

AGENDA
Board of Trustees
Columbia Falls School District Six
Regular Board Meeting
Monday, October 14, 2024
6:00 p.m.
School District Six Board Room

1. **Call to Order**
2. **Pledge to the Flag**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. Approval of Board Meeting Minutes – Pgs. 1-11
 - b. Approval of September Bills
 - c. Approval of Investment Reports
 - d. Approval of the 24-25 out-of-district student recommendations:
 - 25-198 25-199 25-200 25-201
5. **Public Participation**
 - a. Student Body Representative
 - b. New Teacher Introductions
6. **Reports**
 - a. Written
 - Elementary Principals – Pgs. 12-17
 - High School Principal – Pgs. 18-19
 - Special Services Director – Pg. 20
 - Curriculum Director – Pg. 21
 - Board Standing Committees – See website for reports
 - b. Verbal
 - MTSBA Update – Barb Riley
 - Clerk / Business Manager – Dustin Zuffelato – Pgs. 22-24
 - Superintendent – Cory Dziowgo
 - Board Chair – Jill Rocksund
7. **Action/Discussion Items:**
 - a. Fulbright Adventures in Uruguay presentation – Paula Koch
 - b. End of SY 23-24 STAR testing report – Cory Dziowgo
 - c. Consideration of the CFHS Library Variance. – Pgs. 25-38
 - d. Consideration of a Request for Proposal for snow removal services. – Pgs. 39-44
 - e. Consideration of the Concession Services Agreement with Sweet Retreat. – Pgs. 45-48
 - f. Consideration of the Independent Contractor Agreement with Susan Hartman to provide speech/language pathology services from October 2024 to June 2025. – Pgs. 49-50
 - g. Approval of the 24-25 SY Strategic Plan. – Pg. 51
 - h. Consideration of the removal of authorized signers on the Glacier Bank JH Officials Account. – Pg. 52
8. **Personnel**
 - a. **The superintendent has accepted the following resignations:**

Blake Rosenbaum	Custodian – Glacier Gateway – October 10, 2024
Michael Rosenbaum	Maintenance – Glacier Gateway – October 10, 2024

b. Consideration of the following hiring recommendations:

Peregrine Frissell	JH Boys Basketball Coach
Kent Blair	Mentor - Elementary
Lance Hoffman	Garbage Truck Driver/Assistant Mechanic/Bus Driver - District
Ronald LaTray	Transportation Manager - District
Zachary Davis	Custodian - District
Zachary Baker	Custodian - District
RayLee LaRocque	Hot Lunch Helper/Floater - District
Josiah Osborne	Activity Bus Driver – Non CDL - District
Jamie Heinz	Activity Bus Driver – Non CDL - District
Rheanna Blasius	Special Education Paraeducator – High School
Amanda Piilola	HOSA Advisory – one year only – High School
Sage Wanner	Assistant Soccer Coach – High School

c. Consideration of the attached substitute hires: - Pg. 53

d. Consideration of the following out of state travel requests:

Becky Bates	NCCE February 26-28, 2025 Seattle, WA Carl Perkins
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PD Grants	Approved September 23, 2024 As attached: Pg. 54
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9. Miscellaneous and Future Planning:

- Health Insurance Committee Meeting – October 30, 2024 – 4:00 PM
- Schedule Transportation Committee – West Glacier Route and FY 26 Bus Acquisition – Canyon – Mid day.

10. Adjournment

**The next Regular Board Meeting will be held at 6:00 p.m.,
Monday, November 11, 2024, in the School District Six Board Room**

SPECIAL MEETING
BOARD OF TRUSTEES
SCHOOL DISTRICT #6
AUGUST 1, 2024

Unofficial

The Special Meeting of the Board of Trustees of School District Six was held at 6:00 P.M., Thursday, August 1, 2024, in the Boardroom of the administration offices at 501 Sixth Avenue West, Columbia Falls, Montana.

PRESENT:

- Jill Rocksund..... Board Chair
- Barbara Riley..... Vice Chair In at 6:02
- Justin Cheff..... Trustee
- Casey Heupel Trustee
- Megan Upton Trustee
- Amanda Pacheco Trustee
- Heather Mumby Trustee
- Cory Dziowgo..... Superintendent of Schools
- Dustin Zuffelato..... Business Manager/Clerk

ABSENT:

- Keri Hill..... Trustee

Chair Rocksund called the meeting to order at 6:00 PM

CALL TO ORDER

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

APPROVE AGENDA

Public Participation:
Approximately ten (10) people participated in the meeting remotely electronically.
Approximately three (3) people participated in person.

PUBLIC PARTICIPATION:

Leslie Dimaio introduced herself as the new President of the Teachers Union.

Trustee Riley in at 6:02 P.M.

Action/Discussion Items:

ACTION / DISCUSSION ITEMS

The Board considered changes to the bus routes for school year 2024/25. Bus Route number nine (9) was eliminated. Superintendent Cory Dziowgo noted that the District has two less drivers than the prior school year and has been unsuccessful in recruiting new drivers. Eliminating one route will leave the District short one driver. The District is working to design a new position which would be an assistant mechanic/driver including route bus and garbage truck. Trustee Heupel inquired into the capacity as compared to projected students assigned on each route. Mr. Dziowgo noted that buses are full and this has made it difficult for drivers to maintain discipline but we are not exceeding legal capacity. The District will continue to recruit drivers.

Motion by Mumby, second by Upton, to approve the bus routes for 2024/25 as presented.
Passed 7-0

The Board considered the tentative agreement reached between the Teachers Union and

SPECIAL MEETING

AUGUST 1, 2024

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Unofficial

MOTION TO APPROVE
TENTATIVE CFEA
AGREEMENT FOR
24/25 SY

the Negotiations Committee.

Motion by Mumby, second by Riley, to approve the tentative agreement for 2024/25.

Passed 7-0

The Board considered the proposed changes to the Policy Statement for school year 2024/25. The Board has received calls from the building secretaries indicating their displeasure with the proposed changes. The disgruntlement included the timing in which they were advised of the changes only two days prior, they were not able to collectively provide feedback, and most importantly the perception that they are less valued as they are the lowest on the proposed wage scale. The Administration noted that the teacher union agreement was recently reached and the tight timeframe was a result of trying to get the new rates paid in the first payroll of the fiscal year on August 9. The employees covered under the Policy Statement do not have a right to collective bargain and past practice has been to "me too" this group once the union negotiations have settled by giving them an equitable/similar pay raise. Superintendent Dziowgo contacted each secretary individually in advance of the meeting to inform them of the proposed changes. The goal of the proposed changes was to provide \$1.00 more per hour, place every nonunion hourly employee on the pay scale (including IT and Nurses), and eliminate the extra stipends paid to some of the employees. The Board expressed that all of these changes created confusion. Trustee Mumby recommended less categories within the pay scale. Motion by Mumby, second by Riley, to approve the proposed policy statement for school year 2024/25. Chair Rocksund requested public participation. Junior High Secretary Mary Garate reiterated discontent with the proposed changes noting that they have been working hard towards consolidating the number of different pay rates/categories throughout the past ten years. Former Superintendent Bradshaw started to eliminate the disparity between the compensation of secretaries and former Superintendent Wick consolidated the scale down to one category. They were not aware of the extra stipends being paid to some of the administrative secretaries. Business Manager Dustin Zuffelato described how some positions have changed through necessity of complying with new administrative rules/laws as well as changes to staffing levels as a result of resignations/retirements. Several Board members expressed concern with adopting a pay scale with all of the different categories without more consideration and time to discuss and refine. Motion failed 2-5. Yes-Cheff and Riley.

MOTION TO APPROVE
POLICY STATEMENT
AS PROPOSED FAILED

The Board discussed the need to act in an effort to ensure everyone paid on August 9, receives a pay raise.

MOTION TO APPROVE
A \$1.00 INCREASE
PLUS LONGEVITY TO
EACH POLICY STATE-
MENT EMPLOYEE

Motion by Riley, second by Mumby, to increase each employee by \$1.00 per hour plus longevity and convert each stipend into an hourly rate and not make any changes to the policy statement or pay scale categories until further consideration could be made.

MOTION TO APPROVE
TO EXTEND THE
DATE OF THE POLICY
STATEMENT TO
COVER 24/25 SY

The Board discussed what this would mean to the existing Policy Statement.

Trustee Heupel amended the motion, second by Mumby, to extend the date of the Policy Statement to cover the 2024/25 school year and add \$1.00 to the existing pay scale.

Original motion passed 7-0. Amended motion passed 7-0.

Unofficial

Miscellaneous and Future Planning:
Regular Board Meeting – August 12, 2024 6:00 P.M.

As there was no further business to come before the Board, Chair Rocksund adjourned the meeting at 7:31 P.M.

Board Chair

Business Manager/Clerk

MISCELLANEOUS
AND FUTURE
PLANNING

MEETING
ADJOURNED

REGULAR MEETING
BOARD OF TRUSTEES
SCHOOL DISTRICT #6
AUGUST 9, 2024

Unofficial

The Regular Meeting of the Board of Trustees of School District Six was held at 6:00 P.M., Monday, August 9, 2024, in the Boardroom of the administration offices at 501 Sixth Avenue West, Columbia Falls, Montana.

PRESENT:

Jill Rocksund..... Board Chair
Barbara Riley Vice Chair
Megan Upton..... Trustee
Keri Hill..... Trustee
Heather Mumby..... Trustee
Amanda Pacheco Trustee
Casey Heupel..... Trustee
Cory Dziowgo Superintendent of Schools
Dustin Zuffelato Business Manager/Clerk

ABSENT:

Justin Cheff..... Trustee

Call to order at 6:00 P.M.

CALL TO ORDER

Motion by Upton, second by Heupel, to approve the agenda as presented.
Public comment was requested and there was none.
Passed 7-0.

APPROVE AGENDA

Motion by Mumby, second by Hill, to approve the consent agenda as follows:
Approve board meeting minutes.
Approve July bills.
Approve the investment report.
Approve the 2024-2025 Out-of-District Student Recommendations.
Public comment was requested and there was none.
Passed 7-0

APPROVE CONSENT
AGENDA

Public Participation:

PUBLIC
PARTICIPATION:

Approximately twelve (12) people participated in the meeting remotely via Google Meets.
Approximately twelve (12) people attended the meeting in person.

Verbal Reports:

REPORTS:

Trustee Barbara Riley informed the Board with the recent proceedings of the Consortium of State School Board Associations (COSSBA) and the Montana School Board Association (MTSBA). MTSBA started to work on bill drafts for the upcoming Montana legislature session. They would like to see a different look on how schools are funded by

the state.

District Business Manager/Clerk provided the Board with a written report. The District is looking to partner up with a group to take over the youth rec program. There will be an agreement proposed at the next meeting. Over three hundred kids participate each year in boys' basketball, girls' basketball, and volleyball.

Superintendent Cory Dziowgo stated that administrators and secretaries arrive back on Wednesday. In the Future Planning there will be discussions regarding the agenda for the morning of the breakfast. Photos of the High School project were presented. There were a total of five rain events, one being the fire with the water needed to extinguish it. A third-party vendor and industrial hygienist are going through the classroom wing to determine all that needs to be done to make the area usable. Belfor is onsite for the restoration work. Zipper doors were added to the interior so that Swank can continue on the roof while containing dust to the work area. Tiles on the second floor are curling and contain asbestos that needs to be abated. MSGIA will work with the contractor to determine who is responsible for the extra costs from the rain damage. Jackola Engineering is working with Swank to devise a solution to fix the north wall but nothing has been done as of yet. Options are to either screw the wall back to the building or to remove and rebuild. The District's application to the Community Eligibility Provision Program (CEP) has been approved for four years and all students will have free meals during that time.

Board Chair Jill Rocksund reported that she and Justin Cheff attended the last owner-architect-contractor meeting conducted August 7th and presented the circumstances discussed and the remedy proposed by Swank.

ACTION/
DISCUSSION ITEMS

Action/Discussed Items:

District Clerk, Dustin Zuffelato, shared the ending fund balances as of fiscal year end 2024. The ending fund balances were higher in several funds, which will be used to reduce the tax levies for FY 2025. The District is trying to protect tax payers moneys. The tuition fund serves students at Crossroads and Special Education students at our District with one-on-one paraeducators. Michelle Swank provides a report with students with those needs and this gives us the authority to build that fund. This fund is critical to provide special education, mitigating the burden on the general fund to support special education. The Tech Fund was approved for a ten-year levy at 16 mills (in 2018). The District utilizes the Tech Fund for curriculum materials because a lot of curriculum is now digital. The District has no other funding mechanism to replace curriculum material in our general fund. The Debt service fund is used to pay bond principal and interest for the elementary District facilities. The K-8 Facility Bond Project proceeds remaining are approximately \$15,000, which will be used for the PreK playground at Ruder Elementary. The Health insurance fund had less claims than expected and fund balance reserves increased.

High school funds were pretty consistent. The building reserve fund decreased and the food service fund has grown over the years. The Food Service Program Reserves will allow the District to implement the CEP Program withstanding the unknown financial impact that is largely dependent on the number of meals served. The central kitchen was able to buy some equipment last year. Fund Balance reserves in the food service account are limited to three months of expenditures.

Mr. Zuffelato presented the FY 2025 Budget. All budget numbers are driven on the number of students. There was a slight decrease in the number of students. The ANB is a enrollment formula used for budget authority and we lost two students in Elementary and three students in High school that (all else being equal) would make this year's budget less than last year. The state did provide a 3% increase to most funding components within the General Fund.

Looked at numbers proposing to adopt. General fund \$21 million in the elementary fund. Based on the number of students in the funding formula. The 3% increase to state funding goes down to 2.2% because of enrollment numbers. The proposed transportation budget is decreasing based on less routes due to not enough drivers. We are starting to see the cost savings from having a propane fleet. The Bus Depreciation fund budget is the same as last year. There is a slight increase to the Tuition fund as the result of increased cost of the Special Education program because of staffing needs. Tuition for the Crossroads Program student also changes from year to year. The Retirement Fund Budget increased as salaries go up, so do the associated benefits. The Technology fund has a bigger fund balance reserve. The proposed budget will not cost taxpayers anymore than the 16 mill levy and is the same year after year.

The High School general fund had a successful overbase levy election to bump up the budget authority by a total of 4.59% and close to maximum budget level. The proposed budgets were reduced in transportation and tuition a little bit. The Technology fund is receiving approximately \$5,000 per year from the state; spending some fund balance last year. Used Flexible fund budget to purchase technology equipment last year, resulting in a lower proposed budget in FY 2025. The District also had a successful Building Reserve Levy Election in May 2024. The proposed Building Reserve Fund budget includes year one (half) of the \$ 2.7 million dollar roof project. There is also the school major maintenance account levy in the fund. Most of the levy increase associated with the proposed budget is to fund the facilities. Facilities are primarily funded by the local taxpayer and is not equitable because not all communities will support the levies. It is getting harder to pass the levies.

Mr. Zuffelato described the three ways the budget is funded: (1) state, (2) local tax, (3) reserves. The local levy in the Elementary District was decreased with the state increasing their share of the total to 51%. In the High School District, the State was funding over 60% of the total, but with the recent local levies to address facilities, the local share is now over 53% and the state share decreased to 41%. This one year change is a good example of how the tax burden of school facilities is not funded at the state level.

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Mr. Zuffelato presented the tax values recently certified by the Department of Revenue. These values did not change (.38%). Mill levy necessary to support the proposed budget based on these tax values increased 12.30 mills (District Wide) to 208.99 mills. The tax impact of a \$500,000 home's will increase approximately \$88.

MOTION TO APPROVE
ENDING FUND
BALANCE FOR
ELEMENTARY
DISTRICT

Motion by Mumby, second by Riley, to approve the apportionment of ending fund balance June 30, 2024 for the Elementary District.

Public comment was requested and there was none.

Passed 6-0.

MOTION TO APPROVE
ENDING FUND
BALANCE FOR
HIGH SCHOOL
DISTRICT

Motion by Heupel, second by Upton, to approve the apportionment of ending fund balance June 30, 2024 for the High School District.

Public comment was requested and there was none.

Passed 7-0.

MOTION TO APPROVE
24-25 SY BUDGET
FOR ELEMENTARY
DISTRICT

Motion by Upton, second by Mumby, to approve the adoption of the 2024-25 school year budget for the Elementary District.

Public comment was requested and there was none.

Passed 6-0.

MOTION TO APPROVE
24-25 SY BUDGET
FOR HIGH SCHOOL
DISTRICT

Motion by Mumby, second by Hill, to approve the adoption of the 2024-25 school year budget for the High School District.

Public comment was requested and there was none.

Passed 7-0.

PERSONNEL:

Personnel:

The Board acknowledged the following resignations previously accepted by the Superintendent: Nancy Underdahl – Ruder Special Education Paraeducator; Tysen Rovig – Junior High Football Coach; Mary Garate – Junior High Building Secretary; Wendy Weaver – Business Office Payroll Administrator; Michael Hader – High School Assistant Wrestling Coach; Jessica Moultray – High School Learning Strategies Paraeducator

MOTION TO APPROVE
HS AND DISTRICT-
WIDE HIRING
RECOMMENDATIONS

Motion by Heupel, second by Amanda, to approve the following High School/District Wide hiring recommendations: Kayla Davis-Nelson – Hot Lunch Helper/Floater; Tabatha Roth – Hot Lunch Helper/Floater; Nancy Underdahl – Special Services Secretary; Mary Garate – Data Specialist/Registrar; Kirsten Condit – Hot Lunch Helper/Floater

Public comment was requested and there was none.

Passed 7-0.

MOTION TO APPROVE
TEMPORARY
SUMMER HIRES

Motion by Riley, second by Upton, to approve the following Temporary Summer Hires:

Bryan McGrath – Summer Weight Room Supervisor

Public comment was requested and there was none.

Passed 7-0.

Unofficial

Motion by Riley, second by Hill, to approve the elementary curriculum stipends for SY 2024-2025.

Public comment was requested and it was discussed that this was previously hourly work completed beyond the scope and time of their teacher contracted day. The fixed stipends will make the amount more transparent and make the payroll processing more efficient.

Passed 6-0.

MOTION TO APPROVE
ELEMENTARY
CURRICULUM
STIPENDS FOR SY
24-25

Motion by Heupel, second by Hill, to approve high school and district-wide curriculum stipends for SY 2024-2025.

Public comment was requested and stipends are paid monthly, funding primarily from the Title I grant and the Gifted/Talented grant.

Passed 7-0.

MOTION TO APPROVE
24-25 SY HS AND
DISTRICT-WIDE
CURRICULUM
STIPENDS

Adjourn to Executive Session as each individual's right to privacy exceeds the public's right to know, Chair Rocksund called the meeting into executive session at 7:16 P.M.

EXECUTIVE SESSION

Consideration of Elementary District Student 25-164 out-of-district enrollment request.

Open meeting resumed at 8:24 P.M.

MEETING RESUMED

Motion by Riley, second by Pacheco, to approve the minutes from the executive session.

Public comment was requested and there was none.

Passed 6-0.

APPROVE MINUTES

Motion by Riley, second by Mumby, to approve the out-of-district enrollment for student 25-164 for School Year 2024-2025.

Public comment was requested and there was none.

Passed 6-0.

MOTION TO APPROVE
OUT OF DISTRICT
ENROLLMENT

The Board considered a grievance from the Certified Teacher Union. The individual waived their right to privacy and the hearing was conducted in open session. The teacher alleged violation of leave without pay-Article 23. Leave without pay related to a workplace injury was deducted at the daily rate based on the teacher contracted days of 187. Workers compensation benefits were calculated at a daily rate of pay based on 260 (annual) days. The claimant made three (3) specific requests: (1) Calculate the daily rate differently (2) improve communication related to the impact of electing wage benefits from the workers compensation act. (3) Revise/clarify how leave without pay is calculated within Article 23. Board deliberation included that communication is not a required provision within the collective bargaining agreement (CBA). No provisions within the CBA were violated. Trustee Mumby reiterated that the District calculated the daily rate correctly and it is calculated the same way by every other District.

Motion by Mumby, second by Hill, to deny the grievance because the articles in the Collective Bargaining Agreement were not violated. Passed 6-0

MOTION TO DENY
GRIEVANCE BECAUSE
ARTICLES IN CFEA
CBA WERE NOT
VIOLATED

REGULAR MEETING

AUGUST 9, 2024

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MISCELLANEOUS
AND FUTURE
PLANNING

Miscellaneous and Future Planning:

Health Insurance Committee - August 28, 2024 - 4:00 P.M.

Special Meeting was scheduled for August 28, 2024 at 6:00 P.M.

Staff Breakfast - August 28, 2024 - 8:00 A.M.

MEETING
ADJOURNED

As there was no further business to come before the Board, Chair Rocksund adjourned the meeting at 9:29 P.M.

Board Chair

Business Manager/Clerk

SPECIAL MEETING
BOARD OF TRUSTEES
SCHOOL DISTRICT #6
AUGUST 28, 2024

Unofficial

The Special Meeting of the Board of Trustees of School District Six was held at 6:00 P.M., Monday, August 28, 2024, in the Boardroom of the administration offices at 501 Sixth Avenue West, Columbia Falls, Montana.

PRESENT:

Jill Rocksund Board Chair Via Google Meets
Barbara Riley Vice Chair
Megan Upton..... Trustee
Keri Hill..... Trustee
Heather Mumby..... Trustee
Amanda Pacheco Trustee
Casey Heupel..... Trustee Via Google Meets
Cory Dziowgo Superintendent of Schools
Dustin Zuffelato Business Manager/Clerk

ABSENT:

Justin Cheff..... Trustee

Call to order at 6:00 P.M. by Vice Chair Riley.

CALL TO ORDER

Motion by Rocksund, second by Upton, to approve the amended agenda adding the line item for public participation.
Public comment was requested and there was none.
Passed 7-0.

APPROVE AGENDA

Public Participation:
Approximately two (2) people participated in the meeting remotely via Google Meets.
Approximately two (2) people participated in person.

PUBLIC PARTICIPATION:

Action/Discussion Items:

ACTION / DISCUSSION ITEMS

Motion by Mumby, second by Pacheco to approve following elementary out-of-district requests:
Student 25-186
Student 25-187
Student 25-188
Public comment was requested and there was none.
Passed 6-0.

MOTION TO APPROVE ELEMENTARY OUT-OF-DISTRICT REQUESTS

Motion by Heupel, second by Hill, to approve high school out-of-district enrollment requests:
Student 25-189
Public comment requested and Trustee Hill asked about participation at varsity level athletics that will need to get clarification from Troy Bowman.
Passed 7-0

MOTION TO APPROVE HIGH SCHOOL OUT-OF-DISTRICT REQUESTS

SPECIAL MEETING

AUGUST 28, 2024

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PERSONNEL:

Personnel:

The Board acknowledged the following resignations previously accepted by the Superintendent: Mary Garate – Data Specialist/Registrar; Jodee Perkins – Facilities and Transportation Assistant; Dave Kehr – High School Softball Coach

MOTION TO APPROVE
ELEMENTARY HIRING
RECOMMENDATIONS

Motion by Mumby, second by Upton, to approve the following Elementary District hiring recommendations: Thomas James – Junior High Football Coach; Mary Ellen Wirtalla – Junior High Library Paraeducator; Anna Pickard – Glacier Gateway Grade 5 Teacher; Jessica Hancock – Ruder Elementary Special Education Paraeducator; Ellen Szalay – K-5 School Counselor & Family Advocate; Sarah Lumb – Ruder Elementary Kindergarten Paraeducator; Mary Garate – Junior High Building Secretary; Derek Anello – Junior High Football Coach

Public comment was requested and there was none.

Passed 6-0.

MOTION TO APPROVE
HIGH SCHOOL AND
DISTRICT-WIDE HIRING
RECOMMENDATIONS

Motion by Upton, second by Hill, to approve the following High School/District Wide hiring recommendations: Jodee Perkins – Date Specialist/Registrar; Kyndra Hines – Hot Lunch Helper/Floater; Caitlin Bloom – Hot Lunch Helper/Floater; Andria Hendricks – High School Math Teacher; Shelly Gress – High School Student Council Advisor

Public comment was requested and there was none.

Passed 7-0.

MISCELLANEOUS
AND FUTURE
PLANNING

Miscellaneous and Future Planning:

Regular Board Meeting – September 9, 2024 – District Board Room – 6:00 P.M.

Advisory Meeting before the Board Meeting – September 9, 2024 – Administration Conference Room – 4:00 P.M.

Insurance Committee Meeting – October 30, 2024 – Administration Conference Room – 4:00 P.M.

MEETING
ADJOURNED

As there was no further business to come before the Board, Vice Chair Riley adjourned the meeting at 6:10 P.M.

Board Chair

Business Manager/Clerk

School Board Report for October 2024
Glacier Gateway Elementary School

September has been an extremely busy month at Glacier Gateway. Students and staff are excited to be back at school establishing a consistent routine. We had an excellent Professional Development day on Sept. 30th. We reviewed several areas in our MTSS Handbook including our Student Support Team referral and procedure. Each grade level took time to create a crosswalk document between our new math curriculum and our standards based report cards. We also completed the scope and sequence work in both math and reading for our district alignment for the portrait of a learner. The other half of the day was spent with Bridges Math trainer.

Homecoming Spirit Week was a fun week filled with dress up days, the homecoming parade, and the Wildcat Dance parties.



September Assembly introduced WILDCAT PRIDE to all of our students. We will focus on what WILDCAT PRIDE looks like in each of our common areas. We will continue to purposefully recognize students that show WILDCAT PRIDE in our assemblies and everyday with our WILDCAT Cards. We had the CFHS cheerleaders as guests to help GG students learn our WILDCAT PRIDE cheer. The first Wednesday of the month we celebrate WILDCAT style with the Wildcat greeting students on the playground, during drop off, and in the breakfast room.



October is Fire Prevention Month. Students are participating in a poster contest with the theme emphasizing the importance of Fire Safety in the Kitchen. On October 7th, we will have a fire drill with the help of the Columbia Falls Fire Department. Students will meet firefighters in full gear during our assembly. We have practiced our evacuation plan for fire drills and are ready to show Sparky how safe we can evacuate.

September's beautiful weather has been wonderful for fall field trips. We have enjoyed the Wildcat Garden opportunities. Our first grade and Preschool will travel for a fall field trip to the Pumpkin Patch.



We are looking forward to a month of fall activities which include PTO Trunk or Treat and preparing for our annual Turkey Trot.

Ruder Elementary School Board Report
October 2024

The month of September was incredibly busy and full of excitement at Ruder Elementary. We kicked off the school year with all the festivities of Homecoming week, including the Homecoming Parade, where the Ruder PTO generously provided a float for our students and staff to ride on. It was a great way to foster school spirit and bring our community together.



We completed our first round of STAR Benchmark testing during the month of September. On September 30th, we held a very productive professional development day. Our staff participated in a half-day Bridges math training at Glacier Gateway, working in grade-level teams. Following that, we focused on aligning our report cards with the Bridges assessments, ensuring consistency and accuracy across grade levels.

Our MTSS team has been working diligently to streamline new processes based on staff feedback. One major focus has been explicitly teaching expectations to students in various areas of the school to create a positive and structured environment. We also hosted our first assembly of the year, where we introduced our new assembly expectations and launched the **GROWL** tickets incentive. These tickets will be awarded to students who demonstrate **Grit**, **Respect**, **Ownership**, **Welcoming**, and **Leadership**. The new Ruder Wildcat mascot made an

appearance, and the high school cheerleaders joined us to teach the students our new school cheer, adding excitement and energy to the event.

The Ruder PTO continues to support our school in amazing ways, wrapping up September with a delightful apple bar for staff, complete with fresh apples and all the dipping sauces and fixings. Students have also been busy with several walking field trips to the Wildcat Garden, as well as exciting trips to Glacier Park, and a visit to the pumpkin patch on the horizon.

Additionally, Fire Prevention Week is currently underway, and our students had the opportunity to meet local firemen and women during a fire prevention assembly. The Columbia Falls Fire Department also assisted with a fire drill, ensuring students are well-prepared for emergencies.

Looking ahead, October is shaping up to be another eventful month. We will be focused on MAST testing, continued math trainings by grade level, and reading pilot trainings, Trunk or Treat, and preparations for parent-teacher conferences in November.

It's been a wonderful start to the school year, and we're looking forward to keeping the momentum going as we head into fall!





**CFJH October Board Report
Monday, October 14th**

- We have implemented our MTSS behavior flowchart successfully. To go along with the flowchart we have been working on a school-wide reflection sheet for students who need a “reset” out of the classroom. The staff took some reflection sheets and made notes and suggestions on them to make them our own. The new sheets will be implemented shortly.
- Our staff started using Emote school-wide. We are using the platform to request support for students, track behaviors, and log student trends. This is going to be extremely helpful to make sure we are assisting our students. We can use the data and information to intervene and support students in many different ways.
- We have a new morning announcement team of students. They took over reading the morning announcements to the school. Students had to apply to be on the team and submit a video of themselves reading a morning announcement. The team is also discussing some ideas about podcasts and video announcements. We will see if some of these ideas come to fruition.
- We spent part of the teacher's PIR day learning about 504 Plans and accommodations. Trina Crowe presented for us. She taught us about some of the laws around 504s and how to ensure students with 504 Plans are accommodated properly. It was very helpful.
- We had a fun Homecoming Week showing school spirit by having dress-up days. We had a jersey/sports day, neon day, Wildcat day, color wars, and pajama day. Also, our football team was invited to walk in the parade with the high school team. That was a blast! Thank you to Coach Houle for asking us to join them!





- We have some clubs that have started up. We have a 6th grade Kindness Club, Chess & Checkers Club, Game Club, and a few others. Student Council is also starting up soon. We met with students who are interested in the group and they are going to elect officials and get started. Clubs are great opportunities for students to find others who are interested in the same things as them and create friendships.

September Attendance Rates

6th Gr. - 93.58%

7th Gr. - 94.05%

8th Gr. - 92.11%

Overall - 93.25%

Student Enrollment

6th - 179

7th - 190

8th - 188

Total - 557



CFHS Board Report: September 11, 2023

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

Principal - Josh Gibbs
Asst. Principal - John Thompson
Athletic Director - Troy Bowman

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

Submitted by Josh Gibbs, CFHS Principal

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

Our school wide goal this year is to continue to build school culture. We are communicating the mantra of increasing the positive school culture and decreasing the negative! Here is a view into several of our classrooms and school experiences:

Notable accomplishments:

- **COLLEGE FAIR VISIT** – We had over 30 students attend the college fair at Flathead High School. Students were able to visit with college representatives to discuss the vast opportunities that students have after graduating. There were also several local businesses present from around the valley to discuss possible job opportunities after graduation. This is the first year back after several years. We are hoping to expand this to more Juniors and Seniors next year.
- **BLEED BLUE TICKETS** – As a staff we are celebrating positive behavior intervention where we are acknowledging and celebrating students for CFHS (Character, Focus, Honor, and Strength). We believe recognizing the positive is helping our school culture in several ways.
- **BELIEVE BLUE** - We had Nate Chute come to train 25 students on the signs of suicide and tips on how to help peers seek help. Believe Blue is a student group that focuses on suicide prevention at the peer level. This is a great thing to help students who struggle with suicidal thoughts. Montana has the highest teen suicide rates among the US. Believe Blue students also gave a gesture of kindness to Bigfork to support student wellness after they recently lost a student to suicide.

Strategic Goal #2: High Performing Workplace

Open and Unfilled Positions at the High School - We have two paraprofessionals for the special education program. We are hoping to fill one of those positions this month!

The staff had a tremendous amount of teaming on September 30, 2024. The PIR (Pupil Instruction Related) full day started with team building activity, setting expectations, and a presentation on our MTSS and School wide expectations; Character, Honor, Focus, Strength. Staff then worked together in their departments to begin the curriculum scope/sequencing at the district level. We capped the day off by crowning our CFHS staff cornhole Champions.

Strategic Goal #3: Organizational Effectiveness

The third goal under Organizational Effectiveness on the strategic plan states, "Goal 3: Establish and foster a positive collaborative culture in all district departments." Our Leadership Team chose school culture as a goal area.



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Strategic Goal #4: Family & Community Engagement

HOMECOMING – The late start date, early homecoming week and high school project made homecoming sneak up on us. Thank you to Mrs. Gress and the rest of the staff for making this homecoming a great success. The assembly, athletic events, and parade were all a huge hit. This year we also saw a recent record in students attending the dance. The DJ rocked the house while the kids danced the night away.

OUR STUDENTS BLEED BLUE – Our staff has mailed out over 25 Bleed Blue tickets to parents this past month. Staff find students who exhibit the CFHS characteristics (Character, Focus, Honor, and Strength).

Strategic Goal #5: District Facilities Support & Enhance Learning

HIGH SCHOOL ROOF – We are excited as we see the progress of the high school project taking shape. We have got into the grooves and have adjusted our plans to best support our students' learning. Below you can see that we have turned the construction wall into our "Kindness Wall". Students are able to add inspirational messages to this wall. It has been a positive thing for our students and staff.



SPECIAL EDUCATION

Special Services
Columbia Falls School District #6
October 2024 Board Report
Submitted by Michelle Swank, Director

SD6 Special Services Data:

Currently, 15.2% students are identified as receiving Special Services.

Here is additional information about specific areas within IDEA categories of eligibility:

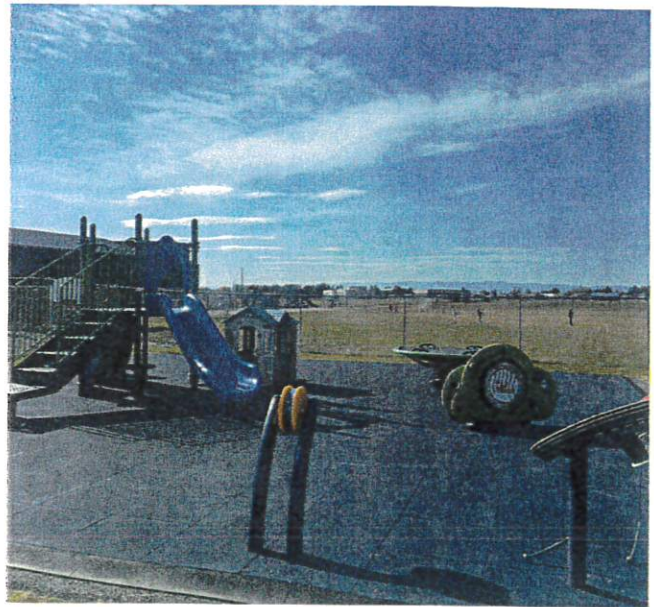
DISABILITY CATEGORY	% OF TOTAL IEPs
Learning Disability	0.33%
Emotional Disturbance	0.07%
Other Health Impairment	0.07%
Autism	0.13%
Cognitive Delay	0.06%
Speech Language Impairment	0.24%
Developmental Delay	0.10%

Updates from the OPI:

A Parent Survey will be provided annually to families to help seek additional feedback about their child(ren) who receive Special Education Services. This information will help guide the district in what is working well, and other areas of development.

Student Development Focus:

An additional playground was completed this past fall at Ruder Elementary. A special thanks to Flathead Electric Cooperative and Flathead Valley Sod Farm for the donations! With this special interactive playground equipment, it provides a safe, fun environment for our students.



**Curriculum Director Report
October 2024**

District Portrait of a Learner:

Work on developing the District Portrait of a Learner is ongoing. An input session was held during the recent Board Work Session, where Board members and community stakeholders prioritized elements of the Portrait. This builds on work initiated in January with our instructional staff. The guiding question is, "What skills and mindsets do learners need to thrive in our ever-changing world?" We aim to have the Portrait developed and approved by the Board at the January meeting.

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

This school year, MAST serves as the operational statewide assessment for grades 3-8 in math and ELA for all general population students. This computer-based assessment features four testing windows, with the first window opening on October 14 and running through November 22.

Professional Development Committee:

The Professional Development Committee met to discuss district and campus learning initiatives. The committee reviewed and approved nine Professional Development Grant Applications. Recipients hope to share their learning experiences with the Board at a future meeting.

Accreditation Standards:

The second year of accreditation standards have been released, outlining requirements for curriculum, class sizes, teacher qualifications, Indian Education for All, and student assessments. Work is commencing at the school and campus levels to ensure a positive accreditation score. Last year's results will be combined with this year's to determine our final accreditation status, with documentation due at the end of February.

Curriculum Pilots for 2024-2025:

Teachers involved in the K-5 Reading Pilot Team have received training on two resources: *Into Reading* and *Amplify CKLA*. Print materials have been delivered, and digital licensing is in place. The pilots will run from October through April, with recommendations to the Board by June 2025.

At CFJH, the current Amplify Science curriculum expires at the end of the year. The science department has identified two resources for piloting this year: *Elevate Science* and *OpenSciEd*. Teacher training is scheduled for this month, with pilots occurring from November to May. Our goal is to present recommendations to the Board by June 2025.

TO: Board of Trustees
FROM: Dustin Zuffelato, Business Manager/Clerk
DATE: October 7, 2024
RE: Business Office Report for the October 14, 2024 Regular Meeting

Snow Removal Services - RFP

As our continuing efforts to analyze operations in an effort to be efficient in considering the District's workforce as well as operating costs, we would like to formally consider "contracting" our snow removal services to a third party. The District employed four (4) maintenance FTE until 2022 when a fifth (5th) maintenance person was added to our workforce. This person was added for various reasons including the K-8 bond facility project renovations, grounds/fields maintenance, snow removal, and maintenance coverage throughout the entire school day. One of these maintenance workers recently resigned (Oct 10) and the District would like to consider the ability to operate effectively while going back to employing just four (4) maintenance staff members to align to one per building.

Potential benefits of utilizing a third party:

- Minimize Overtime – one of the reasons why a 5th maintenance person was added was to ensure someone was on shift throughout the entire school day to resolve any unexpected maintenance issues. Each of the four maintenance workers typically start plowing very early in the morning and are frequently off shift in the early afternoon. Maintenance Staff Overtime hours reported Nov 2023-March 2024 (last winter) was 487 for a cost of \$17,554.
- Allow maintenance staff to be present during school operating hours 7-330
- Repairs on vehicles. This is difficult to define the cost of wear and tear on District owned trucks. The District did purchase a plow for one of the trucks two years ago and the cost was \$10,118. The cost for repair and replacement parts for the fleet of plows were \$10,910 last year. This does not include any costs to repair the trucks (just the plows themselves). There is no question that the transmission, suspension, and brakes take a lot of wear and tear from plowing.

High School Facility – restoration project

As the District continues to procure services via review from our insurance carrier/Belfor/reinsurer, I thought I would share some financial information for the magnitude of these transactions since late August when the District basically assumed General Contractor for this restoration project.

Transportation / Student Displacement: 4 round trips/4 buses. 240 miles per day. 30 hours per day. \$5,000 per week.

IT Equipment : Smartboards \$20k. Network Switches \$17K. Cabling \$40k. Still working on procuring laptops/docking stations, etc. for the classrooms.

Fire Alarm / paging / communication system - \$146k

Flooring including abatement - \$72k

Ceiling Tiles/cabinetry/drywall/paint - \$330k

Canyon Elementary site preparation: IT Switches \$9k. IT cabling \$19k.
\$36k – plumbing/electrical/alarms/access.

Total so far : \$ 762,707 not including Belfor, transportation, heating system.

The District is working through the heating system repairs. The 1958 Steam boiler/univent/pneumatic controls are all proving difficult to repair to original condition. The univent manufacturer is no longer in business and parts are difficult to procure. The controls are all air actuated and any small leaks can prove difficult to isolate and repair. As you recall the District decided that a VRF HVAC System was optimal but only had enough funds for the fresh air ventilation ERV portion of this project using ESSER Funds. This upgrade (that led to the discovery of the failing roof) will provide fresh air and inherent cooling to the classroom wing. The District is working to align the repair/replacement of the heating system to both the VRF (potential upgrade-big bond) and the fresh air (actual) HVAC upgrade completed. The ventilation project did not include VRF and nothing will be lost if the District switched to a boiler-hot water system utilizing the univents that are currently in the classrooms. The District is working with the insurance company to determine a settlement value and will likely incur some of their own funds to upgrade the system to something easier to maintain and control. The figures are still unknown at this point as we work on the material unit order, installation, as well as the controls upgrade. What we do know is as follows:

29 univents -damaged and need to be replaced. Total cost \$ 143,672. These were ordered the first week of October and the production lead time is 7-9 weeks.

Installation – the District is working to obtain proposals from a few of the contractors that have been working on the HVAC project or have experience with other District HVAC projects. The main criteria to determine award will be timing e.g. how long it will take to get the units installed. The District will also be considering cost and quality of work. Initial estimates are \$ 3,500 per unit or \$ 100,000.

Controls: The District will replace the pneumatic controls with modern electronic controls. The district will also change out the “non damaged” units in the south wing and basement so the entire wing is all the same. Initial estimates are \$3,000 per unit or \$ 111,000.

Total Cost estimates for the entire classroom wing – heating system replacement is \$ 350,000. Initial insurance settlement estimates are \$ 179,187. The District has \$ 548,000 in building reserve funds (non-voted) that we can use to fund any incremental cost not covered by insurance proceeds.

Food Service Program

The results of meals served for the first month of school under the CEP program (free meals) as compared to last year:

- GG - 53% participation as compared to 39% last year (same period)
- Ruder - 55% participation as compared to 30% last year (same period)
- Junior High - 59% participation as compared to 33% last year (same period)
- High School - 32% participation as compared to 16% last year (same period)

Total meals served increased nearly 30% as compared to this period last year. District wide participation is at 48% as compared to 28% last year. Kudos to the food service staff, teachers, and admin to make changes to improve the ability to serve students. I trust the improved participation in the meal program will improve academic performance.

Teach Act – Application FY25

HB 143 was passed during the 2021 Session. It provides an incentive for School Districts to increase base pay for teachers. Rollout of this law has been controversial with many Districts missing the reporting requirements to qualify for the incentive last year. This year OPI has been much more proactive in ensuring all District's apply and making the process easier and more transparent. Our District has NOT qualified for this incentive since the inception. During the current year, teacher base pay increased from \$41,380 to \$42,621. To qualify for the incentive this amount must exceed 70% of the average teacher pay. So, while the base pay increased, the average pay for all other teachers also increased, keeping the District below the 70% threshold. The base pay as a percentage of the average actually decreased from the prior year, further distancing the District from qualifying for these additional funds. The incentive would equal the Quality Educator Payment (\$ 3,673) times the number of teachers in years 1-3. \$44k in the Elem District and \$25K in the HS District.

FY 2024	Elem District	HS District
Base Pay	\$ 41,380 (68% of average)	\$ 41,380 (67% of average)
Average Pay	\$ 60,483	\$ 61,471
70% Threshold	\$ 42,338	\$ 43,030
# of Teachers Year 1-3	15	5

FY 2025	Elem District	HS District
Base Pay	\$ 42,621 (67% of average)	\$ 42,621 (66% of average)
Average Pay	\$ 63,212	\$ 64,121
70% Threshold	\$ 44,248	\$ 44,885
# of Teachers Year 1-3	12	7

Monthly Insurance Claim Summary

Paid Claims September 2024

Medical Plan Paid Claims	\$ 163,985
Specific Stop Loss Liability	\$ 0
Monthly medical expected claims based on an enrollment of 223 Plan participants (71 singles/152 families):	\$ 225,453
Plan claim liability as a percentage of expected claims:	72.74 %

Paid Claim summary plan year-to-date (July 2024 through September 2024):

	<u>Actual</u>	<u>Expected</u>	<u>Percentage</u>
Medical Plan Paid Claims	\$ 663,446	\$ 649,195	102 %
Specific Stop Loss liability	0		
Total Claims	\$ 663,446		

1. Standard(s) for which a variance is requested, e.g., 10.55.709. If there is a program delivery standard, be sure to list it as well, e.g., 10.55.1801.

10.55.709 (1)(c)

2. Attach Board of Trustee meeting minutes that show the Board of Trustees adopted the application for a variance at an official, properly noticed meeting that provides evidence that local school community stakeholders were involved in the consideration and development of the proposed variance to an assurance standard or a section of assurance standards. (Stakeholder groups include trustees, administrators, teachers, classified school staff, families, community members, and students as applicable.)

See Attached:

October Board Agenda

Library Strategic Planning Agenda

Library Strategic Planning Attendance Sign in

3. Describe the renewal variance requested.

Allowing the CFHS library to operate with 1.0 (FTE) licensed school library media specialist with a k-12 library media endorsement and a 1.0 (FTE) paraprofessional, our library will better meet the needs of the students: instruction in library media standards, positive relationships, and staff to help students locate books that fit their academic needs, and books that develop a passion for reading and learning. This flexibility in staffing will allow CFHS to create an inviting space with sufficient staff to manage the physical library, as well as engage in action research and collaboration with subject area classes to teach state library media standards.

4. Describe how and why the proposed variance would be:

a. Workable.

This is a workable scenario precisely because we have two adults working full time in the library. With a paraprofessional taking care of many of the operational tasks of a library, the certified teacher-librarian will have the time to collect and analyze data, plan and teach collaboratively, and offer professional development to teachers, all with the focus of increasing student library media and information literacy.

b. Educationally sound.

This is an educationally sound proposal because the certified librarian is directing a whole library media program. By acting as the director of this library media program, she oversees both the operations of the library, as well as information literacy instruction. The instructional arm of this program includes direct student instruction, librarian-teacher collaboration, partnerships between the librarian and other stakeholders, as well as teacher professional development.

Furthermore, this proposal is based on the idea of continual improvement of the library media program. In order to accomplish this, it utilizes action research as laid out by the Educational Department at Brown University, one of the ten educational laboratories funded by the US Department of Education's Office of Research and Improvement. The Laboratory at Brown says, "Action research projects influence thinking skills, sense of efficacy, willingness to share and communicate... Through action research, teachers learn about themselves, their students, their colleagues, and can determine ways to continually improve (Ferrance, 2000)." I can think of nothing more educationally sound than finding ways to "continually improve" the instruction of library media/information literacy standards. By honing a "willingness to share and collaborate" with content area teachers, this plan ensures that students leave our school with the necessary library media/information literacy skills to be successful in their lives after high school. Action research, with the steps and evidence detailed above, will provide us with the structure and tools to do this.

c. Designed to meet or exceed results under established standards

The combination of a full-time paraprofessional and a full-time certified librarian not only meets but can exceed the results associated with employing 1.5 librarians. This model enhances accessibility, engagement, resource management, and collaboration, all of which contribute to a more effective library service delivery that supports both student and educator needs.

d. Where applicable, aligned with program standards under ARM 10.55.1101 through 10.55.2101.

This model allows us to implement all standards under ARM 10.55.18. With the additional .5 FTE of a staff member in this position, it allows us to better implement these standards.

5. Reflection upon initial variance:

a. Describe the specific measurable objectives that were listed in the initial variance application that demonstrated how the proposed variance was to meet or exceed the results under the current standard(s).

Objectives:

1. *Develop student, staff and librarian surveys that are cross-walked with the Montana state Library Media Program Delivery Standards and Library Media Content Standards.*
2. *Administer the surveys once per year to track data over time*
3. *Library Advisory Team and staff meetings to disseminate and discuss survey results and annual focus standards for the library media program*
4. *Use data to drive instructional and operational decisions*
5. *Detail the plan for implementing data-based decisions in annual Strategic Library Plan*

b. Provide a summary of the evidence or data gathered to demonstrate that the initial variance meets or exceeds results that could have been achieved under the established standard

We examined various data points as evidence to support the conclusion that integrating a paraprofessional into the library team, alongside a certified librarian, meets the established standards for library service delivery. The data reflects enhanced engagement, improved service efficiency, and positive feedback from both students and staff, supporting the effectiveness of this staffing model. Data points that were examined include checkout rates, library hours and usage, staff feedback, and our Library Strategic plan (Please see attached).

c. After reflection on the initial variance, describe any adjustments that need to be made to meet the specific needs of the students in the school(s).

We're exploring the most effective way to implement student surveys that ensures full participation without overwhelming our schedules. Our team is collaborating with the school's MTSS group to see if we can integrate this initiative into one of our annual spring surveys. Our goal is to balance the need for valuable feedback with the preservation of instructional time. We have developed both a staff and student survey to better track data over time. (Please see attached surveys)

LIBRARY STRATEGIC DEVELOPMENT PLAN 2022-24

GENERAL LIBRARY GOALS FOR 2022-2024

1. Ensure students graduate with the research and information literacy skills they need
2. Partner with teachers to teach library media standards
3. Create an atmosphere to develop a passion for reading
4. Raise circulation by offering books that interest a variety of readers
5. Offer programming that creates community, teaches problem solving and encourages making and doing

FOCUS STANDARDS FOR LEARNERS FOR 2020-23

Selected from the Montana Library Media/Information Literacy Content Standards (2020)

- 1.a - Formulate and refine essential questions through reading, constructing hypotheses, research question and thesis statements
- 2.a - Evaluate sources for relevance, currency, authority and bias including those by and about tribes in Montana
- 2.b - Seek more than one point of view by using diverse sources
- 3.a - To actively seek the opinions of others and contribute to an environment where all participants ideas are shared and valued
- 3.c - To work with others to solve problems and make decisions on issues, topics and themes being investigated
- 4.d - Create original products using a variety technology tools to express personal learning
- 4.e - Individually pursue answers to self-generated questions
- 5.c - Routinely read, view and listen for personal enjoyment
- 5.d - Read widely to develop a global perspective and understand different cultural contexts
- 6.a - Practice internet safety and appropriate online behavior

TIME USAGE BY INSTRUCTIONAL PERIOD

Quarter	Teacher-Librarian Actions	Type of task and applicable Montana Library Media focus standards	Implementation Notes
1	Update circulation system with new students, teachers, etc.	Operations	With the new circulation program, Accessit, this is easier than ever. Accessit pulls data from Infinite Campus to create patron records. The biggest issue seems to be that the records created need to have the barcode changed to a student's lunch number. I should get in the habit of cleaning this up once per week. Perhaps on Monday mornings.
	Set up the physical space of the library - new furniture, unpack books, etc.	Operations	Always try to have this completed prior to the start of school. One big project related to this is how to display the art I have been acquiring, esp. the genre paintings students created last year.
	Review collection management tasks with library aide: (1) library administrative systems and physical space; (2) customer service expectations; (3) book processing	Operations	Completed. As I had a new aide for the second time in three years, I'd like to develop a training manual and guide to follow. The training has been a little disjointed, and with the salary that para's earn, I have the feeling that I will be training more people in the future.

<p>Rework & teach library (Book Love) orientation lesson for Freshman and Sped classes</p>	<p>Teaching 5.c - Routinely read, view and listen for personal enjoyment 5.d - Read widely to develop a global perspective and understand different cultural contexts</p>	<p>This has been completed by offering library orientations to both freshman and sophomore students. Both classes come in twice and complete scavenger hunts: one for fiction and one for NF. It seems to work well, though I wonder if I can run reports about circulation that indicate this, or offer some sort of survey to the students.</p>
<p>Schedule all English classes into the library for book talks and independent novel check out</p>	<p>Teaching 5.c - Routinely read, view and listen for personal enjoyment 5.d - Read widely to develop a global perspective and understand different cultural contexts</p>	<p>This has been challenging this year (24-25) due to the craziness of the roof incident and the bussing between three locations. Plus, I need to develop better relationships with some of the newer teachers. I don't know how much they are focusing on reading.</p>
<p>Develop monthly themes for book displays, bulletin boards: back to school, Halloween, LGTBQ history month, Veterans day</p>	<p>Teaching 5.c - Routinely read, view and listen for personal enjoyment 5.d - Read widely to develop a global perspective and understand different cultural contexts</p>	<p>Need to discuss this with my new aide. I am still training her and this is something that I haven't focused on.</p>
<p>Co-teach with 1 teacher I have never taught a lesson with before</p>	<p>Teaching</p>	<p>Worked with Cydney Finberg-Roberts to develop a lesson on ideas and folding paper cranes. Presented to booth learning strategy classes. Wanted to show a</p>

				couple of videos, but had no projector.
	Co-teach at least 2 lessons with a reading emphasis	Teaching		Completed - book tasting with Bell's honors class, and book talks with Vestal's sophomores.
	Plan collaborations with 2 teachers for second quarter	Teaching 1.a - Formulate and refine essential questions through reading, constructing hypotheses, research question and thesis statements 2.a - Evaluate sources for relevance, currency, authority and bias including those by and about tribes in Montana 2.b - Seek more than one point of view by using diverse sources 5.d - Read widely to develop a global perspective and understand different cultural contexts		Would like to get into the government classes and do more work with voters and voter behavior. Further, I think teaching Digital Literacies (News, AI, Information, Lateral Reading, etc) is REALLY important and would like to get with teachers on this. For the first time, this year, I have already been in the government classes and discussed both voting and news literacy, and how to identify and deal with misinformation.
2	Develop surveys about library operations and instruction for students, teachers and the librarian to track data over time.	Teaching All MLMS standards listed above		Needs work - I need to find examples for this. It's such a big task that I find myself overwhelmed on how to even start.

	<p>Review collection organization/ genres. Connect with other Flathead school librarians to see how they have done it and what categories they use.</p>	<p>Operations</p>	<p>Constantly working on this. All the Spine labels in the fiction section have been updated to include Genre. Still needing to establish the organization of the NF collection as the I HATE dewey. It's completely opaque for the students, plus racist and misogynistic.</p>
<p>Teach students library media skills: using the catalog, using the digital library, Sora app, renewing books, placing a hold</p>	<p>Operations</p>	<p>This was accomplished during the first quarter, but the renewing and checking out books has been harder to get going than I initially thought. This is because the Accessit mobile app doesn't support Google SSO, which is how my students get into the program. Otherwise, students have been introduced to this, but would benefit from an activity directly related to placing holds, writing reviews, etc.</p>	
<p>Run annual Titlewise collection analysis.</p>	<p>Operations</p>	<p>Need to do this. Last time I ran the analysis was 21-22, and I have done tons of collection development and weeding since then. I'll plan to do this ASAP so I can use the information for my collection management this year. Would also be interesting to look at circulation statistics.</p>	
<p>Develop two reading incentives for implementation this year</p>	<p>Teaching 5.c - Routinely read, view and listen</p>	<p>Haven't done this yet for this year, but Heidi has some ideas for entering</p>	

		<p>for personal enjoyment</p> <p>5.d - Read widely to develop a global perspective and understand different cultural contexts</p>	<p>drawings and a "Read the Genres" challenge and prize. If we can get the genre challenge up by October, that would be great. I also like the idea of challenging the school community to read a certain number of pages, but I think both of these will have to wait until we are all in the school, rather than scattered at three locations.</p>
<p>Update and present "Menu of Services" for teachers. Include library goals for student-learning for the year.</p>	<p>Teaching</p> <p>All the MLMS standards listed above</p>	<p>Need to do this. Would like to have it ready to go when we all get back into one building. November?</p>	
<p>Engage in professional development: (1) reading journals, (2) attend webinars/web-based classes, (3) site visits</p>	<p>Professional development</p>	<p>I read journals and attend webinars. Haven't done any site visits. It's just hard to get away. Will modify this for next year.</p>	
<p>Co-teach or collaborate with research project</p>	<p>Teaching</p> <p>1.a - Formulate and refine essential questions through reading, constructing hypotheses, research question and thesis statements</p> <p>2.a - Evaluate sources for relevance, currency, authority and bias including those by and about tribes in Montana</p>	<p>Continue to work on this. Focus will be juniors and seniors and media and information literacy, as well as civics education and the connection between civic duties and information literacy.</p>	
<p>Co-teach or collaborate in reading project</p>	<p>Teaching</p> <p>2.b - Seek more than one point of view by using diverse sources</p>	<p>Plan to reach out to the English teachers that I don't often collaborate with and figure out a plan of how I</p>	

		5.d - Read widely to develop a global perspective and understand different cultural contexts 4.d - Create original products using a variety technology tools to express personal learning	can work with them. Would like to go back into the learning strategies class and teach more learning behaviors using picture books. I'll reach out to Sydney, and I think she'll be amenable.
	Application for library variance for state accreditation	Curriculum	The principal is working on this
	Student meeting about library programming and variance	Curriculum	The principal is working on this
	Stakeholder meeting about variance	Curriculum	The principal is working on this
	Inventory collection and English novel sets	Operations	English novels last inventoried June 2022. Collection last inventoried June 2024. Both need to be done this year
3	Engage in professional development: (1) attend Flathead school librarian's annual meeting (2) site visits	Professional development	Didn't engage in these exact professional development opportunities, but attended several conferences: AASL 2022 & 2024, ISTE 2023, MLA 2024. Would like to continue to attend conferences. I find them to be incredibly motivating.
	Co-teach/collaborate on at least 2 research projects that are new this year	Teaching 1.a - Formulate and refine essential questions through reading, constructing hypotheses, research question and thesis statements	We have really settled into research projects at the freshman and senior level. I have been doing lots of co-teaching, and using the ProQuest Research Companion in the Freshman

<p>and Sophomore English classes. I would like to get a better handle on what other research projects are being done in other grades and curriculum areas.</p>	<p>2.a - Evaluate sources for relevance, currency, authority and bias including those by and about tribes in Montana 4.d - Create original products using a variety technology tools to express personal learning</p>	
<p>I feel like we do this really well with about half of the English classes. Book tastings and book talks work really well, as well as a pointed selection of books for the audience. Right now, I have a collection of high interest books at the canyon.</p>	<p>Teaching 5.c - Routinely read, view and listen for personal enjoyment 5.d - Read widely to develop a global perspective and understand different cultural contexts 4.d - Create original products using a variety technology tools to express personal learning</p>	<p>Co-teach/collaborate on at least 1 reading project</p>
<p>TBA</p>	<p>Curriculum</p>	<p>Develop a system to document research consultations with students</p>
<p>TBA</p>	<p>Curriculum</p>	<p>Administer surveys and review surveys</p>
<p>TBA</p>	<p>Curriculum</p>	<p>Annual Library Advisory Meeting</p>
<p>The principal will do this</p>	<p>Operations</p>	<p>Submit Variance to state</p>
<p>I need to do this! Put it on the schedule for this year</p>	<p>Operations</p>	<p>Digitize library skills associated with our online library of ebooks, including accessing and using Overdrive/Sora by creating a library of screencastify</p>

	resources		
	Start BOOK CLUB	<p>Teaching</p> <p>5.c - Routinely read, view and listen for personal enjoyment</p> <p>5.d - Read widely to develop a global perspective and understand different cultural contexts</p>	<p>I had a book club that met weekly for the last several years. We are taking a break right now because of the craziness of moving between three locations. When we restart, I think 1 meeting per month would increase attendance.</p>
	Start CREATIVE WRITING/POETRY CLUB	<p>Teaching</p> <p>3.a - To actively seek the opinions of others and contribute to an environment where all participants ideas are shared and valued</p> <p>3.c - To work with others to solve problems and make decisions on issues, topics and themes being investigated</p> <p>4.d - Create original products using a variety technology tools to express personal learning</p> <p>4.e - Individually pursue answers to self-generated questions</p>	<p>Passed this off to Jaime Bell - she is more interested in it than me. Heidi Wolf may be another advisor option. Planning to remove this from the next strategic plan.</p>
500,000 page challenge! -make videos -make flyers		<p>Teaching</p> <p>5.c - Routinely read, view and listen for personal enjoyment</p> <p>5.d - Read widely to develop a global perspective and understand different cultural contexts</p>	<p>Still haven't done it. But it seems fun. Maybe in the spring?</p>

4	Co-teach/collaborate on at least 2 research projects that are new this year	<p>Teaching</p> <p>1.a - Formulate and refine essential questions through reading, constructing hypotheses, research question and thesis statements</p> <p>2.a - Evaluate sources for relevance, currency, authority and bias including those by and about tribes in Montana</p> <p>4.d - Create original products using a variety technology tools to express personal learning</p>	I think rather than creating any new projects, I just need to get a handle on what projects are being done. I think maybe a teacher survey would help with figuring that out? Maybe in conjunction with a menu of services. I can plan to have this out in October.
Co-teach/collaborate on at least 1 reading project	<p>Teaching</p> <p>5.c - Routinely read, view and listen for personal enjoyment</p> <p>5.d - Read widely to develop a global perspective and understand different cultural contexts</p> <p>4.d - Create original products using a variety technology tools to express personal learning</p>	Consistently doing this with about half of the English Department (Vestal, Moran, Bell) Need to reach out to the others.	
Reflect on year's progress with focus standards through written reflection and librarian survey		I haven't been doing this constantly, and it would be a good practice. Will need to research and adopt a reflection format/scaffold. Reflection should be completed at the beginning of May to ensure it happens before the end of the year busy-ness.	
Reflect on makerspace development		Makerspace is out of commission. It	

	and usage		is now a classroom.
Select focus standards for the 2021-22 school year		Adopted the previously used focus standards.	
Review and draft strategic plan for the 2021-22 school year		Need to do this. Principal suggests a three year plan to rotate in conjunction with the variance reviews.	

5 YEAR PLAN

PROGRAMMING FOCAL POINTS

- Instructional focus on standards - IN PROGRESS
- Work with grade level teachers to develop projects that are taught to all students at that grade level - IN PROGRESS
- Assessment development for focus standards - IN PROGRESS
- Increase circulation by offering books that appeal to a variety of readers - IN PROGRESS
- Lunch time programming: book club, creative writing club, lunch and learn speakers - IN PROGRESS
- Update and expand non-fiction collection - IN PROGRESS

PROFESSIONAL WORK

- Attend AASL conference - DONE
- Attend ALAN conference
- ISTE Certification
- Continue to attend BER regional trainings - DONE

FACILITY NEEDS

- New tables for library DONE
- A few more arm chairs - DONE
- Replace bookshelves - IN PROGRESS

REQUEST FOR BIDS SNOW REMOVAL
COLUMBIA FALLS SCHOOL DISTRICT #6

Informal written bids will be received through **November 1, 2024 by 4 pm** for snow removal from various School District #6 properties through the 2024-2025 school term.

All Bids shall be submitted on the provided bid form.

The Trustees, School District No. 6, Columbia Falls, MT hereinafter called the Owner, reserve the right to reject any or all Proposals and to waive any formality or technicality in any Proposal in the interest of the Owner.

SPECIFICATIONS FOR SNOW REMOVAL December 1, 2024 - June 1, 2025

Columbia Falls School District #6 (Owner) requests proposal for snow removal services at the following properties:

1. Provide Pricing on the attached proposal form for the following – Base Bid:

All School Sites/Areas

Snow shall be removed from bus lanes, parking lots, delivery areas, and playground areas and piled on the locations where determined by the Maintenance Department after consultation with the contractor. Preferably, snow removal should be performed between the hours of 4:00 AM and 6:30 AM on a school-day basis, as required. Snow plowing shall not be performed later than 6:30 AM on any of these properties in order to avoid safety conflicts with school children. With the exception of the bus parking areas, which will be free of buses by 7:15 am

Snow Removal Forecast and Days of Removal – 2” Rule

The contractor shall plow snow on any SCHOOL DAY when snowfall is forecast by the National Weather Service (Great Falls NWS/NOAA Office - <http://www.wrh.noaa.gov/tx/> or on weather radio) to reach an accumulated depth of 2” by 4:00 AM. School-day schedules are available on the District website (as attached) or from the Facilities Office. **Non-school days are indicated as “Vacation” days on the schedule, along with weekends and holidays. Any plowing on non-school days shall be performed only upon Owner’s request. But, all plowing must be completed prior to 6:30 am on the first day that school resumes.** PIR days are not included in the “Vacation” description as administrators, teachers, and possibly parents may be at the school on PIR days. Payment for non-requested services will not be made. Sanding services or snow pile relocation/removal shall be performed only upon Owner’s request. The contractor shall provide proper equipment relative to the extent of snow plow operations required at each site to ensure snow plow activities are completed prior to 6:30 AM. Removal of snow at a later time/date that was not completed due to failure of the contractor to perform the work in a timely manner or due to insufficient/wrong equipment will be at the contractor’s expense.

**COLUMBIA FALLS SCHOOL DISTRICT #6
SPECIFICATIONS FOR SNOW REMOVAL 2024-2025**

2. Provide Pricing on the attached proposal form for the following – Bid Alternate #1:

All School Sites/Areas

Snow shall be removed from bus lanes, parking lots, delivery areas, and playground areas and piled on the locations where determined by the Maintenance Department after consultation with the contractor. Preferably, snow removal should be performed between the hours of 4:00 AM and 6:30 AM on a school-day basis, as required. Snow plowing shall not be performed later than 6:30 AM on any of these properties in order to avoid safety conflicts with school children.

Snow Removal Forecast and Days of Removal – 1” Rule

The contractor shall plow snow on any **SCHOOL DAY** when snowfall is forecast by the National Weather Service (Great Falls NWS/NOAA Office - <http://www.wrh.noaa.gov/tfx/> or on weather radio) to reach an accumulated depth of 1” by 4:00 AM. School-day schedules are available on the District website at <http://www.bsd7.org/calendar> (as attached) or from the Facilities Office. **Non-school days are indicated as “Vacation” days on the schedule, along with weekends and holidays. Any plowing on non-school days shall be performed only upon Owner’s request. All plowing must be completed prior to 6:30 am on the first day that school resumes.** PIR days are not included in the “Vacation” description as administrators, teachers, and possibly parents may be at the school on PIR days. Payment for non-requested services will not be made. Sanding services or snow pile relocation/removal shall be performed only upon Owner’s request. The contractor shall provide proper equipment relative to the extent of snow plow operations required at each site to ensure snow plow activities are completed prior to 6:30 AM. Removal of snow at a later time/date that was not completed due to failure of the contractor to perform the work in a timely manner or due to insufficient/wrong equipment will be at the contractor’s expense.

3. Provide Pricing on the attached proposal form for the following – Bid Alternate #2:

All School Sites/Areas

Snow shall be removed from bus lanes, parking lots, delivery areas, and playground areas and piled on the locations where determined by the Maintenance Department after consultation with the contractor. Preferably, snow removal should be performed between the hours of 4:00 AM and 6:30 AM on a school-day basis, as required. Snow plowing shall not be performed later than 6:30 AM on any of these properties in order to avoid safety conflicts with school children.

Snow Removal Forecast and Days of Removal – Annual Contract

The contractor shall plow snow on any **SCHOOL DAY** with each snowfall occurrence. An annual contract amount will be provided and it is the contractor's responsibility to have all snow cleared from each site by the indicated time. In the event that the snowfall occurs over the weekend, on holidays, it is the contractor's responsibility to have each site ready by the next scheduled school day.

4. Contract Award:

The contract will be awarded on an individual site or combination of sites basis and/or a combination of the above bid alternatives, which will depend on what is deemed most advantageous to the District. Contractors can provide quotes on any or all sites.

General Requirements

Following contract award, a supervisory representative for the Contractor shall make an initial site visit prior to the start of service and meet with the Maintenance Director and Building Maintenance to review the plowing plan for each school and any matters particular to each site. Contractor's plowing staff shall maintain communication with the Maintenance Staff at each building for purposes of coordinating plowing work.

It is the Owner's obligation to remove all motor vehicles from parking lots. The contractor will not be required to plow any closer than 25' from any motor vehicle not removed from any parking lot.

**COLUMBIA FALLS SCHOOL DISTRICT #6
SPECIFICATIONS FOR SNOW REMOVAL 2024-2025**

The contractor shall show proof of General and Automobile Liability insurance of not less than \$1,000,000 (one million dollars) and proof of Workers' Compensation Insurance or exemption therefrom. The Liability insurance shall specify Bozeman School District #7 as an additional named insured.

Any and all damage to any portion of District owned buildings or grounds should be reported to the facilities office within 24 hours. Failure to do so may result in the early termination of this agreement or limit the ability to bid on future District contracts. It will become the responsibility of the contractor to repair any and all damage to the satisfaction of the District.

The Contractor shall not subcontract this agreement without the written approval of the Owner.

Payments to the contractor shall be made for work accomplished on a lump-sum basis per day for each property plowed, and on an hourly basis for snow relocation services performed upon Owner request. Lump-sum charges shall be adjusted on a pro-rata basis if less than a complete plowing is performed at any property. The contractor is to pay particular attention to the notes on the snow plowing maps to ensure proper time is included to address back dragging playground areas as necessary to remove snow adjacent to doorways or buildings.

NOTE: The contractor shall furnish an invoice to the owner every Friday during the term of this contract for all work done during the preceding week. Failure to do so may result in the inability to verify services rendered for payment and compensate for the same. Notify Maintenance at the school the morning of any snow plow operations as to what work was performed to allow verification.

Email your response to: **Marie Birky (mbirky@cfmtschoools.net)**

Subject: **Snow Removal Bid**

The Trustees, School District No. 6, Columbia Falls, MT, hereinafter called the Owner, reserve the right to reject any or all Proposals and to waive any formality or technicality in any Proposal in the interest of the Owner. Furthermore, we reserve the right to cancel any portion of the contract should any school building be closed for an indefinite amount of time.

Any and all questions should be directed to the address above or to the Facilities Office at: (406) 892-6550.

COLUMBIA FALLS SCHOOL DISTRICT #6
SPECIFICATIONS FOR SNOW REMOVAL 2024-2025
PURCHASE ORDER TERMS AND CONDITIONS

1. GENERAL - The following terms and conditions, together with such terms as are set forth in the Purchase Order, with such plans, specifications or other documents as are incorporated by reference, shall constitute the entire contract (Purchase Order) between the District and Supplier/Contractor. This Purchase Order shall be deemed to have been accepted by the Supplier/Contractor upon receipt by the District of notification of said acceptance.
2. ELECTRONIC/FACSIMILE TRANSMISSION - If this Purchase Order is transmitted by fax or by other means of electronic transmission, such transmission shall have the legal significance of a duly executed original delivered to the Supplier/Contractor.
3. DELIVERY - Supplier/Contractor must check in with the main office before delivery of goods or services at any school building. Notify the Head Custodian at each school at least one day in advance of any deliveries
4. ASBESTOS PROHIBITION - The use of asbestos in any form is prohibited by School Board Policy. Federal Laws require notification to any craftsman working in our buildings of the presence of Asbestos. A list of types and locations for every building is available. Craftsman may not remove, drill, damage or disturb any of this material or inadvertently damage or disturb this material, Contact the Facilities office immediately should this occur.
5. PAYMENTS - Payment will be made within 30 days after acceptance of delivery or completion of services provided all items are delivered/ completed in a satisfactory per quotes.
6. INCORPORATED TERMS AND CONDITIONS - Any quotation or bid related to this Purchase Order are hereby made a part of this order whether repeated herein, or not.
7. PURCHASE ORDER - The Purchase Order Number must appear on all packages, packing slips, invoices and correspondence. If factory shipment, Supplier is responsible for notifying the factory to comply.
8. QUALITY & INSPECTION - The District reserves the right to inspect all shipments or work and to reject any material which may be defective or not in accordance with the specifications as to quality or performance. Supplier/Contractor is responsible for associated costs and prompt removal of any material not acceptable to the District.
9. VARIATIONS - No Changes in specifications, quantities, delivery times or other provisions of this order shall be made without written authorization from the District. The Supplier/Contractor shall be liable to reimburse the District for damages, if any, resulting from any such unauthorized variations.
10. HOLD HARMLESS - The Supplier/Contractor agrees to save, keep and bear harmless the District and all officers and agents thereof from all damages, costs or expenses in law or equity that may at any time arise or be set up because of injuries to persons or property arising by reason of, or in the course of, the performance of this contract, or by reason of any infringement or alleged infringement of the patent rights of any persons, firm or corporation in consequence of the use of any material, supply or services furnished under this contract. The Supplier/Contractor, at their own cost, expense and risk, shall defend any and all actions, suites or legal proceedings that may be brought or instituted against the District or officers or agents thereof on any such claim or demand, and pay or satisfy any judgment that may be rendered against the District or officers or agents thereof in any action, suite or legal proceedings.
11. ASSIGNMENT - The Supplier/Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or any part thereof, or any rights accruing thereunder, title or interest therein, funds to be received hereunder, or any power to execute the same without the consent in writing of the Board of Education. Notice is hereby given that the District will not honor any assignment made by the Supplier/Contractor unless the consent in writing, as indicated above, has been given.
12. SAFETY - Any equipment ordered on this Purchase Order must conform with safety orders for the minimum requirements of the Occupational Safety and Health Administration, when applicable.
13. INSURANCE - In connection with the Purchase Order, Contractors engaged in maintenance, repair or construction, at their own cost and expense, shall obtain and maintain in force during the term of this Purchase Order, the following insurance coverage:

**COLUMBIA FALLS SCHOOL DISTRICT #6
SPECIFICATIONS FOR SNOW REMOVAL 2024-2025**

Worker's Compensation

- a. State Statutory
- b. Employer's Liability \$1,000,000

Subcontractor's Liability Insurance shall include completed operations and product liability coverage:

- a. General Aggregate \$3,000,000
- b. Products-Completed Operations Aggregate \$3,000,000
- c. Personal & Advertising \$2,000,000
- d. Each Occurrence \$2,000,000

Coverage will include:

- 1. Premises - Operation
- 2. Operations of Independent Contractor
- 3. Contractual Liability
- 4. Personal Injury
- 5. Products & Completed Operations

Automobile Liability

- a. Combined Single Limit \$1,000,000

Coverage to include:

- 1. All Owned Autos
- 2. Hired Autos
- 3. Non-Owned Autos

Under Commercial General Liability and Automobile Liability the Contractor's insurance coverage shall name Bozeman School District as an additional insured.

Professional Services

If this Purchase Order contemplates professional services, a policy of professional liability insurance, including errors and omissions, affording protection of not less than One Million Dollars (\$1,000,000) per incident and One Million Dollars (\$1,000,000) in the aggregate.

14. WARRANTY - Supplier/Contractor warrant that all material, work product, and merchandise supplied under the Order (a) shall strictly conform to all specifications, drawings, samples, or other descriptions (b) shall be fit and serviceable for the purpose intended, (c) shall be of good quality and free from defects in materials and workmanship, and (d) shall be new and not refurbished or reconditioned, unless expressly agreed in writing. Seller warrants that the District shall have good and marketable title to all goods (including all components thereof) purchased pursuant to the Purchase Order, free of all liens and encumbrances, and that no licenses are required for Yale to use such Supplier/Contractor warrant that all services shall be provided in a professional and workmanlike manner, with a degree of skill and care consistent with current, good and sound professional procedures. Neither receipt of material, work product or merchandise nor payment therefore shall constitute a waiver of this provision. If a breach of warranty occurs, the District may, in its sole discretion, and without waiving any other rights, return for credit or require prompt correction or replacement of the nonconforming goods or services.

**COLUMBIA FALLS SCHOOL DISTRICT #6
SPECIFICATIONS FOR SNOW REMOVAL 2024-2025**

Location	Lump Sum Price Base Bid Removal	Lump Sum Price Bid Alt. #1 Removal	Annual Contract Price Bid Alt. #2
CFalls High School 610 13 th Street West			
CFalls Junior High 1805 Talbot Road			
Ruder Elementary 12 th Avenue West			
Glacier Gateway & District Office 4 th Avenue West & 501 6 th Avenue West			
Canyon Elementary 200 North Street, Hungry Horse, MT			
Hourly Rate for Operator/Loader for relocating snow piles <u>ON</u> school property			
Hourly Rate for Operator/Loader for relocating snow piles <u>OFF</u> school property			

Concession Stand Proposal - Analysis

- Bidders: 1 **Shnacks**
 2 **Sweet Retreat**
 3 **Soup Spot**

Years of Operation	Type of Operation	Equipment Capabilities
Bidders: 1 March-24	Mobile Food Trailer	Stream Tables
2 2021	Brick and Mortar Store-Creamery	
3	Mobile Food Trailer	

Current/Active	Ratings/Cleanliness
Bidders: 1 Current	A-
2 Current	A+
3 Current	A+

Staffing Capacity

Bidders: 1 **Family Operated**
 2 **Established business - Payroll Employees. Employ a full Staff**
 3 **Husband/wife - limited back-up**

% of Gross Revenue to SD6
Bidders: 1 10%
2 10%
3 10%

Options	Ability to Generate Max Revenue
Bidders: 1 Limited Menu -likely lower revenue	Wholesale resale
2 Very Similar to Current. Ice Cream. Nachos, Hot Dogs	
3 Nachos, Hot Dogs	



CONCESSION SERVICES AGREEMENT

This Services Agreement (“Agreement”) between the Board of Trustees of the Columbia Falls School District, 501 6th Avenue West, Columbia Falls, Montana; a public educational agency (“District”) and Sweet Retreat Creamery, 734 9th Street West Unit 10, Columbia Falls, Montana (“Vendor”) is effective upon the execution date of Vendor and District, whichever shall later occur. District and Vendor are referred to in this Agreement individually as “Party” and collectively as “Parties.”

1. *Purpose.* This agreement is entered into solely for the support and benefit of the student extracurricular programs of the District. It is mutually agreed by the parties that the income which is distributed to the District as a result of this agreement will be used to improve and strengthen the District’s program offerings.
2. *Term.* This agreement shall be for the period of one year commencing on October 14, 2024 and continuing through July 31, 2025. This Agreement may be cancelled by either party at any time with or without cause providing thirty (30) days’ notice to other party.
3. *Scope of Service.* The Vendor agrees to provide concession services for each the following School District sponsored athletic events hosted at the Columbia Falls High School: Volleyball, Football, Basketball, Wrestling, Soccer, and Softball. This includes both sub Varsity and Varsity games. Services may also be provided at other events upon agreement by the District and the Vendor. The District shall provide the activity/game schedule by August 15th for the Fall, Winter, and Spring events. Playoff games will be provided as soon as available.
4. *Exclusivity.* The Vendor shall have exclusive use of the District provided vending facilities as described in #5 – Facility Use. The District retains the ability to utilize other food vendors; food truck/mobile food carts at the outdoor fields as they deem complementary to ensure an array of food choices. The District shall not allow other food vendors deemed to be serving the same (competing) products as being served by the Vendor. The District currently has an exclusivity agreement with Coca-Cola, whereby only Coke branded beverages may be sold on District premises. Vendor acknowledges and understands that the District’s soft drink exclusivity agreement may change and Vendor agrees to change soft drink brand(s) to comply with the exclusivity agreement in effect, as designated by the District, upon sixty days written notice by the District to the Vendor.
5. *Facility Use.* The District grants the Vendor use of the existing concession stands/facilities including the football field concessions building, the indoor (gym foyer) concessions room, the soccer field concessions building, and the softball field concessions building. The District shall pay charges for electricity, water, sewer, trash removal, and heat. The Vendor shall be responsible for cleaning the facilities including removing all trash and associated debris. The

Vendor shall be responsible for sanitizing the equipment. The Vendor shall secure the facility after each use. The Vendor shall provide proper storage for all food items to prevent spoilage and insect or rodent infestation. Vendor shall provide final clean up and sanitation to concession facilities at the end of each sports season including removal of equipment or perishable food items. Vendor shall not make alterations, additions, or improvements on the premises without first obtaining written consent from the Athletic Director or Principal. Vendor shall limit beverages to capped-resealable containers to mitigate spills/mess.

6. *Expenses and Equipment.* Vendor is solely and fully responsible for all costs and expenses incident to the performance of the services by Vendor including all supplies, tools, equipment, or materials necessary to perform the services. The District will grant use of any existing equipment to Vendor but shall not be responsible for replacement or fixing of this equipment.
7. *Independent Contractor.* In the performance of this Agreement, Vendor shall act as an independent contractor. Vendor shall perform the services and obligations under this Agreement according to the Vendor's own means and methods of work which shall be in the exclusive charge and under the control of the vendor, and which shall not be subject to control or supervision by the District except to as the results of the work. Vendor understands and agrees that employees/volunteers shall not be considered officers, employees, or agents of the District and are not entitled to benefits of any kind or nature normally provide employees of the District or to which District employees are normally entitled including but not limited to unemployment compensation or workers compensation. Vendor assumes the full responsibility for the acts or omissions of their employees or agents as they relate to the Services to be provided under this Agreement. Vendor is not authorized to make any representation, contract, or commitment on behalf of the District.
8. *School Staff/Students.* District will make an effort to solicit school sponsored groups/clubs/teams to staff the concession stand. Students/Staff working in this capacity shall be deemed volunteers and working solely for the benefit of the school sponsored group/team/club. Students/Staff working in this capacity shall be covered by the District insurance policy(s). While the District may coordinate efforts to facilitate appropriate staffing for every event, it is the sole responsibility of the vendor to ensure concessions are available at each and every event defined in #3 above. Adequate staffing to provide a full menu at each event is paramount and failure may result in non-renewal of this agreement.
9. *Insurance.* Vendor shall purchase and maintain in force at all times throughout the term of this agreement and provide proof to District of the following coverage: Commercial General Liability: \$1,000,000 per occurrence. Workers Compensation Insurance or an Independent Contractor Exemption from the State of Montana. Automobile Liability \$1,000,000 per accident. Insurance shall name the District as additional insured under its General Liability and Auto policies.
10. *District Fees.* As consideration for use of the facilities and services performed by the District, the Vendor shall remit to the District an amount equal to 10% of the gross revenue generated by the

concession sales (District Fee). For any event whereas school district staff/students volunteer to help staff the concession stand, an additional 10% of the gross revenue generated by the concession sales shall be paid to the District. The Student Activity Fee shall be earned only if a minimum of three people (associated with the group/team/club) volunteer for the duration of an event. These fees shall be remitted three times annually (1) Prior to November 30th after the conclusion of the Fall Sports Season. (2) Prior to April 1 after the conclusion of the Winter Sports Season. (3) Prior to July 1 after the Spring Sports Season.

11. *Compliance with Safety Regulations.* The Vendor and their respective volunteers, employees, or agents shall comply with all applicable federal, state, and local safety and health laws, ordinances, rules, and regulations in the performance of the services including but not limited to ServSafe Montana, OSHA, and County Health. The Vendor shall apply, maintain, and renew the County Health Department license for each applicable concession stand facility.

12. *Notice.*

For District
District Clerk
PO Box 1259
Columbia Falls, MT 59912

For Vendor
Sweet Retreat Creamery
734 9th Street West, Unit 10
Columbia Falls, MT 59912

Executed by the parties effective as of October 14, 2024

COLUMBIA FALLS SCHOOL DISTRICT

VENDOR

By: _____
Jill Rocksund, Board Chair

By: _____
Sweet Retreat Creamery

Date: _____

Date: _____

SPECIAL SERVICES

COLUMBIA FALLS School District# 6 Columbia Falls, Montana 59912
SPEECH-LANGUAGE PATHOLOGIST CONTRACT

This agreement is made as of the 17th of September, 2024, by and between Columbia Falls School District and Susan Hartman, certified Speech Language Pathologist. This contract shall become effective beginning October 9, 2024 and remain in effect through June 13th, 2025.

IT IS AGREED TO AS FOLLOWS:

1. Susan Hartman shall provide the District with the services of a Speech-Language Pathologist within the realm of her expertise and licensure. It is understood that Susan Hartman is licensed by the State of Montana. Both parties recognize Susan Hartman as an independent contractor providing these services.
2. It is agreed that Susan Hartman will be responsible for maintaining pathologist's malpractice liability insurance, workers' compensation insurance, all other similar employee insurance coverage, tax deductions and benefits.
3. Prior to the Effective Date, Susan Hartman shall provide a copy of a current Independent Contractor Exemption Certificate issued by the Montana Department of Labor, a copy of current malpractice liability coverage, a completed W-9 tax form and a copy of a current State License (collectively, the "Required Documents") to the District. If any of the Required Documents are renewed during the contract period, updated copies must be provided to the District.
4. From the Effective Contract date, the District shall compensate Susan Hartman at a rate of \$67.00 per hour for any and all training hours required in connection with this contract. Compensation for any training hours accrued before the Effective Date may be disbursed with the initial payment made in accordance with Section 8.
5. From the Effective Date, the District shall compensate Susan Hartman at a rate of \$67.00 per hour for the combined services of Speech Therapy and Documentation Preparation. Susan Hartman shall have the right to work up to ten (10) hours per week starting from the Effective Date, until June 13, 2025. These hours must be completed during student instruction days; however, Susan Hartman shall have the flexibility to work these hours either on the Premises or remotely. It is acknowledged that any hours exceeding the specified twenty (10) hours per week (the "Additional Hours") must receive prior written approval from the Director of Special Services. Absent such pre-approval, no compensation will be granted for any Additional Hours worked.
6. Susan Hartman shall be responsible for her transportation to and from 440 4th Ave West Columbia Falls, MT 59912 (Glacier Gateway Elementary School) and insurance costs.
7. From the Effective Date, Susan Hartman shall submit to the Director of Special Services

an invoice by the 5th of each month following services indicating the hours served. The District shall remit payment to Susan Hartman no later than the 25th of each month following services.

8. It is further expressly understood and agreed that Susan Hartman shall ensure that the Speech Therapy is provided in accordance with each students Individualized Education Program (IEP) and she shall prepare all documentation appropriate to the practice of speech and language pathologist in the school setting (the "Documentation Preparation"), comply with confidentiality standards, school district policy and the Family Educational Rights and Privacy.

9. This contract shall remain in effect through the duration of the contract unless terminated by either party by providing thirty (30) days advance written notice to the other party.

Dated this 17th day of September, 2024

Susan Hartman
Susan Hartman, SLP

Jill Rocksund, S.D. #6 Board Chairman

Dustin Zuffelato, Clerk

Columbia Falls School District #6 Strategic Plan 2024-2025

Mission:

Columbia Falls School District #6 is guided by its mission to provide a safe, positive environment where all students have an opportunity to acquire knowledge and skills to be productive citizens in a changing and diverse world.

Vision:

Our vision is that Columbia Falls Public Schools are trusted to create an atmosphere of excellence, where individuals are valued, differences are respected, and students are prepared for their futures.

Strategic Focus Areas and Goals:

Challenging, Diverse, and Supportive Learning Environment	High Performing Workplace	Organizational Effectiveness	Family & Community Engagement	District Facilities Support & Enhance Learning
<p>Strategic Goals:</p> <p><u>Goal 1:</u> Focus on a well-rounded education, including core academics, vocational courses, fine arts, and health and physical well-being.</p> <p><u>Goal 2:</u> Create and foster a climate and culture that embrace a growth mindset, a healthy social and emotional environment, positive engagement, and meaningful personal connections</p> <p><u>Goal 3:</u> Implement curriculum, instruction, intervention, and assessment decisions based on research, evidence, and best practices.</p>	<p>Strategic Goals:</p> <p><u>Goal 1:</u> Develop and support an effective and positive workforce through distributed leadership and shared responsibility for results.</p> <p><u>Goal 2:</u> Sustain an on-going system of staff-involved professional development.</p> <p><u>Goal 3:</u> Recruit, hire, and retain highly effective employees.</p>	<p>Strategic Goals:</p> <p><u>Goal 1:</u> Provide financial resources to support the personnel, facilities, and resources necessary for effective student programs.</p> <p><u>Goal 2:</u> Establish communication and information systems among individuals, programs, and services to promote effective organizational functioning.</p> <p><u>Goal 3:</u> Establish and foster a positive collaborative culture in all district departments.</p>	<p>Strategic Goals:</p> <p><u>Goal 1:</u> Promote effective communications encouraging equity, participation, and student achievement.</p> <p><u>Goal 2:</u> Establish collaborative community partnerships to enhance student learning and to provide career exploration experiences.</p> <p><u>Goal 3:</u> Provide welcoming, easy access to district and school information, (website, IC portal, social media, software, etc.)</p>	<p>Strategic Goals:</p> <p><u>Goal 1:</u> Create safe and welcoming environments conducive to the educational process</p> <p><u>Goal 2:</u> Maintain and improve facilities to meet the current and future needs of students, staff, and community members.</p>



Dustin Zuffelato <d_zuffelato@cfmtschoools.net>

RE: JH Officials Account - Official Signers -EXTERNAL

1 message

Samantha Ladenburg <SLadenburg@glacierbank.com>
To: Dustin Zuffelato <d_zuffelato@cfmtschoools.net>

Wed, Oct 9, 2024 at 10:22 AM

Caution! This message was sent from outside your organization.

Allow sender | Block sender |
Report

Good morning Dustin,

The current signers on the JH Officials account are as follows:

William Anderson III – Signer

Susan Fleming – Signer

David Wick – Signer

Dustin Zuffelato – Signer

Mikie Marino – Online Banking / Wire User Only

Jessica Moultray – Online Banking / Wire User Only

Michelle Bates – Online Banking / Wire User Only

Glacier Bank requires meeting minutes to make any changes to accounts. Please let me know if you have any questions or when you are ready to make changes.

Thank you & have a good day!

Sam

Samantha Ladenburg

VP | Branch Manager | NMLS# 149044 - 52 -

Substitute Hires

Oct 2024

Teacher

LNAME	FNAME	Teacher
Poor	Tana	Teacher or Aide
Petero	Shelby	Teacher
Corbett	Kristy	Teacher or Aide
Mosher	Amelia	Teacher or Aide
Deneault	Sheila	Aide
Wanner	Dillon	Teacher or Aide
		Teacher or Aide
		Teacher or Aide
		Teacher or Aide
		Teacher or Aide

Secretary / Nurse

LNAME	FNAME	Other
		Nurse
		Nurse
		Secretary

Bus Driver

LNAME	FNAME	Other
		Bus Driver
		Bus Driver
		Bus Driver

Hot Lunch

LNAME	FNAME	Other
		Hot Lunch
		Hot Lunch
		Hot Lunch
		Hot Lunch

Custodian

LNAME	FNAME	Other
		Custodian
		Custodian
		Custodian
		Custodian

10/10/2024

PD Grant Applications 24-25
(proposed set aside \$50,000)

For September Review (approximately \$12,000 requested)

Aericka Butler **ASHA Convention** December 5-7, Seattle, Washington \$1,500

☑ Butler Copy of Final Professional Development Grant Application w Budget (Gene...

Jasna Stafford **ASHA Convention** December 5-7, Seattle, Washington \$1,500

☑ Stafford Professional Development Grant Application w Budget (Generic).docx

Jenny Martin **ASHA Convention** December 5-7, Seattle, Washington \$1,500

☑ Jenny Martin Final Professional Development Grant Application w Budget (Generi...

Jenny Lovering **Northwest Council for Computer Education Annual Conference**
Feb. 14-16 Seattle, Washington \$1,300

☑ Lovering - Professional Development Grant Application w Budget 2024-25

Trina Crowe **National Association of School Psychologists Annual Convention,**
Seattle WA, February 18-21 \$2,000

☑ TC Professional Development Grant Application w Budget

Emily Hagreen **Get Your Teach On Conference,** Jan 18-20, Las Vegas NV \$1,395

☑ Hagreen Professional Development Grant Application w Budget.docx

Trisha Hall **Get Your Teach On Conference,** Jan 18-20, Las Vegas NV \$1,440

☑ 24/25 Professional Development Grant Application w Budget.docx

Callie Moore **Get Your Teach On Conference,** Jan 18-20, Las Vegas NV \$1,395

☑ Prof. Dev. Grant 24-25.docx

Jennifer Robbins **NCTE,** Nov 21-24, Boston MA \$2,035

☑ Professional Development Grant Application w Budget Jen Robbins 2024-25.docx

For December Review