the  
19 Chairperson and the Clerk. The minutes shall include:

- 20 • The date, time and place of the meeting;
- 21 • The presiding officer;
- 22 • Board members recorded as absent or present;
- 23 • A summary of discussion on all matters discussed (including those matters discussed  
24 during the "public comment" section), proposed, deliberated, or decided, and a record of  
25 any votes taken;
- 26 • A detailed statement of all expenditures;
- 27 • Purpose of recessing to executive session; and
- 28 • Time of adjournment.

29  
30  
31 Unofficial minutes shall be delivered to Board members in advance of the next regularly  
32 scheduled meeting of the Board. Minutes need not be read publicly, provided that members have  
33 had an opportunity to review them before adoption. A file of permanent minutes of Board  
34 meetings shall be maintained in the Office of the Clerk, to be made available for inspection upon  
35 the request. A written copy shall be made available within five (5) working days following  
36 approval by the Board.

#### 37 38 Cross Reference:

39 *Policy 1400 Board Meetings*  
40 Policy 1420P Notice Regarding Public Comment  
41 Policy 1441 Audience Participation  
42 Policy 1441R Audience Participation  
43 Policy 1770 Uniform Complaint Procedure  
44 Policy 3215 Uniform Complaint Procedure  
45 Policy 5215 Uniform Complaint Procedure  
46

1   Legal Reference:

2   § 2-3-103, MCA       Public participation - governor to ensure guidelines adopted  
3   § 2-3-202, MCA       Meeting Defined  
4   § 2-3-212, MCA       Minutes of meetings  
5   § 20-1-212, MCA       Destruction of old records by an officer  
6   § 2-3-213, MCA       *Recording of Meetings*  
7   § 20-3-323, MCA       District policy and record of acts  
8   § 20-3-322(5), MCA   Meetings and quorum  
9   Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005

10  
11   Policy History:

12   Adopted on:   July 1, 2000  
13   Revised on:   February 14, 2005  
14   Revised on:   April 24, 2006  
15   Revised on:   December 9, 2013  
16   Revised on:   October 12, 2020  
17   *Revised on:*

Early Childhood Education Enrollment Exceptional Circumstances

It is the policy of the District to provide enhanced educational opportunities to students under the age of 5 when either individual exceptional circumstances exist and/or when Community Based exceptional circumstances are present.

This policy shall terminate and expire on June 30, 2024, to be replaced in its entirety by a policy governing early intervention programs consistent with Chapter 608 (2023).

Exceptional Circumstances Meriting Waiver of Age Requirements for Students

The Administration shall ensure admission, enrollment and assignment of all qualifying children referenced in this policy. The administration shall place children enrolled pursuant to this policy in either a half time or full time kindergarten program as an integral part of the elementary school program. The administration shall also ensure provision of a free appropriate public education in the least restrictive environment possible, pursuant to terms of each student's individualized education program, for all children enrolled under this policy who are qualified for services under the Individuals with Disabilities Education Act.

The administration shall include children enrolled pursuant to this policy in the District's calculation of average number belonging (ANB) as reported to the Office of Public Instruction (OPI).

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in §20-5-101(3) MCA, that merit waiving the age provisions of §20-5-101(1), MCA for qualifying children under six (6) years of age. These qualifying exceptional circumstances are based on the educationally relevant factors to establish a basic system of free quality public elementary and secondary school specified in §20-9-309, MCA and as required by Article X, section 1, of the Montana Constitution:

1. A child at least three (3) years of age with a disability qualifying the child for services under the federal Individuals with Disabilities Education Act.
2. A child who is four (4) years of age or older on or before September 10 of the school year in which enrollment is to occur who:
  - a. Meets the income eligibility guidelines for free or reduced price meals under the National School Lunch Program.
  - b. Is Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act.
  - c. Is Gifted and Talented within the meaning of that term as used in 20-7-901, MCA.
  - d. Is an enrolled member of a federally recognized American Indian Tribe.
  - e. Is homeless as defined in 42 U.S. Code § 11302, or, as determined by the administration, exhibits other characteristics or lives in circumstance that are

1 uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or  
2 typical which place the child at risk of failing to achieve at adequate levels.  
3 f. ~~Is an at risk student as defined in Section 20-1-101(4), MCA.~~  
4 g. ~~Child's status as a member of a military family with prior enrollment.~~

5  
6 The Trustees shall annually review this policy based on changing circumstances pertaining to the  
7 criteria used for determination of the program. The administration is authorized to enroll students  
8 in a manner consistent with this policy and to develop procedures to implement this policy.  
9

10 Cross Reference:

11 Policy 3100P ——— Student Enrollment, Exceptional Circumstances Meriting Waiver of Age  
12 ——— Requirements for Students  
13 Policy 3110 ——— Entrance, Placement, Transfer  
14 Policy 3110R ——— Early Entrance  
15

16 Legal References:

17 §20-1-230, MCA ——— Enactment — Interstate Compact on Educational Opportunity for Military  
18 Children — Provisions  
19 §20-4-101, MCA ——— System and Definition of Teacher and Specialist Certification — Student  
20 Teacher Exception  
21 §20-5-101, MCA ——— Admittance of child to school  
22 §20-6-501, MCA ——— Definition of various schools  
23 §20-7-117, MCA ——— Kindergarten and preschool programs  
24 §20-9-309, MCA ——— Basic system of free quality public elementary and secondary schools  
25 defined  
26 Article X, section 1, of the Montana Constitution  
27 Individual with Disabilities Act  
28 Federal Rehabilitation Act of 1973  
29 Interstate Compact on Educational Opportunity for Military Children  
30 National School Lunch Act (Public Law 396, 79<sup>th</sup> Congress, Chapter 281, 2<sup>nd</sup> Session)  
31 Title III, ESEA (English Language Acquisition, Language Enhancement, and Academic  
32 Achievement Act)  
33 McKinney Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat.  
34 482, U.S.C. § 11301 et seq.)  
35 Chapter 608 (2023) — Targeted Interventions to Support 3<sup>rd</sup> Grade Reading Proficiency  
36

37 Data/Study References

38 Engzell, P., Frey, A. & Verhagen, M.D. "Learning loss due to school closures during the  
39 COVID-19 pandemic" Proc. Natl Acad. Sci USA 118, e2022376118 (2021).  
40 Melinda Wenner Moyer, "The COVID generation: how is the pandemic affecting kids' brains?",  
41 Nature, 10.1038/d41586-022-00027-4, 601, 7892, (180-183), (2022).  
42

43 Policy History

44 Adopted on: ——— January 27, 2019  
45 Revised on: ——— June 13, 2022  
46 Revised on: ——— July 17, 2023

**STUDENTS** 3100P

Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Students

When implementing Board Policy 3100, the District shall follow these procedures:

1. The administration shall review the criteria set forth in the Policy 3100 and make the preliminary determination whether an individual student or class of students meets the criteria for exceptional circumstances set forth therein;
2. The administration shall notify the parent(s)/legal guardian(s) of the administration's recommendation to the Board regarding the enrollment of the student(s) under the exceptional circumstances meriting waiving the age requirements;
3. The administration shall present the information to the Board for approval;
4. In presenting the information to the Board, the administration shall either: (1) remove all identifying information about the student(s) when presenting the information to the Board in order to protect the privacy rights of the student under state and federal law, or (2) provide the name(s) of the student(s) to the Board in a closed session with notice to the parent(s)/legal guardian(s) that he/she/they have the right to attend the closed session; and
5. The Board shall make the final decision on the enrollment of the students under the District's exceptional circumstances policy.

Cross Reference:

Policy 3100 Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Students

Policy 3110 Entrance, Placement, Transfer

Policy 3110R Early Entrance

Policy History:

Adopted on: January 27, 2020

Revised on:

Revised on:

Great Falls School District

## NON-INSTRUCTIONAL OPERATIONS

8125

### School Bus Emergencies

In the event of an accident or other emergency, the bus driver shall follow emergency procedures. A copy of the emergency procedures will be located in every bus. To ensure the success of such emergency procedures, every bus driver will conduct an emergency evacuation drill as early as possible within ~~the first six (6) weeks of each school semester~~ *the first two (2) weeks of the first semester and within the first week of the second semester. Students must complete a bus safety drill regardless of whether they regularly ride the bus.* The District will conduct such other drills and procedures as may be necessary.

#### Cross Reference:

[Big Sky Bus Lines School Bus Rules](#)

~~2017 Montana School Bus Standards~~

#### Legal Reference:

§ 20-10-111, MCA    *Duties of Board of Public Education*  
*Montana School Bus Standards*

#### Policy History:

Adopted on: April 29, 2019

~~Reviewed on:~~

Revised on:



1 **~~2165 INSTRUCTION~~**

2 ~~Homebound, Hospital and Home Instruction~~

3 ~~A student absent from school for more than two (2) consecutive weeks because of health or physical~~  
4 ~~impairment will be provided the services of a teacher or an aide in the home or hospital. Appropriate~~  
5 ~~educational services may with a written statement from a licensed medical examiner and a written~~  
6 ~~parental or guardian request.~~

7 ~~Legal Reference:~~

8 ~~10.16.1308, ARM Services to Homebound and/or Hospitalized Students~~

9 ~~Policy History:~~

10 ~~Adopted on: July 1, 2000~~

11 ~~Revised on:~~

**INSTRUCTION**

2165

Early Literacy Targeted Interventions

Purpose and Goals

The Board of Trustees finds the ability to read at or above grade level is essential for educational success. The purposes of this policy are to:

- provide parents with voluntary early literacy interventions for their children;
- increase the number of children in the District who are reading proficient at the end of 3rd grade and in so doing help those 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 the District's skilled workforce and decreasing future reliance on social programs and the criminal justice system.

The Board of Trustees intends to collaborate with the Board of Public Education and Office of Public Instruction to achieve the purposes of this policy by gathering, analyzing, and making available outcome data and by continually refining the interventions to increase the efficacy and efficiency of each intervention.

Compliance

The early literacy targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall be in accordance with early childhood education standards at Title 10 Chapter 63 ARM. The early literacy targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall include, at minimum:

- ongoing evaluation of student progress used to tailor instruction to specific student needs;
- strategies to encourage, enhance, and honor parental involvement;
- methods to employ and assign qualified staff to deliver programming who have completed a fingerprint based criminal background check in accordance with Policy 5120 and Policy 5122 and receive regular professional development in accordance with Policy 5121;
- adherence to eligibility standards;
- organization, when applicable, of classrooms which satisfy physical, supervision, safety, and capacity standards; and
- dedicated Trustee and administrative leadership in accordance with Policy 6110.

Child Evaluation

1 *An eligible child is defined as a child who has been determined, through evaluation*  
2 *methodologies selected by the Board of Public Education, to be below a trajectory leading to*  
3 *reading proficiency at the end of 3rd grade. An eligible child may receive early literacy targeted*  
4 *intervention provided by the District for the subsequent school year in accordance with this*  
5 *policy.*

6  
7 *The Board of Trustees authorizes District staff to administer evaluation methodologies from April*  
8 *through June of each year to a child who will be four (4) years of age or older on or before the*  
9 *following September 10<sup>th</sup> and who has not yet entered 3<sup>rd</sup> grade.*

10  
11 *A child shall not be evaluated to determine eligibility for early targeted literacy intervention*  
12 *using additional assessments not used in the Board Approved Curriculum, without written*  
13 *parental consent.*

#### 14 15 *Classroom Based Programming*

16  
17 *The Board of Trustees has established a full-time classroom based early literacy targeted*  
18 *intervention program. The Board of Trustees authorizes the District staff to admit, enroll, and*  
19 *serve an eligible child who is four (4) years of age or older on or before September 10<sup>th</sup> of the*  
20 *year in which the child is to participate in the program and who is not entering and who has not*  
21 *completed kindergarten. The classroom-based program shall foster parental engagement and be*  
22 *research-based and proven effective at developing early literacy skills in populations at risk of*  
23 *not being reading proficient at the end of 3<sup>rd</sup> grade.*

#### 24 25 *Jumpstart Programming*

26  
27 *The Board of Trustees has established a jumpstart early literacy targeted intervention program.*  
28 *The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child*  
29 *who is five (5) years of age or older on or before September 10<sup>th</sup> of the year in which the child is*  
30 *to participate in the program and who has not yet completed 3<sup>rd</sup> grade.*

31  
32 *The District's jumpstart program shall take place during the time between the end of one school*  
33 *calendar year and the start of the next school calendar year, as set by the Board of Trustees in*  
34 *accordance with Policy 2100, preceding a child's entry into kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, or*  
35 *3<sup>rd</sup> grade. The jumpstart program shall be at least four (4) weeks in duration and provide at least*  
36 *one-hundred twenty (120) instructional hours. The jumpstart program shall be designed in a*  
37 *manner to increase the likelihood of a child being evaluated at the end of the ensuing school year*  
38 *to be at or above a trajectory leading to reading proficiency at the end of 3<sup>rd</sup> grade.*

#### 39 40 *Reporting and Funding*

41  
42 *The Board of Trustees authorizes the District administration to include an eligible child*  
43 *participating in a classroom-based program in accordance with this policy in enrollment counts*  
44 *for the purpose of ANB calculations in the manner described in Policy 3121.*

45  
46 *The Board of Trustees authorizes the District administration to include an eligible child*

1 *participating in a jumpstart program in accordance with this policy in enrollment counts on a*  
2 *quarter-time basis for the purpose of ANB calculations in the manner described in Policy 3121.*

3  
4 *The Board of Trustees shall monitor the early literacy intervention programs and authorizes*  
5 *District administration to report annually to the Superintendent of Public Instruction on the*  
6 *efficacy of the program no later than July 15<sup>th</sup> of each year.*

7  
8 *Cross References:*


9 <i>Policy 2100</i>	<i>School Calendar</i>
10 <i>Policy 3121</i>	<i>Enrollment and Attendance Calculation</i>
11 <i>Policy 5120</i>	<i>Hiring Practices</i>
12 <i>Policy 5121</i>	<i>Professional Development</i>
13 <i>Policy 5122</i>	<i>Fingerprint Background Checks</i>
14 <i>Policy 6110</i>	<i>Superintendent Responsibilities</i>

15  
16 *Legal References:*

17 <i>Article X, section 1(1), of the Montana Constitution</i>	
18 <i>10.63, ARM</i>	<i>Early Childhood Education</i>
19 <i>§ 20-7-1801-1804, MCA</i>	<i>Early Literacy Targeted Interventions</i>
20 <i>§ 20-9-311, MCA</i>	<i>Calculation of ANB</i>

21  
22 *Policy History:*

23 *Adopted on:*

 Great Falls Public Schools Great Falls, MT	Turoski	Thompson	Skonogowski	Sunchild	Johnson	Finicum	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

## GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: June 24, 2024

CATEGORY: Report

AGENDA ITEM NUMBER: IX. A.

CABINET MEMBER: Tom Moore

### TOPIC

**First Reading of New and Deleted Board Policies – 2309 (Delete) – Library Materials; 2310 (Delete) – Selection of Library Materials; 2310F1 (Delete) – Citizens Request for Reconsideration of Library Materials; 2310F2 (Delete) – Checklist for Library Materials Selection Committee; 2310F3 (Delete) – Library Materials Review Committee Application; 2310R (Delete) – Selection of Library Materials; 2311 (Delete) – Instructional Materials; 2311F1 (Delete) – Learning Materials Selection Committee Application; 2311R (Delete) – Selection, Adoption, and Removal of Textbooks and Instructional Materials; 2314 (Delete) – Learning Materials Review; 2314F1 (Delete) – Citizens Request for Reconsideration of Learning Materials; 2314F2 (Delete) – Checklist for Learning Materials Selection Committee; 2250F (New) – Adult Education Activity Acknowledgement of Risk; 2309 (New) – School Library Program; 2311 (New) – Instructional Materials; and 2314 (New) – Instructional or Library Material Review.**

### STRATEGIC PLAN

#### Stewardship and Accountability

### BACKGROUND

A committee consisting of Superintendent Tom Moore, Director of Business Operations Brian Patrick, Director of Human Resources Luke Diekhans, Executive Directors of Student Achievement Jackie Mainwaring, Heather Hoyer, and Lance Boyd, Business Office Lead Aly Konecny, Executive Assistant to the Superintendent Sherri Clark, Administrative Assistant Denise Ostberg and Trustees Bill Bronson and Paige Turoski, have been meeting to discuss and make changes where necessary on the policies mentioned above.

### Discussion

Policy 2309	Delete as recommended by MTSBA and the Committee
Policy 2310	Delete as recommended by MTSBA and the Committee
Policy 2310F1	Delete as recommended by MTSBA and the Committee
Policy 2310F2	Delete as recommended by MTSBA and the Committee
Policy 2310F3	Delete as recommended by MTSBA and the Committee
Policy 2310R	Delete as recommended by MTSBA and the Committee
Policy 2311	Delete as recommended by MTSBA and the Committee
Policy 2311F1	Delete as recommended by MTSBA and the Committee
Policy 2311R	Delete as recommended by MTSBA and the Committee
Policy 2314	Delete as recommended by MTSBA and the Committee
Policy 2314F1	Delete as recommended by MTSBA and the Committee
Policy 2314F2	Delete as recommended by MTSBA and the Committee

Policy 2250F	New Policy as recommended by MTSBA and the Committee
Policy 2309	New Policy as recommended by MTSBA and the Committee
Policy 2311	New Policy as recommended by MTSBA and the Committee
Policy 2314	New Policy as recommended by MTSBA and the Committee

## **FISCAL IMPLICATIONS**

None

## **RECOMMENDATION**

This report is for information only. No action is required at this time. The request will be brought before the Board for action at a future Board meeting.

For more information about this item, please contact Superintendent Moore at (406) 268-6001.

[Return to Agenda](#)

**INSTRUCTION**

2309

Library Materials

School library and classroom library books are primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal may assess fines for damaged or unreturned books.

District residents and parents or guardians of non-resident students attending the District may be allowed use of library books, at the discretion of the building principal. However, such access shall not interfere with regular school use of those books. Use of library books outside of the District is prohibited except for inter-library agreements with other libraries.

Any individual, who is a resident of Cascade County, parent, grandparent, or guardian of a Great Falls Public Schools student, may challenge the selection of materials for the library/media center. The Materials Reconsideration Procedure will be utilized to determine if challenged material is properly located in the library.

Cross References:

Policy 2310R — Selection of Library Materials

Legal References:

§ 20-4-402(5), MCA — Duties of District Superintendent

§ 20-7-203, MCA — Trustees' Policies for School Library

§ 20-7-204, MCA — School Library Book Selection

Policy History:

Adopted on: — November 14, 2022 —

**INSTRUCTION**

2310

Selection of Library Materials

The District has libraries in every school with the primary objective of implementing and supporting the educational program in the schools. It is the objective of these libraries to provide a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view.

The provision of a wide variety of library materials at all levels supports the District's basic principle that the school is a free society assists all students to develop their talents fully so that they become capable of contributing to further good of that society.

In support of these objectives, the Board reaffirms the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and guided by the principles set forth in the American Library Association's Library Bill of Rights and its interpretation for school libraries.

Although the Superintendent is responsible for selection of library materials, ultimate responsibility rests with the Board.

The Board acting through the Superintendent, thereby delegates the authority for the selection of library materials to the principal in each of the schools. The principal further delegates that authority to the librarian in the school.

Legal References:

§ 20-4-402(5), MCA — Duties of District Superintendent or High School Principal

§ 20-7-203, MCA — Trustees' Policies for School Library

§ 20-7-204, MCA — School Library Book Selection

Library Bill of Rights

American Library Association

Policy History

Adopted on: July 1, 2000

Revised on: August 27, 2001

Revised on: November 14, 2022



**Citizen's Request for Reconsideration of Library Material**

<b>School</b>

<b>Please check type of material:</b>			
<input type="checkbox"/>	Book	<input type="checkbox"/>	Pamphlet
<input type="checkbox"/>	CD	<input type="checkbox"/>	Web-based material
<input type="checkbox"/>	DVD	<input type="checkbox"/>	Periodical
<input type="checkbox"/>	Other	<input type="checkbox"/>	

<b>Title</b>	
<b>Author</b>	

<b>Request Initiated by</b>	
<b>Date Submitted</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Group Represented (if any)</b>	
<b>Phone Number</b>	

<b>The person requesting reconsideration of the material is required to read or view the work in its entirety. Have you done so?</b>

~~The review process will continue only after the material has been read, viewed, or listened to in its entirety. If sufficient space is not provided, attach additional sheets.~~

~~1. To what in the material do you object? (Please be specific, cite pages, time on a dvd, etc.)~~

~~2. Why do you object to these materials?~~

~~3. Was there any merit in the material? (Please comment)~~

~~4. What do you believe is the theme or purpose of this material?~~

~~5. For what age group would you recommend this material? (Please comment)~~

~~6. Are you aware of the judgement of the material by literary critics?~~

~~7. Would you care to recommend other material of the same subject and format?~~

~~8. What do you recommend be done with this material?~~

Policy History:

~~Adopted On: November 14, 2022~~

**Checklist for Library Materials Selection Committee  
Reconsideration of Material**

<b>Title:</b>	
---------------	--

<b>Author:</b>	
----------------	--

<b>Purpose:</b>
What is the overall purpose of the material?

<b>Appropriateness</b>
Is the material appropriate for age/ability level of the student?
How does the material meet the curriculum needs?
How does this title contribute to a wide range of materials for students' use?

<b>Literary Quality</b>
If fiction, what artistic and literary qualities does the work exhibit?

<b>Reviews</b>
Sources of reviews (indicate whether favorably or unfavorably reviewed)

<b>Content</b>
If non-fiction, is the work accurate, objective, relevant and timely?
Does the title appear in one or more reputable selection aids? (Please list title of selection if answer is yes).

<b>Additional Comments</b>
----------------------------

<b>Recommendation by Materials Selection Committee for treatment of challenged materials:</b>
---

**Signatures of Materials Review Committee:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Policy History:

Adopted on: November 14, 2022

## Library Materials Review Committee Application

Applicant's Name	
Applicant's Address	
Applicant's e-mail address	
Do you have a child(ren) attending Great Falls Public Schools?	
If so, which school(s)?	
Please list all the work experiences that you think may qualify you for this committee. Include dates and locations.	
Please list all personal experience that may qualify you for this position. Include dates and locations.	
Are you willing to attend all meetings of the committee?	
Are you willing to listen to all sides of the argument before forming an opinion?	

11/14/2022

**INSTRUCTION**

2310R

Selection of Library Materials

The selection of library materials is a professional task conducted by the library staff. In selecting library materials, the librarian will evaluate the existing collection; assess curricula needs; solicit recommendations from school staff, parents, and students; examine materials and consult reputable, professionally prepared selection aids. Librarians involved in selection of resource materials will also use the following criteria as a guide:

- a. Support and contribute to the general education goals of the District
- b. Support and contribute to the objectives of specific courses and student interests
- c. Demonstrate validity, currency, appropriateness for content, age, and student developmental level
- d. Maintain favorable reviews or recommendations found in standard selection sources
- e. Demonstrate the reputation and significance of the author, producer, and/or publisher
- f. Foster respect for and gain an understanding of the contributions made to our society by diverse groups of people
- g. Support Indian Education for All
- h. Represent differing viewpoints on controversial subjects with the goal of providing a balanced collection
- i. Demonstrate value commensurate with cost and/or need
- j. Demonstrate quality and variety of format

Parental Discretion

Parents may request in writing that their minor child/children not be allowed to check out specific book titles, authors, and/or subjects.

Weeding

When materials no longer meet the criteria for selection, they shall be weeded. Weeding is a necessary aspect of selection, since every library will contain works which may have answered a need at a time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out.

**Discarded materials will be clearly stamped:**

“WITHDRAWN FROM GREAT FALLS PUBLIC SCHOOL LIBRARY”

Materials will be discarded in compliance with § 20-6-604, MCA. When the decision to sell or dispose of library materials is made, the Board shall adopt a resolution to sell or otherwise

dispose of the materials because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the District. The Board shall publish a notice of the resolution in the Great Falls Tribune. The resolution may not become effective until fourteen (14) days after the notice is published.

#### Materials Reconsideration Procedures (Complaint Procedure)

The District will establish a Library Materials Review Committee. The committee will be appointed by the Board of Trustees based on recommendation from the administration and GFEA following an annual application process.

When a citizen's request to remove an item or limit its accessibility is appealed beyond the building administrator (Level 3 of the Uniform Complaint Procedure), it will be acted upon, one item at a time, by the Library Materials Review Committee.

The Library Materials Review Committee will consist of one administrator who will chair the committee and who will be a voting member. It will also include two faculty members who teach at the level that represents the item in question, the Student Body President from each high school (or designee), four community members, and three librarians, one from each level.

No committee member may serve on a review originating from a school at which he or she has a child. Staff members may participate in a review, but the librarian(s) must be from a school other than where the complaint originated. All committee members will read the selection in question prior to the committee meeting. When necessary, as determined by the Superintendent or designee, the Superintendent or designee may appoint an alternate committee member.

In the event that the complainant fails to appear at a meeting in which they have previously committed to appear, without just cause, the meeting will be adjourned, and the complaint dismissed.

The committee will hear from at least one spokesperson from both sides of the issue. A written decision will be delivered to the complainant within ten (10) school days following the last committee meeting. That decision will apply to all other schools of similar grade levels.

An appeal from either side must be delivered, in writing, to the Superintendent within ten (10) school days. The Board of Trustees will make the final decision on appeals.

#### Gifts

Gift materials may be accepted with the understanding that they must meet criteria set for book selection.

- 1 Cross References:
- 2 ~~Policy 2309 — Library Materials~~
- 3 ~~Policy 2310 — Selection of Library Materials~~
- 4 ~~Policy 2310F1 — Citizens Request for Reconsideration of Library Materials~~
- 5 ~~Policy 2310F2 — Checklist for Library Materials Selection Committee Reconsideration of Material~~
- 6 ~~Policy 2310F3 — Library Materials Review Committee Application~~
- 7
- 8 Policy History:
- 9 ~~Adopted on: — July 1, 2000~~
- 10 ~~Revised on: — August 27, 2001~~
- 11 ~~Revised on: — November 14, 2022~~



**INSTRUCTION**

2311

Instructional Materials

The Board is legally responsible to approve and to provide the necessary instructional materials. Textbooks and instructional materials should provide quality learning experiences for students and:

- Enrich and support the curriculum.
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards.
- Provide background information to enable students to make intelligent judgments.
- Present opposing sides of controversial issues.
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years, or consistent with the state's standards revision schedule that are consistent with the goals of the continuous school improvement plan. All instructional materials must be sequential and must be compatible with previous and future offerings.

There are times when students may be asked to pay for instructional materials. In required classes, students may have to purchase optional items. In elective classes students may be asked to purchase required items. In either case, the District may loan these materials to the student as determined on a case by case basis.

Instructional materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear of materials that are loaned to them. They will be charged replacement cost, however, for excessive wear, unreasonable damage or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Cross Reference:

Policy 2120 Curriculum Development

Policy 2314 Learning Materials Review

Legal Reference:

§ 20-4-402, MCA Duties of District Superintendent or County High School Principal

§ 20-7-601, MCA Free textbook provision

1    ~~§ 20-7-602, MCA~~                      ~~Textbook selection and adoption~~  
2    ~~10.55.603(4)(b), ARM~~              ~~Curriculum and Assessment~~  
3  
4    Policy History:  
5    ~~Adopted on:~~                      ~~July 1, 2000~~  
6    ~~Revised on:~~                      ~~November 24, 2014~~  
7    ~~Reviewed on:~~                      ~~October 11, 2022~~

## Learning Materials Selection Committee Application

Applicant's Name	
Applicant's Address	
Applicant's e-mail address	
Do you have a child(ren) attending Great Falls Public Schools?	
If so, which school(s)?	
Please list all the work experiences that you think may qualify you for this committee. Include dates and locations.	
Please list all personal experience that may qualify you for this position. Include dates and locations.	
Are you willing to attend all meetings of the committee?	
Are you willing to listen to all sides of the argument before forming an opinion?	

11/14/2022

**INSTRUCTION**

2311R

Selection, Adoption, and Removal of Textbooks and Instructional Materials

Curriculum committees will generally be responsible to recommend textbooks and major instructional materials purchases. Recommendations will be made to the Superintendent. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established District goals and objectives. A curriculum committee will consist primarily of members in a particular department. The same basic selection procedures should be followed as with District-wide committees to also include one or more community members.

Selection and Adoption

Textbooks shall be selected by a curriculum committee representing the various staff who will likely be using the text. In most, but not all cases, an administrator will chair the committee. Each committee should develop, prior to selection, a set of selection criteria against which textbooks will be evaluated. The criteria should include the following, along with other appropriate criteria. Textbooks shall:

- Be congruent with identified instructional objectives.
- Present more than one viewpoint on controversial issues.
- Present minorities realistically.
- Present non-stereotypic models.
- Facilitate the sharing of cultural differences.
- Be priced appropriately.

Removal

Textbooks may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review Process.

Cross Reference:

Policy 2311FI Learning Materials Selection Committee Application

Policy 2314 Learning Material Review

Policy History:

Adopted on: November 24, 2014

Revised on: November 14, 2022

**INSTRUCTION**

2314

Learning Materials Review

Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing using form 2314F and discuss the complaint with the building principal prior to pursuing a formal complaint. Complaints should follow the levels established in the Uniform Complaint Procedure (Policy 1770).

Learning materials, for the purposes of this policy, are considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

When a citizen's request to remove an item or limit its accessibility is appealed beyond the building administrator (Level 3 of the Uniform Complaint Procedure), it will be acted upon, one item at a time, by a Learning Materials Review Committee. The committee will be assembled by the Curriculum Coordinator to include an Executive Director, Curriculum Coordinator, two teachers in the department at a different building, and a Board member. Committee members will read the selection in question prior to the committee meeting.

A decision will be delivered to the complainant within ten (10) school days following the last committee meeting. That decision will apply to all other schools of similar grade levels.

An appeal from either side must be delivered in writing to the Superintendent within ten (10) school days following the Uniform Complaint Procedure.

Cross Reference:

Policy 1770—Uniform Complaint Procedure

Policy 2314F—Citizen's Request for Reconsideration of Learning Materials

Policy 2314F2 Checklist for Learning Materials Selection Committee Reconsideration of Material

Policy History:

Adopted on: November 24, 2014

Revised on: November 14, 2022

**Citizen's Request for Reconsideration of Learning Material**

<b>School</b>

<b>Please check type of material:</b>			
<input type="checkbox"/>	Book	<input type="checkbox"/>	Pamphlet
<input type="checkbox"/>	CD	<input type="checkbox"/>	Web-based material
<input type="checkbox"/>	DVD	<input type="checkbox"/>	Periodical
<input type="checkbox"/>	Other	<input type="checkbox"/>	

<b>Title</b>	
<b>Author</b>	

<b>Request Initiated by</b>	
<b>Date Submitted</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Group Represented (if any)</b>	
<b>Phone Number</b>	

<b>The person requesting reconsideration of the material is required to read or view the work in its entirety. Have you done so?</b>

~~The review process will continue only after the material has been read, viewed, or listened to in its entirety. If sufficient space is not provided, attach additional sheets.~~

- ~~1. To what in the material do you object? (Please be specific, cite pages, time on a DVD, etc.)~~
- ~~2. Why do you object to these materials?~~
- ~~3. Was there any merit in the material? (Please comment)~~
- ~~4. What do you believe is the theme or purpose of this material?~~
- ~~5. For what age group would you recommend this material? (Please comment)~~
- ~~6. Are you aware of the judgement of the material by literary critics?~~
- ~~7. Would you care to recommend other material of the same subject and format?~~
- ~~8. What do you recommend be done with this material?~~

Policy History:

~~Adopted On: November 14, 2022~~

**Checklist for Learning Materials Selection Committee  
Reconsideration of Material**

<b>Title:</b>	
---------------	--

<b>Author:</b>	
----------------	--

<b>Purpose:</b>
What is the overall purpose of the material?

<b>Appropriateness</b>
Is the material appropriate for age/ability level of the student?
How does the material meet the curriculum needs?
How does this title contribute to a wide range of materials for students' use?

<b>Literary Quality</b>
If fiction, what artistic and literary qualities does the work exhibit?

<b>Reviews</b>
Sources of reviews (indicate whether favorably or unfavorably reviewed)



<b>Content</b>
If non-fiction, is the work accurate, objective, relevant and timely?
Does the title appear in one or more reputable selection aids? (Please list title of selection if answer is yes).

<b>Additional Comments</b>
----------------------------

<b>Recommendation by Materials Selection Committee for treatment of challenged materials:</b>
---

**Signatures of Learning Materials Review Committee:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Policy History:

Adopted on: November 14, 2022

**ADULT/CONTINUING EDUCATION  
AUTHORIZATION FOR EMERGENCY CARE AND ACKNOWLEDGMENT OF RISK  
Great Falls School District**

*As a condition to participate in the Great Falls Public Schools Career and College Readiness Center (CCRC) Adult Education Programs, you, as the program participant, are required to complete the enclosed form. It is the policy of the School District to require an acknowledgement of risk and emergency medical treatment release as a condition of participating in this program. If you would like to participate, please carefully read and sign this document.*

*This program may include physical activity. There is an inherent risk of injury in these types of activities. By signing this agreement, I acknowledge that the school district staff and volunteers try to prevent accidents. I, the undersigned, hereby acknowledge and understand that, regardless of all feasible safety measures that may be taken by the district, participation in this event entails certain inherent risks. I certify that I am physically fit and medically able to participate or have noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that I will honor all instructions of district staff and volunteers and failure to honor instructions may result in dismissal from the course.*

*I agree to accept responsibility for my participation in this program. I acknowledge there are no assurances these measures taken by the School District to prevent injuries or prevent the spread of illnesses in this course. These inherent risks that participants specifically acknowledge include but are not limited to injury; illness; hospitalization, chronic health issues, quarantines of an unknown duration to be determined by governing authorities and death. By voluntarily enrolling in this program, I am specifically acknowledging awareness and knowledge of these inherent risks. All School District Policies are in effect while in the program. Any negligence arising out of my participation in the program shall be attributed to the class participant as comparative negligence within the meaning of Section 27-1-702, MCA.*

*I, the undersigned, authorize qualified emergency medical professionals to examine and, in the event of injury or serious illness, administer emergency care to me if required under the circumstances based on, and in accordance with, their medical training. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. I understand emergencies may require immediate treatment in the opinion of medical professionals. In the event it becomes necessary for the district staff in charge to obtain emergency care for me, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.*

*I have been informed that the activities associated with the CCRC Adult Education program is voluntary and will occur at the Great Falls College – Montana State University.*

*Do you have a medical condition which the school should be aware of before allowing you to participate in the activity?  
Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please state the nature of the medical condition: \_\_\_\_\_.*

*Participant Signature: \_\_\_\_\_ Parent/Guardian if Under 18:*

\_\_\_\_\_

*Printed Name: \_\_\_\_\_ Printed Name:*

\_\_\_\_\_

*Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_*

*Emergency contact information (if different than the above-listed phone number): \_\_\_\_\_*

**INSTRUCTION**

2309

School Library Program

Purpose

*The purpose of the School District Library Program is to: prepare students to access, evaluate, and use resources effectively and efficiently to meet their information needs; provide materials in varied formats which support the district curriculum, independent learning, individual educational needs, and personal enjoyment; ensure selection of a broad range of materials on controversial issues to support student development of critical analytical skills; and encourage collaboration with other educators to develop strategies that meet the needs of students and the honor applicable laws and regulations.*

Student Rights and Services

*The District has libraries in every school with the primary objective of implementing and supporting the educational program in the schools. It is the objective of these libraries to provide students a means to voluntarily access a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view. The District meets the educational, recreational, and/or research needs of this community by providing access to our collections to all community members, developing unique outreach activities that support literacy. Parents may request in writing, to the school librarian, that their minor child(ren) not be allowed to check out specific book titles, authors or subjects.*

*The provision of a wide variety of library materials at all reading levels supports the District mission that the public school in Montana each students to develop their full educational potential so that they become capable of contributing to the further good of that society. In support of these objectives, the Board reaffirms the principles of intellectual freedom, access to information, and free speech inherent in the First Amendment of the Constitution of the United States and Article II, Section 7 of the Montana Constitution.*

*The Superintendent or designee is responsible for the selection of library materials. Ultimate responsibility for the selection of library materials rests with the Board. The Board, acting through the Superintendent or designee, thereby delegates the authority for the selection of library materials to the principal in each of the schools. The principal further delegates that authority to the librarian in the school.*

Management Practices

*Each school librarian is responsible for evaluating the collection for currency, appropriateness, and usefulness, within the budget constraints consistent with this Policy. Standard checklists, catalogs, reviews, bibliographies are used to measure the existing collection against authoritative recommendations. To the extent possible, currency or accuracy of content, use,*

patron requests, appearance, and subject coverage related to curriculum are taken into consideration in the decision to retain an item.

District libraries are authorized purchase and provide access to materials in a wide variety of formats, including but not limited to books, audio books, eBooks, videos, DVDs, computer software, maps, periodicals, CDs, and a variety of online subject databases. In general, libraries do not purchase multiple copies of materials unless it has been determined that multiple copies are necessary to support a particular curricular area. Exceptions are made in the case of some popular fiction where demand is high.

### Collection Responsibilities and Selection

Selection and approval of materials for the libraries remains the legal responsibility of the Board of Trustees and Superintendent or designee consistent with § 20-7-204, MCA. The responsibility for the selection of materials for the individual school libraries has been delegated to the individual librarians with faculty and administrative consultation.

Professional reviewing sources as well as recommended lists are consulted in the selection of materials. Materials shall support and be consistent with the general educational goals of the State and District, as well as support the aims and objectives of individual schools and specific courses. Selection of library materials is a professional task conducted by library staff. In selecting library materials, the librarian will evaluate the existing collection; assess curricula needs; examine materials; and consult reputable, professionally prepared selection aids. Materials selected and approved for appearance in a school library collection shall follow the following criteria:

- Recognize the primary objective of the school library is to serve as a voluntary setting for students to engage in individualized use.
- Depict in an accurate and unbiased way the pluralistic nature of society in a way that enriches and supports the basic system of quality education provided by the District.
- Be of interest to students and suitable for appropriate levels of maturity, difficulty, and interest to promote the growth of students which the specific school library serves.
- Stimulate growth in knowledge, literary appreciation, and ethical standards for students which the specific school library serves.
- Demonstrate serious literacy, scientific, artistic, political, or philosophical value for students which the specific school library serves.
- Provide comprehensive information to enable pupils to make intelligent judgments on a range of topics and issues in a educationally relevant manner.
- Assist teachers in providing moral and civic instruction to pupils consistent with § 20-4-301(1)(f), MCA.
- Recognize the distinct and unique cultural heritage of American Indians.
- Comply with equality and nondiscrimination standards in Article X, Section 1 of the Montana Constitution and § 49-2-307, MCA.

When honoring the above requirements, librarians shall consider the following factors when selecting library materials:

- Educational significance.
- Contribution the subject matter makes to the curriculum;
- Interests of the students;
- Reputation and significance of the author, producer, and publisher;
- Represent differing viewpoints on controversial subjects with the goal of providing a balanced collection;
- Quality and variety of format;
- Value commensurate with cost and need;
- Timeliness or permanence.

### Gifts

Gifts of books or money are accepted by the school libraries when appropriate consistent with Policy 7260 and § 20-6-601 and § 20-9-604, MCA. The criteria for accepting books or other materials are the same as that outlined in the Collection Responsibilities and Selection Procedures. The Superintendent or designee shall be consulted on all potential donations. Materials deemed unsuitable for the library will not be accepted. Some donated items may be distributed to students, staff, or local community. The libraries will make the prospective donor aware of this policy.

### Maintenance

Collection development includes the weeding or maintenance of library materials. Each school librarian is responsible for maintenance of the library's materials, with the consultation of other administrative and faculty members as needed. The librarian is responsible for continually maintaining the collection throughout the year. Librarians shall consider the following factors when maintaining library materials:

- Items worn or damaged beyond repair.
- Duplicate copies of seldom used titles.
- Materials unused over a period of five to seven years.
- Materials which contain outdated or inaccurate information.
- Materials no longer of relevance to the curriculum or interests of the students.
- Materials that no longer meet the current selection standards included in this Policy.

When possible, any discarded materials that have academic merit will be made available to district teachers. Rare, cultural, or historic texts may be kept in local archives. Some discarded materials may become available to students or local programs. Finally, district librarians will make every effort to recycle unwanted materials or dispose of materials in a proper way.

Discarded materials will be clearly stamped:

“WITHDRAWN FROM \_\_\_\_\_ PUBLIC SCHOOL LIBRARY”

Materials will be discarded in compliance with § 20-6-604, MCA. When the decision to sell or dispose of library materials is made, the Board will adopt a resolution to sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the District. The Board will publish a notice of the resolution in the newspaper of general circulation in the District. The resolution may not become effective for fourteen (14) days after notice is published.

#### Public Access to Library Materials

School library books are provided primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal or their designee is responsible for assessing fines for damaged or unreturned books.

District residents, non-parents, or parents/guardians of non-resident students attending the District may be allowed use of library books at the discretion of the Superintendent or their designee. Permission to check out materials shall be obtained from the Superintendent or their designee. However, such access shall not interfere with regular school use of those books. Use of the library books outside of the District is prohibited except for inter-library loan agreements with other libraries.

#### Review and Reconsideration

Requests to review and reconsider placement of library materials selected and placed in a school library under this policy will be considered in accordance with Policy 2314 or Policy 1700, when applicable.

#### Cross Reference:

Policy 1000	Legal Status and Operations
Policy 1770	Uniform Complaint Procedure
Policy 2158	Family Engagement
Policy 2310	Selection of Library Materials
Policy 2310R	Selection of Library Materials
Policy 2311	Instructional Materials
Policy 2314	Instructional or Library Material Review
Policy 2330	Controversial Issues and Academic Freedom
Policy 3210	Non-Discrimination in Education
Policy 2314	Library Material Review
Policy 7251	Disposal of School Property

#### Legal References:

First Amendment, United States Constitution  
Article II, Section 7, Montana Constitution

1	<i>Article X, Section I, Montana Constitution</i>
2	<i>§ 20-4-301(1)(f), MCA Duties of Teacher</i>
3	<i>§ 20-4-402(5), MCA Duties of District Superintendent or County High School Principal</i>
4	<i>§ 20-6-604, MCA Trustees Power to Accept Gifts</i>
5	<i>§ 20-6-604, MCA Sale of School Property After Resolution</i>
6	<i>§ 20-7-203, MCA Trustees' policies for school library</i>
7	<i>§ 20-7-204, MCA School library book selection</i>
8	<i>§ 20-9-604, MCA Gifts, legacies, devises, and administration of endowment fund</i>
9	<i>§ 40-6-701, MCA Interference with Fundamental Parental Rights Restricted</i>
10	<i>§ 40-6-702, MCA Fundamental Parental Rights</i>
11	<i>§ 40-6-703, MCA Parental Involvement in Education</i>
12	<i>§ 49-2-307, MCA Discrimination in Education</i>
13	
14	<i><u>Policy History:</u></i>
15	<i>Adopted on:</i>

**INSTRUCTION**

2311

Instructional Materials

*The Board is legally responsible to approve and to provide the necessary instructional materials used in the District. Textbooks and instructional materials should provide quality learning experiences for students consistent with Board approved curriculum and student instruction specified in Policy 2050 and Policy 2120 and the District's Strategic Action Plan adopted in accordance with Policy 1610. Instructional materials are different from library materials. Library materials are governed by Policy 2309.*

*Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years, or consistent with the state's standards revision schedule that are consistent with the goals of the continuous school improvement plan. There are times when students may be asked to pay for instructional materials. In required classes, students may have to purchase optional items. In elective classes students may be asked to purchase required items. In either case, the District may loan these materials to the student as determined on a case by case basis. A list of class-fees will be presented to the Board annually.*

*Instructional materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage, or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.*

Selection, Adoption, and Removal of Textbooks and Instructional Materials

*Curriculum committees will generally be responsible to recommend textbooks and major instructional materials purchases. Recommendations will be made to the Superintendent or designee. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established District goals and objectives. A curriculum committee will consist primarily of members in a particular department. The same basic selection procedures should be followed as with District-wide committees to also include one or more community members.*

*Textbooks and instructional materials shall be selected by a curriculum committee representing the various staff who will likely be using the materials. In most, but not all, cases an administrator will chair the committee. Each committee should develop, prior to selection, a set of selection criteria against which textbooks will be evaluated. The criteria should include the following, along with other appropriate criteria:*

- *Be congruent with identified instructional objectives.*
- *Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical*



*Standards.*

- *Provide background information to enable students to make intelligent judgments.*
- *Present more than one viewpoint on controversial issues.*
- *Be representative of the many religious, ethnic, and cultural groups and their contributions through realistic, non-stereotypical portrayals.*
- *Assist teachers in providing moral and civic instruction to students consistent with § 20-4-301(1)(f), MCA.*
- *Recognize the distinct and unique cultural heritage of American Indians.*
- *Comply with equality and nondiscrimination standards in Article X, Section 1 of the Montana Constitution and § 49-2-307, MCA.*
- *Be priced in a manner that is consistent with District budgetary capacity.*

*Removal*

*Textbooks and instructional materials may be removed when they no longer meet the criteria for initial selection, have been replaced by new items, when they are worn out, or when they have been judged inappropriate through the Instructional or Library Material Review Process in accordance with Policy 2314 or Policy 1770, when applicable.*

*Materials will be discarded in compliance with § 20-6-604, MCA and Policy 7251. When the decision to sell or dispose of instructional materials is made, the Board will adopt a resolution to sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the District. The Board will publish a notice of the resolution in the newspaper of general circulation in the District. The resolution may not become effective for fourteen (14) days after notice is published.*

*Cross Reference:*

<i>Policy 1610</i>	<i>Goals and Objectives</i>
<i>Policy 1770</i>	<i>Uniform Complaint Procedure</i>
<i>Policy 2050</i>	<i>Innovative Student Instruction</i>
<i>Policy 2120</i>	<i>Curriculum and Assessment</i>
<i>Policy 2309</i>	<i>District Library Program</i>
<i>Policy 2314</i>	<i>Instructional or Library Material Review</i>
<i>Policy 7251</i>	<i>Disposal of School Property</i>

*Legal Reference:*

<i>Article X, section 1, Montana Constitution</i>	
<i>§ 20-4-301(1)(f), MCA</i>	<i>Duties of Teacher</i>
<i>§ 20-4-402, MCA</i>	<i>Duties of District Superintendent or County High School Principal</i>
<i>§ 20-6-604, MCA</i>	<i>Disposal of School Property</i>
<i>§ 20-7-601, MCA</i>	<i>Free textbook provisions</i>
<i>§ 20-7-602, MCA</i>	<i>Textbook selection and adoption</i>
<i>§ 49-2-307, MCA</i>	<i>Discrimination in Education</i>
<i>10.55.603, ARM</i>	<i>Curriculum and Assessment</i>

- 1 *Policy History:*
- 2 *Adopted on:*

**INSTRUCTION**

2314

Instructional or Library Material Review

No materials selected and placed in a District Library in accordance with Policy 2309 or selected and utilized for instruction in accordance with Policy 2311 shall be removed, aside from the regular library collection maintenance procedure outlined in Policy 2309, except upon formal action of the Board of Trustees to adopt of the recommendation of a reconsideration committee as provided in this policy.

Instructional or Library Materials, for the purposes of this policy, are considered to be any material purchased by the District in accordance with Policy 2309 or Policy 2311 for use in classroom instruction, school library programming, or by teacher or student in of the course of instruction or educational services. Materials not covered by this definition may be subject to the Uniform Complaint Procedure at Policy 1770.

- A parent or guardian of a student enrolled in the District may submit a request, in writing, to reconsider a single instructional or library material. Single material means individual items such as a book, an audio book, an eBook, a video, a DVD, a map, a periodical subscription, or a CD. An item may have multiple volumes and be considered a single item.
- The District will consider a maximum of three (3) active requests in any given period. If a request is submitted and three active requests are pending, the newly submitted request will be placed in a queue to be considered when pending requests are completed.
- All concerns about instructional or library materials shall first be raised with the applicable District employee. Upon receipt of the concern the employee shall notify the administration.
- The employee and administration shall attempt to resolve the complaint informally by explaining the philosophy and goals of the school district, the applicable material selection procedure, and the qualifications of those responsible for selecting the materials.
- If the concern is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the District's Library Program Policy 2309, the Instructional or Library Materials Review at Policy 2314, and any other applicable documents. The packet will also include a standard printed Request for Reconsideration form, which shall be completed and returned to the administration prior to initiation of the reconsideration process.
- If the administration has not received the formal request for reconsideration within two weeks of issuance of the information packet, the matter shall be considered closed and may be reinitiated through another informal discussion. This timeline may be extended for circumstances deemed necessary by the administration.
- Upon receipt of a completed Request for Reconsideration form, the administration will convene a committee of five (5) to consider the complaint. This committee shall consist of a curriculum specialist employed by the District, a school librarian, and administrator, a teacher,

1 and a parent representative involved who is not associated with the reconsideration request.  
2 The administration is authorized to consult with legal counsel when a Request for  
3 Reconsideration is received. The item subject to the reconsideration request shall remain  
4 in general circulation pending completion of the reconsideration request process.

- 5 • The committee known as the Reconsideration Committee shall meet to discuss the requested  
6 material following the guidelines set in this Policy and shall prepare a report on the  
7 materials containing the recommendations on the disposition of the matter. The  
8 Reconsideration Committee may hear more than one request for consideration. The  
9 meetings of the Reconsideration Committee are open to the public in accordance with  
10 Policy 1400.
- 11 • The Reconsideration Committee shall:
  - 12 ○ Examine the material identified in the reconsideration request in its entirety to make  
13 decisions based on the material as a whole rather than on selections taken out of  
14 context.
  - 15 ○ Determine professional acceptance of the material through comprehensive  
16 analysis of critical professional reviews.
  - 17 ○ Consider the value of the material in the context of the educational program  
18 consistent with the purpose, standards, and requirements outlined in Library  
19 Program Policy 2309 or Instructional Materials Policy 2311.
  - 20 ○ Discuss the challenged material with the parent or guardian bringing the request.
  - 21 ○ Prepare a written report outlining the findings and recommendations of the  
22 Committee.
- 23 • The Committee shall submit the report to the Superintendent or designee for  
24 administrative level decision on the request for consideration. The Superintendent's  
25 decision shall be issued in accordance with this Policy. If the parent or guardian bringing  
26 the request is not satisfied with the Superintendent's decision, the parent or guardian may  
27 request further review by the Board of Trustees.
- 28 • The Board of Trustees will consider a request for review of a Superintendent's decision on  
29 a Request for Reconsideration at a special Board meeting. The Board may affirm or reject  
30 the decision of the Superintendent through a motion adopted by the Board following a  
31 hearing held in accordance with Policy 1400.
- 32 • If the Board adopts a motion to retain the material that is the subject of the complaint, the  
33 complainant shall be given an explanation consistent with this Policy. If the Board  
34 adopts a motion to remove the material or otherwise adjust circulation of or access to the  
35 material, the Superintendent will acknowledge and honor the motion. The Board holds  
36 the authority to refer the reconsideration question to the Superintendent or  
37 Reconsideration Committee for further review consistent with the Board's directives.
- 38 • The Superintendent or designee shall notify the requesting parent or guardian of the  
39 decision. The notification shall include an explanation of the book selection and  
40 reconsideration process, provide the guidelines used for selection and reconsideration, and  
41 cite authorities used in reaching the decision issued.

42  
43 Cross References:

44 Policy 1770

45 Policy 2309

46 Policy 2311

Uniform Complaint Procedure

District Library Program

Instructional Materials

1	<u>Legal References:</u>	
2	Article II, Section 7 Montana Constitution	Freedom of Speech
3	Article X, Section 1 Montana Constitution	Educational Goals and Duties
4	First Amendment United States Constitution	Freedom of Speech
5	§ 20-4-301, MCA	Duties of a Teacher
6	§ 20-7-203, MCA	Trustee's Policies for School Libraries
7	§ 20-7-204, MCA	School Library Book Selection
8	§ 20-7-601, MCA	Free Textbook
9	§ 20-7-602, MCA	Textbook Selection and Adoption
10	§ 40-6-701, MCA	Interference with Fundamental Parental Rights
11		Restricted
12	§ 49-2-307, MCA	Discrimination in Education
13		
14	<u>Policy History:</u>	
15	Adopted on:	