

AGENDA

Board of Trustees
Regular Meeting
December 16, 2024



Great Falls Public Schools

1100 Fourth Street South, Great Falls, Montana



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

Is this your first meeting?

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

What is the purpose of these meetings?

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

How can I address the Trustees?

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

**Again – thank you for participating in this democratic process – we
appreciate your presence!**

– The Great Falls Public Schools Trustees

GREAT FALLS PUBLIC SCHOOLS

Great Falls, MT



BOARD OF TRUSTEES

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

SUPERINTENDENT'S CABINET

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

STUDENT REPRESENTATIVES

Lilli Skaer	C.M. Russell High School
Emerson Hamma	C.M. Russell High School
Lydia Comstock	C.M. Russell High School
Brooklyn Griffin	Great Falls High School
Seth Royer	Great Falls High School
Kaitlynn Fulbright	Great Falls High School
Conner Reisinger	Paris Gibson Education Center
Mercury Baez	Paris Gibson Education Center



Great Falls Public Schools Board of Trustees Meeting **AGENDA**

December 16, 2024

4:00 p.m. Board Work Session – Audit Review – Birch/Cedar Room

5:30 p.m. Regular Board Meeting

Aspen Meeting Room – District Office Building

1100 4th Street South, Great Falls, Montana

We Successfully Educate Students to Navigate the Future

Page

4:00 BOARD WORK SESSION – AUDIT REVIEW

5:30 REGULAR BOARD MEETING

- | | | |
|------|---|------------------------|
| I. | CALL TO ORDER – PUBLIC DECLARATION OF RECORDED MEETING | Chairperson
Johnson |
| II. | ROLL CALL | Brian Patrick |
| III. | PLEDGE OF ALLEGIANCE | Chairperson
Johnson |
| IV. | ADOPT AGENDA | Chairperson
Johnson |
| V. | APPROVE CONSENT AGENDA | Chairperson
Johnson |

The Consent Agenda consists of routine business items related to the operation of the District. Any trustee may remove an item from the Consent Agenda for discussion. Items so removed will be discussed and acted upon separately under ACTION: OTHER

- | | | | |
|----|--|---------------|---------------------------|
| A. | Minutes of November 25, 2024 Regular Meeting | Brian Patrick | <u>6</u> |
| B. | Personnel Actions | Luke Diekhans | <u>12</u> |
| C. | Good Apple Awards | Luke Diekhans | <u>17</u> |
| D. | Montana School Bus Driver Certificates – OPI TR-35 | Brian Patrick | <u>19</u> |
| E. | Incoming Student Attendance Agreements for the 2024-2025 School Year | Brian Patrick | <u>20</u> |
-
- | | | | |
|-----|---|----------------------|--|
| VI. | COMMUNICATION | | |
| A. | Report of the Student Representatives | Jackie
Mainwaring | |
| B. | Malmstrom Air Force Base (MAFB) Communication | Lisa Sapp | |
| C. | Superintendent Report | Heather Hoyer | |
| D. | Audience Communication | | |

VII. ACTION ITEMS

A. 2023-2024 Financial Statements and Audit Report	Brian Patrick	21
B. Unemployment Insurance Coverage – Multi-District Participation Agreement	Brian Patrick	22
C. Location of Great Falls Education Association Collective Bargaining	Luke Diekhans	35
D. Non-Renew Temporary, Non-Tenured Teachers with Positions Expiring June 6, 2025	Luke Diekhans	36
E. Acceptance of Low Bid for Sixteen-Foot Lawnmower	Brian Patrick	38
F. Second Reading of Deleted, New and Revised Board Policies 1610 – <i>Goals and Objectives</i> ; 2162P (New) – <i>Procedure for Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973</i> ; 2162R (Delete) – <i>Section 504 of the Rehabilitation Act of 1973 (“Section 504”)</i> ; 2320 – <i>Field Trips, Excursions and Outdoor Education</i> ; 3630 – <i>Cell Phones and Other Electronic Equipment</i> ; 5430 – <i>Volunteers</i> ; 5430F – <i>Volunteer Agreement Form</i> ; and 8132 – <i>Activity Trips</i>	Heather Hoyer	43

VIII. ACTION: OTHER

Chairperson
Johnson

IX. REPORTS, DISCUSSION, AND POLICIES

A. Astronomy Pilot Proposal for Fall 2025	Jackie Mainwaring	67
B. 2023-2024 Advanced Placement and Dual Credit Report	Jackie Mainwaring	69
C. Federal Minimum Wage Increase Effective January 1, 2025	Luke Diekhans	70
D. First Reading of New and Revised Board Policies 1111 – <i>Elections</i> ; 2410P (New) – <i>Profile of a Learner</i> ; 2410P2 (New) – <i>Profile of a Learner-Commitments and Intentions</i> ; and 2510 – <i>School Wellness</i>	Heather Hoyer	71
E. Discussion, Committee Reports, and Comments	Chairperson Johnson	


UPCOMING EVENTS

Chairperson
Johnson

Monday, January 13, 2025	5:30 p.m.	Regular Meeting	District Office Building
Monday, January 27, 2025	5:30 p.m.	Regular Meeting	District Office Building

ACTION TO ADJOURN

Chairperson
Johnson

	Turoski	Thompson	Sunchild	Skornogowski	Johnson	Finicum	Bronson
	Motion						
	Second						
	Ayes						
	Nays						
	Abstain						

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. A.

CABINET MEMBER: Brian Patrick

TOPIC

Minutes of the November 25, 2024 Regular Board Meeting

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND AND DISCUSSION

The Board is required to approve the minutes of each Board meeting. The minutes of the November 25, 2024 Regular Board Meeting are presented for approval.

FISCAL IMPLICATIONS

None

RECOMMENDATION

The District Board is requested to approve the minutes of the November 25, 2024 regular Board meeting as presented.

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

[Return to Agenda](#)

1 **MINUTES OF THE REGULAR MEETING**
2 **OF THE BOARD OF TRUSTEES**
3 **HELD NOVEMBER 25, 2024**
4

5 A duly called Regular Meeting of the Board of Trustees of the Great Falls Public
6 Schools was held at the District Offices Building, 1100 4th Street South, on the 25th day
7 of November 2024.

8
9 Chairperson Johnson reported that, per Board Policy 1420, all Board meetings are now
10 recorded and posted on the District website for one (1) year.

11
12 **ROLL CALL:** Brian Patrick took roll call.

13
14 **Trustees Present:** Gordon Johnson - Chairperson
15 Kim Skornogoski – Vice Chairperson
16 Bill Bronson
17 Mark Finnicum
18 Amie Thompson
19 Paige Turoski
20

21 **Trustee Absent:** Marlee Sunchild - Excused
22

23 **Others Present:** Heather Hoyer, Superintendent; Brian Patrick, Director of Business
24 Operations; Jeff Williams, Director of Information Technology; Jackie Mainwaring,
25 Executive Director of Student Achievement; Luke Diekhans, Director of Human
26 Resources; and Stephanie Becker, Director of the Great Falls Public Schools
27 Foundation. Also present was Tom Cabbage, Great Falls Education Association
28 President.
29

30 At 5:30 pm, Chairperson Johnson called to order the Regular Meeting of the Board of
31 Trustees.
32

33
34 **ADOPT AGENDA**

35
36 Motion – Paige Turoski, Seconded – Bill Bronson, passed unanimously to adopt the
37 agenda as presented.
38
39

40 **APPROVE CONSENT AGENDA**

41
42 Motion – Mark Finnicum, Seconded – Kim Skornogoski, passed unanimously to
43 approve the Consent Agenda as presented with special thanks for the generous
44 donation of welding supplies from ADF International Inc.
45

46 **A. Minutes of the November 11, 2024, Regular Board Meeting** – The Board
47 approved the minutes of the November 11, 2024, Regular Board Meeting as presented.
48

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

2
3 **C. Good Apple Awards** - The Board approved the nominations for Good Apple
4 Awards: Jamie Pierce, Teacher Aide at Riverview Elementary School; Amy Blado,
5 Paraprofessional Educator at Loy Elementary School; Erin Bucher, Student Services
6 Coordinator for Great Falls Public Schools; Tami Faulkner and Paul Culbertson,
7 Associate Principals, both at Great Falls High School; and Jessa Youngers, Supervisor
8 of Food Service for Great Falls Public Schools.

9
10 **D. Montana School Bus Driver Certificates – OPI TR-35’s** – The Board approved the
11 Montana School Bus Driver Certificates – OPI TR-35’s for the individuals listed in the
12 agenda.

13
14 **E. Donation of Miscellaneous Welding Supplies** – The Board approved the donation
15 of miscellaneous welding supplies from Trevor Floerchinger, on behalf of ADF
16 International Inc., to Great Falls Public Schools with special thanks.

17
18 **F. Student Activity Accounts for October 2024** - The Board approved the Student
19 Activity Accounts for October 2024.

20
21
22 **COMMUNICATION**

23
24 **A. Character Strong – West Elementary School** – Lyndsey Stulc, West Elementary
25 School Principal, along with six (6) student representatives reported on *Character*
26 *Strong* and what gratitude means to West Elementary School. Each student also shared
27 one thing for which they are grateful.

28
29 **B. Superintendent Report** –

30 Luke Diekhans, Director of Human Resources was recognized for his upcoming
31 birthday.

32 Superintendent Hoyer stated winter sports have begun in high schools and will start in
33 January for middle schools.

34 She reviewed how students have been representing the District throughout the
35 community. Peer mentor students at North Middle School spoke about the program on
36 the radio, student art is showcased at the Ergon Art Exhibit at Great Falls College
37 Montana State University (GFCMSU) which will run until December 10, 2024, and
38 students participating in the Touro Montana MedAchieve program finished their first
39 semester.

40 Superintendent Hoyer encouraged everyone to attend the CMR drama production of
41 *The Pirates of Penzance*. This play will run December 5, 6, 7, 13, and 14, 2024 at CMR
42 High School.

43 District Holiday programs have been scheduled throughout December, and Mrs. Hoyer
44 thanked Dusty Molyneaux, Supervisor of Fine Arts, and the schools for their work.

45 Flying S Title Company and Great Falls Realtors generously donated fourteen hundred
46 (1400) pairs of socks to District students for “Socktober”.

47 She reported on how the District/Cabinet is working on and/or completing each task
48 within each main component of the Strategic Plan. She then provided insight from

1 District Leadership. Superintendent Hoyer stated that behavioral issues, compared to
2 this time last year, are down 9.3%. She believes that *Character Strong* and
3 Responsibility-Centered Discipline (RCD) de-escalates students before they resort to
4 violence. Mrs. Hoyer reviewed other data regarding the Healthy, Safe, and Secure
5 Schools component of the District's Strategic Plan.
6 Superintendent Hoyer reported that the key takeaways from the Listening Sessions
7 were a) community involvement is essential for any financial strategy, especially as it
8 relates to supporting increased funding and engaging in grassroots advocacy efforts, b)
9 teacher retention and support must remain a top priority, as it is directly tied to
10 educational quality and long-term sustainability, c) alternative funding sources should be
11 explored more intensively to reduce reliance on traditional tax models and adapt to
12 shifting financial realities, and d) clear communication around the budget, its impact on
13 education quality, and the need for community support to mitigate misunderstandings
14 and foster trust.

15
16 **C. Audience Communication – None**
17

18
19 **ACTION ITEMS**
20

21 **A. Lincoln Elementary School Fire Alarm Upgrade** – Director of Business
22 Operations, Brian Patrick, stated that the Lincoln Elementary School fire alarm system
23 is original to the building and needs to be replaced. The upgraded fire alarm system will
24 allow for both internal and external building voice alarms. He reported that GPD
25 Engineering has been accepted by the District as an Indefinite Demand, Indefinite
26 Quantity (IDIQ) vendor and they will create the bid documents and specifications. The
27 project will be advertised in the Great Falls Tribune for two consecutive weeks as
28 required by state law.
29

30 Motion – Kim Skornogoski, Seconded – Amie Thompson, passed unanimously to
31 approve the advertising for Fire Alarm Bids to upgrade the Lincoln Elementary School
32 Fire Alarm System as presented.
33

34 **B. Financial Report and Check Register for October 2024** – Director of Business
35 Operations, Brian Patrick, explained why reserves are important to the District. He also
36 presented the financial report and check register for October 2024.
37

38 Motion – Paige Turoski, Seconded – Bill Bronson, passed unanimously to approve the
39 October 2024 Financial Report and Accounts Payable checks #136169 - #136703 in the
40 amount of \$2,452,558.12 and Payroll checks #82289 - #82534 in the amount of
41 \$723,950.26 as presented.
42

43
44 **ACTION: OTHER**
45

46 There were no items extracted from the Consent Agenda to discuss.
47

1
2 **REPORTS, DISCUSSION, AND POLICIES**
3

4 **A. 2025 School Election Calendar and Trustee Filing Timeline** - Director of Business
5 Operations, Brian Patrick, reviewed the 2025 School Election Calendar that was
6 included in the agenda and is available on the District’s website. He explained the
7 nominating petitions and candidacy forms for Trustee positions will be available starting
8 December 12, 2024. There will be three (3) open seats on the GFPS Board of Trustees,
9 each for a three-year term. These Trustee positions are currently held by Chairperson
10 Gordon Johnson, Trustee Mark Finnicum and Trustee Paige Turoski. Mr. Patrick said
11 candidates must live within the Great Falls Public School District boundary and must
12 submit a Declaration of Intent and Oath of Candidacy for Trustee Candidate form no
13 later than March 27, 2025, to be included on the ballot or by April 3, 2025, to be a write
14 in candidate. The annual school board election will be held on May 6, 2025.
15

16 **B. First Reading of Deleted, New and Revised Board Policies 1610 – Goals and**
17 **Objectives; 2162P (New) – Procedure for Education of Students with Disabilities**
18 **Under Section 504 of the Rehabilitation Act of 1973; 2162R (Delete) – Section 504**
19 **of the Rehabilitation Act of 1973 (“Section 504”); 2320 – Field Trips, Excursions**
20 **and Outdoor Education; 3630 – Cell Phones and Other Electronic Equipment;**
21 **5430 – Volunteers; 5430F – Volunteer Agreement Form; and 8132 – Activity Trips**
22 – Superintendent Hoyer reviewed the recommended changes, in detail, for Board
23 Policies 1610, 2162P, 2162R, 2320, 3630, 5430, 5430F, and 8132 and stated that if
24 anyone has questions or concerns about these policies to contact her before the next
25 scheduled Board meeting.
26

27 **C. Discussion, Committee Reports, and Comments –**

28 Trustee Bronson thanked Superintendent Hoyer and Jackie Mainwaring for the
29 information received from the Listening Sessions. He also encouraged fellow Trustees
30 to watch the previous recording of *Think Tank Thursday* from Montana School Boards
31 Association (MTSBA). He is confident and impressed with the amount of knowledge that
32 will be taken to the next legislative session.

33 Trustee Skornogoski stated that she had the opportunity to participate in the Armed
34 Intruder Training on November 1, 2024. She also spoke on her experience in
35 participating in the *Learning Sessions* and appreciated the open discussion. She stated
36 that she spent four (4) hours reviewing federal cards for students in three (3) schools as
37 her part in the Convocation assignment. She also thanked her fellow Trustees for their
38 work.

39 Trustee Turoski appreciates the involvement of school principals and students in Board
40 Policy Meetings.

41 Trustee Finnicum enjoys hearing about how *Character Strong* is being implemented in
42 schools. He thanked the Cabinet, fellow Trustees and District staff for their work.

43 Trustee Thompson thanked Superintendent Hoyer for the data regarding the District
44 Strategic Plan. She is in support of making the Peer Mentor group available for credit.

45 She is happy to hear that *Character Strong* is positively affecting the District and student
46 behavior.
47
48

1 **UPCOMING EVENTS**

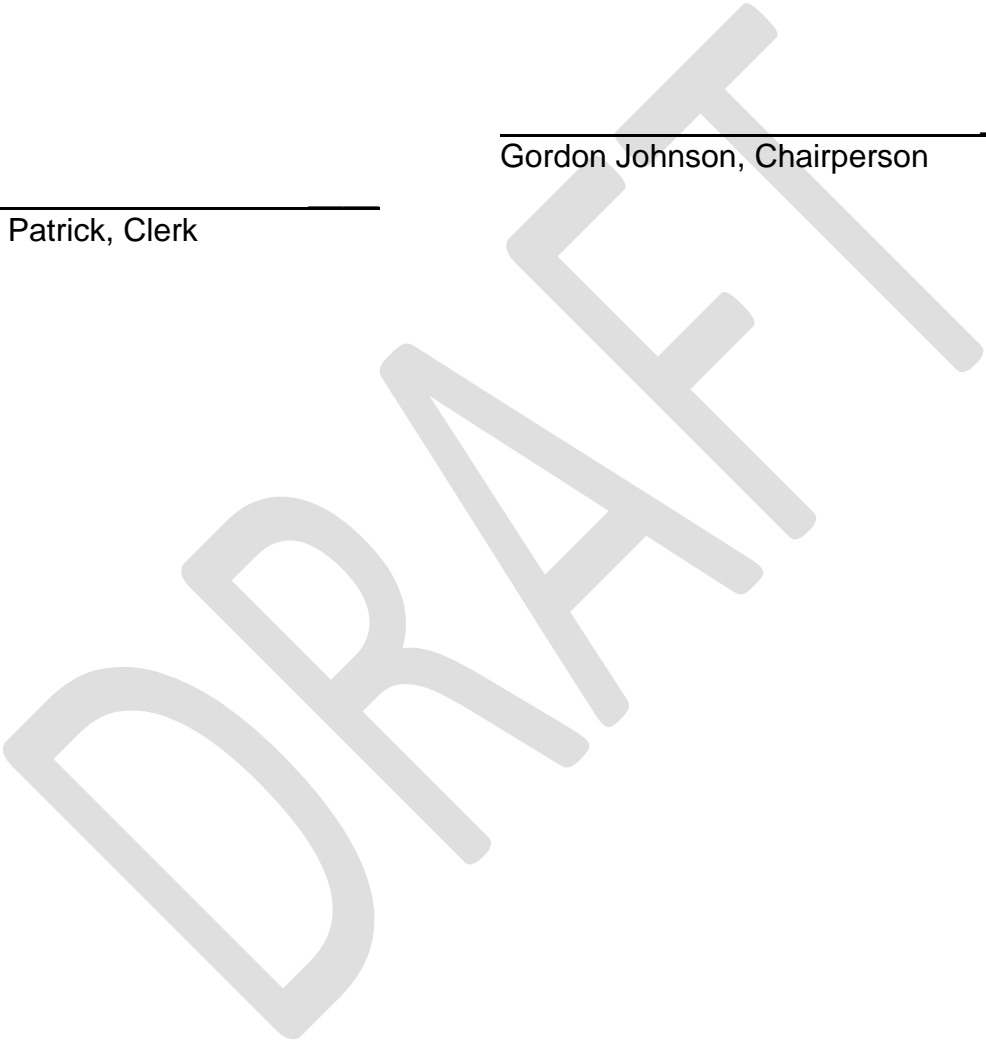
2
3 Chairperson Johnson said the next Regular Board Meetings are scheduled for Monday,
4 December 16, 2024, and Monday, January 13, 2025.


5
6
7 **ACTION TO ADJOURN**

8
9 Motion – Kim Skornogoski, Seconded – Mark Finnicum, passed unanimously to adjourn
10 the Regular Meeting of the Board of Trustees at 6:23 p.m.

11
12
13
14
15 _____
16 Gordon Johnson, Chairperson

17 _____
Brian Patrick, Clerk



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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. B.

CABINET MEMBER: Luke Diekhans

TOPIC

Personnel Actions

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

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

DISCUSSION

See attached Personnel Action Report to the Board of Trustees.

FISCAL IMPLICATIONS

Noted on report.

RECOMMENDATION

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

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

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New Employee

Position: TEACHER

Name: HALL, DANIEL BRADY	Pay: Salary	Rate: \$29.02	Hrs: 7.50	DAC:C M RUSSELL HIGH SCHOOL
Position: ACADEMIC ACHIEVEMENT COACH (OYO) (06/06/2)		Amount: \$26,118.29		Effective Date: 12/01/2024
Name: FEHRES, HANNAH	Pay: Salary	Rate: \$29.02	Hrs: 7.50	DAC:GIANT SPRINGS ELEMENTARY
Position: 6TH GRADE TEACHER (OYO) (06/06/2025)		Amount: \$22,853.50		Effective Date: 01/06/2025
Name: HOLMES, CARA	Pay: Salary	Rate: \$29.02	Hrs: 7.50	DAC:GIANT SPRINGS ELEMENTARY
Position: 6TH GRADE TEACHER (OYO) (06/06/2025)		Amount: \$22,853.50		Effective Date: 01/06/2025
Name: GUSTIN, JESSICA DIANE	Pay: Salary	Rate: \$31.09	Hrs: 7.50	DAC:GIANT SPRINGS ELEMENTARY
Position: 5TH GRADE TEACHER (OYO) (06/06/2025)		Amount: \$21,919.59		Effective Date: 01/21/2025

Position: SUPPLEMENTAL

Name: TCHIDA, CODA P	Pay: Salary	Rate: \$25.00	Hrs: 1.31	DAC:GREAT FALLS HIGH SCHOOL
Position: STRENGTH TRAINING COOR (WINTER)		Amount: \$1,893.00		Effective Date: 12/02/2024
Name: CAMACHO, DUSTYN DAVID SANTOS	Pay: Salary	Rate: \$19.50	Hrs: 1.30	DAC:C M RUSSELL HIGH SCHOOL
Position: WRESTLING 9TH ASSISTANT COACH		Amount: \$1,419.00		Effective Date: 11/25/2024
Name: RAWLS, KATIE NICOLE	Pay: Hourly	Rate: \$105.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB PARA EDUCATOR (SP ED)		Amount: \$0.00		Effective Date: 11/21/2024
Name: CARLSON, MACLAIN EVAN	Pay: Hourly	Rate: \$105.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER		Amount: \$0.00		Effective Date: 12/03/2024
Name: DAVIS, MIKE J	Pay: Salary	Rate: \$32.25	Hrs: 2.45	DAC:MSU COT
Position: DR ED TEACHER/DRIVING (12/03/2024)		Amount: \$1,580.25		Effective Date: 11/04/2024
Name: PEPOS, SANDRA LYNNE	Pay: Hourly	Rate: \$27.00	Hrs: 0.68	DAC:GREAT FALLS HIGH SCHOOL
Position: SATURDAY SCHOOL SUB (05/31/2025)		Amount: \$1,272.80		Effective Date: 12/05/2024
Name: WILEY, JASON R	Pay: Hourly	Rate: \$27.00	Hrs: 1.00	DAC:SUNNYSIDE ELEMENTARY
Position: HOMEBOUND TEACHER (KG) (03/28/2025)		Amount: \$1,809.00		Effective Date: 12/11/2024
Name: RANNEY, KARA LEIGH	Pay: Hourly	Rate: \$27.00	Hrs: 1.00	DAC:C M RUSSELL HIGH SCHOOL
Position: HOMEBOUND TEACHER (LM) (06/05/2025)		Amount: \$3,618.00		Effective Date: 12/02/2024
Name: STORDAHL, CHERIE	Pay: Hourly	Rate: \$27.00	Hrs: 1.00	DAC:GREAT FALLS HIGH SCHOOL
Position: HOMEBOUND TEACHER (MB) (1/24/2025)		Amount: \$1,080.00		Effective Date: 12/02/2024
Name: ROULLIER, CHEYENNE MARIE	Pay: Hourly	Rate: \$105.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER		Amount: \$0.00		Effective Date: 10/01/2024
Name: WILSON, ANTHONY JOHN	Pay: Salary	Rate: \$25.00	Hrs: 1.31	DAC:C M RUSSELL HIGH SCHOOL
Position: STRENGTH TRAINING COOR (WINTER)		Amount: \$1,893.00		Effective Date: 12/02/2024
Name: MILAN-ORTEGA, GISELLE	Pay: Hourly	Rate: \$105.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER		Amount: \$0.00		Effective Date: 12/02/2024
Name: SWANSON, KEVIN JOSEPH	Pay: Hourly	Rate: \$105.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER		Amount: \$0.00		Effective Date: 12/12/2024
Name: GUSTIN, JESSICA DIANE	Pay: Hourly	Rate: \$115.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER (LIC)		Amount: \$0.00		Effective Date: 12/16/2024
Name: MAY, KINSEY LYNN	Pay: Hourly	Rate: \$105.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER		Amount: \$0.00		Effective Date: 12/11/2024
Name: BUDESKI, NICHOLAS JAMES	Pay: Salary	Rate: \$25.00	Hrs: 2.37	DAC:C M RUSSELL HIGH SCHOOL
Position: EMOTIONAL WELLNESS IN ATHLETICS COUNSEL		Amount: \$11,060.00		Effective Date: 08/26/2024
Name: ROSSBERG, ROSALIE C	Pay: Salary	Rate: \$25.00	Hrs: 2.46	DAC:GREAT FALLS HIGH SCHOOL
Position: EMOTIONAL WELLNESS IN ATHLETICS COUNSEL		Amount: \$5,530.00		Effective Date: 01/27/2025

Position: CLERICAL

Name: MANN, MADELYNN CORINNE	Pay: Hourly	Rate: \$15.28	Hrs: 8.00	DAC:MSU COT
Position: OFFICE ASST		Amount: \$15,157.76		Effective Date: 12/17/2024

Position: EXEMPT SECRETARIES

Name: HARSHAW-IRVIN, SANDRA LEE	Pay: Hourly	Rate: \$15.83	Hrs: 8.00	DAC:DISTRICT OFFICES
Position: PERSONNEL TECHNICIAN		Amount: \$17,096.40		Effective Date: 12/02/2024

Position: LIBRARY/TEACHER AIDES

Name: THOMSON, ELIZABETH MICHELLE	Pay: Hourly	Rate: \$12.35	Hrs: 7.50	DAC:WEST ELEMENTARY
Position: CORE TEACHER AIDE		Amount: \$11,392.88		Effective Date: 11/26/2024
Name: CUSTER, A MICHELLE	Pay: Hourly	Rate: \$12.35	Hrs: 2.50	DAC:WEST ELEMENTARY
Position: CORE TEACHER AIDE		Amount: \$3,890.25		Effective Date: 11/21/2024

Resignation

Position: SUPPLEMENTAL

Name: HEINZ, JONATHAN PAUL Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: MARCHION, ROXANN Position: SUB TEACHER (LIC 41+) (11/22/2024)	Pay: Hourly	Rate: \$125.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: MOLEN, REID LOWRY JR Position: ASSISTANT ATHLETIC TRAINER (11/22/2024)	Pay: Hourly	Rate: \$25.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: INGALLS, JAYSON EARL Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: KNOTT, KELSEY MARIE Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: KOTYNSKI, KATHRYN L Position: SUB TEACHER (LIC) (11/21/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/21/2024
Name: SAVILLE, MARGARET Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: HARPRING, CHRIS E Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: RODRIGUEZ, MADYSEN RENEE Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: MCCARTHY, CARLA JEAN Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: LESIAK, BAILEY CATHERINE Position: SUB TEACHER (LIC) (11/22/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: MCGEE, KANDACE RAE Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: STEVENSON, DESIREE ADAMS Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: KINGSLEY, ZACHARY GLENN Position: SUB TEACHER AIDE (11/22/2024)	Pay: Hourly	Rate: \$10.30 Amount: \$0.00	Hrs: 0.00	DAC:WHITTIER ELEMENTARY Effective Date: 11/22/2024
Name: EVERHART, STACY A Position: SUB TEACHER (41+) (11/22/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: EVERHART, DELLA MARIE Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: PETERSON, DUSTIN L Position: SUB TEACHER (41+) (11/22/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: HENRY, NICK R Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: ANDERSON, CHARMAINE MCCALL Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: LYNN, KIRA NICOLE Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: HESS, JILLIAN MARIE Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: ZAHARA, TONI JO Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: IRWIN, JESSICAASHLEY Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: RANDALL, MARIA LOVELLA D Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: MADSEN, RYLIE LAUREN Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: HOLLAR, AMANDA A Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: THOMPSON, LEAH RAE Position: SUB TEACHER (41+) (11/22/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: MCKEOWN, JAN M Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024

Name: PHILLIPS, SAMANTHA J Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: MOLEN, REID LOWRY JR Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: WEBER, SYDNEE ANN Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: DIEDRICH, KENDALL NORMAN Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: ZAHARA, TONI JO Position: SUB TEACHER AIDE (11/22/2024)	Pay: Hourly	Rate: \$10.30 Amount: \$0.00	Hrs: 0.00	DAC:SACAJAWEA ELEMENTARY Effective Date: 11/22/2024
Name: MCENTEE, LUKE R Position: SUB TEACHER (41+) (11/22/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: HOLME, MCKENZIE ELIZABETH Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: KINGSLEY, ZACHARY GLENN Position: SUB TEACHER (41+) (11/22/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: MELTON, LYNELLE KAYE Position: SUB TEACHER (LIC 41+) (11/25/2024)	Pay: Hourly	Rate: \$125.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/25/2024
Name: HILBIG, HEAVEN LEIGH Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: NELSON, JESSICA ANN Position: SUB TEACHER (41+) (12/10/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 12/10/2024
Name: MARTINICH, AUSTYN JOSEPH Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: WOLDTVEDT, BENJAMIN RAY Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: HUNNEWELL, CLARISSA KAYE Position: SUB TEACHER (11/22/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 11/22/2024
Name: BROWN, JORDAN S Position: SUB PARA EDUCATOR (SP ED) (12/09/2024)	Pay: Hourly	Rate: \$105.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 12/09/2024
Position: CORE SUBS				
Name: CHRISTOPHERSON, KAITLIN ROSE Position: SUB TEACHER (41+ CORE) (09/06/2024)	Pay: Hourly	Rate: \$115.00 Amount: \$805.00	Hrs: 1.00	DAC:DISTRICT WIDE Effective Date: 09/06/2024
Position: CROSSING GUARD				
Name: LIBBEE, CHRISTIAN Position: CROSSING GUARD (11/26/2024)	Pay: Hourly	Rate: \$14.56 Amount: \$815.36	Hrs: 2.00	DAC:LONGFELLOW ELEMENTARY Effective Date: 11/26/2024
Position: ENGINEERS				
Name: MILLER, PRESTON MICHAEL Position: CUSTODIAN (12/11/2024)	Pay: Hourly	Rate: \$20.08 Amount: \$19,919.36	Hrs: 8.00	DAC:MOUNTAIN VIEW ELEMENTARY Effective Date: 12/11/2024
Name: SONJU, ROBERT JAMES Position: CUSTODIAN (12/20/2024)	Pay: Hourly	Rate: \$20.08 Amount: \$7,550.08	Hrs: 8.00	DAC:LINCOLN ELEMENTARY Effective Date: 12/20/2024
Name: GUNDERSON, TIMOTHY WAYNE Position: GROUNDSMAN (12/27/2024)	Pay: Hourly	Rate: \$18.64 Amount: \$20,280.32	Hrs: 8.00	DAC:BUILDINGS & GROUNDS Effective Date: 12/27/2024
Position: OTHER HOURLY CLASSIFIED				
Name: GUBATAN, KELLIE JEAN Position: ATTENDANCE AIDE (12/20/2024)	Pay: Hourly	Rate: \$12.46 Amount: \$5,946.54	Hrs: 5.75	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 12/20/2024
Position: PARA EDUCATOR (SP ED)				
Name: NEAL, SALAYELLECE DANTE Position: PARA EDUCATOR (SP ED) (11/21/2024)	Pay: Hourly	Rate: \$16.13 Amount: \$483.90	Hrs: 7.50	DAC:LOY ELEMENTARY Effective Date: 11/21/2024
Position: SPEECH AND LANGUAGE PATHOLOGIS				
Name: FOX, TIFFANI ANN Position: SPEECH & LANGUAGE PATHOLOGIST (01/24/2025)	Pay: Salary	Rate: \$59.15 Amount: \$43,029.61	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 01/24/2025
Retirement				
Position: TEACHER				
Name: CULLITON, ADRIENNE MARIE Position: ENGLISH TEACHER (01/24/2025)	Pay: Salary	Rate: \$43.85 Amount: \$31,902.63	Hrs: 7.50	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 01/24/2025


Personnel Action Report to the Board of Trustees
Great Falls Public Schools

Name: WAVRA, APRIL LYNN	Pay: Salary	Rate: \$58.88	Hrs: 7.50	DAC:NORTH MIDDLE SCHOOL
Position: ACADEMIC INTERVENTION TEACHER (06/06/2025)		Amount: \$82,586.00		Effective Date: 06/06/2025

Name: BARKER, SARA J	Pay: Salary	Rate: \$58.88	Hrs: 7.50	DAC:NORTH MIDDLE SCHOOL
Position: MATH TEACHER (06/06/2025)		Amount: \$82,586.00		Effective Date: 06/06/2025

Position: ENGINEERS

Name: JONES, THERESA ANN	Pay: Hourly	Rate: \$21.95	Hrs: 8.00	DAC:LINCOLN ELEMENTARY
Position: 1ST ENGINEER (02/03/2025)		Amount: \$15,452.80		Effective Date: 02/03/2025

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. C.

CABINET MEMBER: Luke Diekhans

TOPIC

Good Apple Awards

STRATEGIC PLAN

Healthy, Safe, and Secure Schools

BACKGROUND

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

Discussion

Adam Jerome, Resource I Teacher, C M Russell High School, was recommended for a Good Apple Award by Melissa DeBruycker, Student Services Specialist 9-12, C M Russell High School, because of the following: Thank you for your part in our team's success this school year. Your willingness to collaborate and step into another role for a portion of your day and school year has made a significant impact on our students, as well as myself. Thank you for your dedication to not only our team, but our students and school. You make CMR a better place!

Kathy Wanner, Vocational Resource Teacher, Great Falls High School, was recommended for a Good Apple Award by Melissa DeBruycker, Student Services Specialist 9-12, C M Russell High School, because of the following: Kathy, your dedication to your role as Vocational Educator and our CMR team is truly an inspiration! Your hard work: day-in and day-out does not go unnoticed. Your time and contributions are pivotal to student success. You are the reason our Vocational Program is so successful. You ensure that students are obtaining access to skills and training to support life after high school; because of this, they leave us one step ahead of others! I am beyond thankful for your tireless commitment to CMR and our students! You make CMR a better place! Thank you!

Brittney Lampert, Intervention Teacher, West Elementary School, was recommended for a Good Apple Award by Kristin DeHaan, 5th Grade Teacher, West Elementary, because of the following: Brittney has shown incredible dedication to West and our students by taking over the 5th and 6th grade leadership team responsibilities. Brittney has worked hard this year to develop our student leadership application process, mentor student leaders, organize fundraisers, hold weekly leadership meetings, and organize and oversee student

service-learning projects within our community. Brittney exemplifies leadership in our school. Our student population, staff, and community are lucky to have such a professional and dedicated educator at the helm of our leadership team.

Bobby Stillwell, 1st Engineer, Valley View Elementary School, was recommended for a Good Apple Award by Paige Turoski, Board of Trustees, Great Falls Public Schools, because of the following: Mr. Bobby (Engineer - Valley View) always has a smile on his face and is friendly with everyone he passes in the hall. Mr. Bobby works incredibly hard to keep our school clean and safe for the staff and students. No matter what it is, Mr. Bobby is there right away. He and his dad also painted a beautiful, large mural of a nature scene with our school mascot, a bobcat, that is in the main hallway of the school. It's a joy to look at and the students love finding the little bear hiding in the picture. Thank you for all you do, Mr. Bobby, you are so appreciated!

Dana Freshly, Counselor, West Elementary School, was recommended for a Good Apple Award by Lyndsey Stulc, Principal, West Elementary School, because of the following: Miss Freshly takes care of everyone at West. She goes above and beyond her duties as a school counselor to make sure needs are met by all. Not only does she serve as PTA president, she organizes our school food pantry, coordinates holiday assistance for families, and spearheads staff recognition efforts. Our students trust her, and often seek time they can spend 1 on 1 with her when they are having a hard day. She starts everyone's day with her energetic announcements, and keeps parents informed through our school Facebook page. Miss Freshly is a staple at West, and she should be recognized for her many years of dedication to West Elementary School.

FISCAL IMPLICATIONS


N/A

RECOMMENDATION

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

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

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. D.

CABINET MEMBER: Brian Patrick

TOPIC

Montana School Bus Driver Certificates – OPI TR-35

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

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

DISCUSSION

The following individuals meet the qualifications as school bus drivers: Robert Williamson, Christopher Quinn, David Reynolds, Yvonne Kubowitsch, Richard Sedar, and Tara Thielman

FISCAL IMPLICATIONS


None

RECOMMENDATION

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

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Consent

AGENDA ITEM NUMBER: V. E.

CABINET MEMBER: Brian Patrick

TOPIC

Incoming Student Attendance Agreements for the 2024-2025 School Year

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

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

DISCUSSION

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

STUDENT IDENTIFIER	DISTRICT OF RESIDENCE	GRADE
121065641	CHOTEAU	1
121032120	CHOTEAU	4
121065242	CHOTEAU	6
1209105700	FAIRFIELD	K
1209105701	FAIRFIELD	3

FISCAL IMPLICATIONS


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

RECOMMENDATION

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

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. A.

CABINET MEMBER: Brian Patrick

TOPIC

2023-2024 Financial Statements and Audit Report

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

Each year, as per [MCA 2-7-503](#) (State of Montana Single Audit Act) and [MCA 2-7-506](#) (Audit by Independent Auditor), the district is audited. Eide Bailly, LLP has completed the 2023-24 audit.

DISCUSSION

A copy of the Audit Report has been prepared for your review. A work session with the Auditor has been scheduled prior to the Board meeting to review the Audit in detail. Brian Stavenger of Eide Bailly, LLP will present an oral report at the Regular Board Meeting.

FISCAL IMPLICATIONS


None

RECOMMENDATION

The District Board is requested to approve the General-Purpose Financial Statements with Auditors Report for Fiscal Year ended June 30, 2024, as presented.

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. B.

CABINET MEMBER: Brian Patrick

TOPIC

Unemployment Insurance Coverage – Multi-District Participation Agreement

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

The Montana Unemployment Insurance Program coverage for Great Falls Public Schools is provided through a self-insurance risk pool managed by the Montana Schools Unemployment Insurance Program (MSUIP). This arrangement offers a cost-effective and collaborative approach to managing unemployment claims.

This program helps reduce the members' unemployment insurance costs by participating in loss controls programs. The program effectively assists in the State's processing of unemployment claims. Approval of this coverage ensures compliance with state requirements and safeguards the District's financial interests.

DISCUSSION

Great Falls Public Schools has participated in the Montana Schools Unemployment Insurance Program (MSUIP). It is a cooperative program that provides group coverage for unemployment coverage. Membership is limited to Montana schools and cooperatives, ensuring a focused and collaborative approach to managing unemployment claims.

The agreement is structured to offer flexibility, allowing the District to withdraw with 60 days' written notice if necessary. The current agreement will span three years, from July 1, 2024, to June 30, 2027, and will automatically renew for an additional three years unless notice is provided by May 2nd of the final year.

Revisions to the program bylaws, effective July 1, 2024, ensure continued compliance with state regulations and alignment with best practices. The District benefits from the program's capped liability.

Approval of this agreement supports the District's commitment to responsible financial management of unemployment claims.

FISCAL IMPLICATIONS

The District's unemployment coverage through the Montana Schools Unemployment Insurance Program (MSUIP) ensures that quarterly contribution costs are limited to reasonable administrative expenses and actual claim costs. This arrangement provides financial predictability and stability for the District.

The District's liability is capped at five times the annual contribution, safeguarding the District against excessive financial exposure while maintaining comprehensive coverage for employees. This cost-effective approach supports the District's commitment to responsible fiscal management.

RECOMMENDATION

The District Board is requested to approve the Montana Schools Unemployment Insurance Program Multi-District Participation Agreement.

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

[Return to Agenda](#)

MULTI-DISTRICT PARTICIPATION AGREEMENT
In The
MONTANA SCHOOLS UNEMPLOYMENT INSURANCE PROGRAM

This Agreement is entered into between the Montana Schools Unemployment Insurance Program (MTSUIP) (hereinafter “The Program”), a joint exercise of powers agency duly organized and existing under the laws of the State of Montana, and each Participating Montana Public School or Cooperative, which are political subdivisions duly organized and existing under the Constitution and laws of said State, (hereinafter the “Participating Member”);

WHEREAS, Article XI, Section 7 of the Montana Constitution provides that a political subdivision may a) cooperate in the exercise of any function, power, or responsibility with, b) share the services of any officer or facilities with, and c) transfer or delegate any function, power responsibility, or duty of any officer to one or more other local government units, school districts, the state or the United States;

WHEREAS, Title 7, Chapter 11, Part 1, Montana Code Annotated, (the Interlocal Cooperation Act) authorizes political subdivisions to create interlocal agreements to jointly perform any undertaking that each such political subdivision unit is authorized by law to perform;

WHEREAS, Section 2-9-211, MCA authorizes political subdivisions of the state to procure insurance separately or jointly with other subdivisions, and to use a deductible or self-insurance plan, wholly or in part;

WHEREAS, Section 20-3-363, MCA, authorizes the boards of trustees of any two or more school districts to enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts;

WHEREAS, an Agreement made pursuant to Section 20-3-363, MCA, must be approved by the board of trustees of each Participating Member;

WHEREAS, all expenditures in support of this Agreement must be made directly from the District’s retirement fund or any legally available fund designated by the Board of Trustees of each Participating Member;

WHEREAS, in accordance with Section 20-9-703, MCA, The Program, as a public entity, shall be designated as the prime agency. All other Participating Members shall be designated as cooperating agencies;

WHEREAS, Participating Member has determined it to be in its best interest to join with other school districts in participating in The Program for the purpose of reducing the Participating Member’s unemployment insurance costs and for effectively assisting Participating Members in the State’s processing of unemployment claims;

WHEREAS, The Program is a joint exercise of powers established pursuant to an Interlocal Cooperation Act for the purpose of providing group self-insurance and loss control programs for Participating Members executing this Agreement;

WHEREAS, The Program is authorized to exercise necessary powers to implement the purposes of The Program as established by the Bylaws, the Interlocal Cooperative Act and this Agreement;

WHEREAS, The Program and the Participating Member have entered into this Agreement to meet the unemployment insurance needs of the Participating Member, and to provide for joint and several liability of the Participating Member along with all other Participating Members for the full amount of any and all known or unknown claims of each Participating Member arising during the Participating Member's participation in The Program, and will provide the following advantages, among others, to each Participating Member:

(a) mutual agreement by the Participating Member to make quarterly contributions on a schedule adopted by the Board of Directors and calculated to spread and moderate the cost of claims loss to each Participating Member,

(b) relief from the burden of paying taxes to the State of Montana at levels reflecting the higher costs of other entities because The Program's costs will be limited to reasonable administrative and actual claims costs, and

(c) contribution payments calculated to provide amounts in each year necessary to maintain The Program at a fiscally sound level and therefore sufficient to reserve against the incurred losses of Participating Members;

WHEREAS, Participating Members of the Program voted to approve revisions to The Program's Bylaws effective July 1, 2024. As such, each current Participating Member and new Participating Members will be required to execute this Agreement as a condition of continued participation in The Program;

WHEREAS, it is a matter for the governing board of the Participating Member to determine the appropriate manner in which to provide unemployment insurance coverage; and

WHEREAS, the governing body of the Participating Member has authorized the execution of this Agreement for the purpose of providing coverage for the Participating Member for the benefit of the Participating Member's taxpayers and for the benefit of its present and former employees; and

NOW THEREFORE, in consideration of the above recitals and of the mutual covenants hereinafter contained and for other good and valuable consideration, the parties hereto agree as follows:

Section 1 -- General Provisions:

1. The purpose of this Agreement is to create a multidistrict cooperative for the purpose of providing group unemployment self-insurance and loss control programs for Participating Members of The Program.

2. The Program is designated as the prime agency for the purpose of the financial administration of this Agreement.

3. All other Participating Members are designated as the cooperating agencies and in accordance with Section 20-9-704, MCA, shall transfer all financial obligations under this Agreement to The Program.

4. Any and all amounts transferred to The Program from each Participating Member shall come from the District's retirement fund or any legally available fund designated by the Board of Trustees of each Participating Member.

5. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

6. The term of this Agreement shall be from July 1, 2024 to June 30, 2027. This Agreement will be extended for additional periods of three (3) years unless the Participating Member provides The Program with notice of withdrawal by May 2nd of the last year of the three (3) year term pursuant to the notice requirements set forth in Section 7, Paragraph 1.

7. Any Participating Member may withdraw from participation in The Program upon sixty (60) days written notice to The Program as set forth hereinbelow at Section 5, Paragraph 1. In the event a Participating Member withdraws from participation in The Program, the provisions of Section 5 shall apply.

Section 2 -- Participating Member Conditions and Requirements of Participation In The Program:

1. Each Participating Member must be a Montana Public School or Cooperative. If the Participating Member is a Montana Public School, the Participating Member must be both a member of the Montana School Boards Association (MTSBA) and the Montana Association of School Business Officials (MASBO). If the Participating Member is a Cooperative, the Participating Member must be member of MTSBA and MASBO unless the Cooperative does not employ a Clerk, in which case the Cooperate is not required to be a member of MASBO, but is required to be a member of MTSBA in order to participate in The Program.
2. Each Participating Member agrees to fully cooperate with The Program. This includes but is not limited to the following:
 - a. Timely submission of quarterly unemployment payroll reports to The Program;
 - b. Timely payment of unemployment contributions; and
 - c. Timely responses to unemployment claims information requests.

3. Each Participating Member agrees to reimburse The Program for claim expenses incurred if the Participating Member fails to timely respond to claims information requests from The Program (or the Montana Unemployment Insurance Division).
4. Each Participating Member agrees that membership in the Program may be terminated with sixty (60) calendar days' notice to the Participating Member (via electronic and other means as set forth in Section 5, Paragraph 3) for any of the following reasons as recommended by The Program Director and determined by the Board of Directors:
 - a. Failure to be a member in good standing with both MTSBA and MASBO (where applicable) as noted hereinabove;
 - b. Failure to timely file quarterly unemployment payroll reports;
 - c. Failure to timely pay unemployment contributions due;
 - d. Failure to timely respond to unemployment claims information requests;
 - e. Ongoing higher than normal unemployment claims for an extended period as determined in the discretion of The Program;
 - f. Any event, caused by a Participating Member's actions, that expose The Program to paying claims in excess of the liability cap outlined in the Paragraph 5 below.
5. Each Participating Member agrees that The Program's liability for claims is capped at five (5) times each Participating Member's annual contribution, subject to board approved minimums & maximums. Each Participating Member will be responsible for the Participating Member's claims that exceed its liability cap. This is necessary to protect The Program and prevent the failure of The Program in case of a catastrophic event(s) where claims of a single Participating Member disproportionately exceed the cumulative contributions of that Participating Member thereby jeopardizing the investment of all other Participating Members.
6. Each Participating Member agrees to take such action as may be necessary to include unemployment contribution payments payable hereunder in its annual budget. This agreement on the part of the Participating Member shall be deemed to be and shall be construed to be duties imposed by law and it shall be the duty of each and every public official of the Participating Member to take such action and do such things as are required by law in the performance of the official duties required hereunder to enable each Participating Member to carry out and perform the duties and obligations set forth in this Agreement.
7. Each Participating Member agrees that The Program and any of its agents, employees or attorneys shall be permitted at all reasonable times to examine the Participating Members' payroll records, and Participating Members' books, contracts, documents and records of any and every kind which show or tend to show or verify the contribution which is payable under the terms hereof. This right to inspect or examine shall continue after termination of membership with respect to all claims or matters arising during or relating to membership status in The Program.
8. Each Participating Member agrees to exercise and implement risk management practices to minimize unemployment claims.

9. Each Participating Member agrees to give immediate notification to The Program of any unemployment claim. Any cost or penalty associated with any paid claim relating to unemployment benefits resulting from a Participating Member's failure to give timely notice or response to The Program will be assessed against the Participating Member.

Section 3 – Obligations and Authority of The Program:

1. All claims for unemployment are processed and investigated by the Unemployment Insurance Division of the Montana Department of Labor and Industry (“the Department of Labor”). As noted hereinabove in Section 2, each Participating Member agrees to cooperate with the Department of Labor and with The Program in providing any and all relevant information necessary to process claims and make determinations regarding the validity of a claim for unemployment. The Program shall reimburse any claim made by a former or current employee of any Participating Member, arising out of such claimant's employment, if approved by the Montana Department of Labor and Industry, the Board of Labor Appeals or a court of competent jurisdiction.
2. Any approved claim entered against a Participating Member shall be a liability of The Program and a joint and several liability of each Participating Member as provided in this Agreement.
3. As noted hereinabove at Section 2, Paragraph 5, each Participating Member agrees that The Program's liability for claims is capped at five (5) times each Participating Member's annual contribution, subject to board approved minimums and maximums. Each Participating Member will be responsible for the Participating Member's claims that exceed that Participating Member's cap.
4. If The Program assets are insufficient to reimburse for the claim, The Program may assess each Participating Member to the extent necessary to pay for such claim(s), and the assessment charged each Participating Member shall be determined on a proportionate basis in accordance with each Participating Member's net contribution to The Program. An assessment shall be a contractual obligation of the Participating Member provided, however, that nothing contained herein shall be construed as a limitation upon the joint and several liability of each Participating Member.
5. The liability of The Program is specifically limited to: (1) such obligations as are imposed by the Unemployment Insurance Law of the State of Montana; and (2) the limitations set forth in Section 2, Paragraph 5 as set forth hereinabove.
6. The Program may purchase excess insurance if the Board of Directors determines it to be in the best interests of the Program and the Participating Members.
7. The Program may raise funds by the issuance of bonded indebtedness in an amount necessary to assure the continued solvency of The Program if approved by the Board of Directors. The proceeds of which bonded indebtedness may be used in lieu of or in addition to excess insurance and surety bonds to the fullest extent permitted by applicable Montana Law.

8. The Board of Directors may, in its discretion, approve agreements with various third-party service providers to provide services necessary for the efficient operation of The Program.
9. The Program will realize investment income in accordance with applicable investment laws which shall be treated as revenue to the Program.
10. The Program has the authority to establish financial reserves to ensure the ongoing viability of The Program and to account for future unexpected conditions that may impact the viability of The Program.
11. Contributions, investment income, special assessments, profits or other income paid to or derived from The Program shall not be commingled with the funds of any other program.

Section 4 – Contribution Rates and Payments:

1. Contribution rates shall be adopted by The Program’s Board of Directors on a fiscal year basis to be effective July 1 of each year, provided, however, that the Board of Directors may make such mid-term adjustments to rates or special assessments as may be appropriate and in the best interests of The Program and the Participating Members to accomplish the goals of the Program. Contribution rates shall be applied to each Participating Member’s payroll.
2. The contributions charged Participating Members will be sufficient to secure and pay for services necessary for the efficient operation of The Program, including but not limited to the following services:
 - a. Reimbursement of claims paid
 - b. Payment of the administrative fund tax (AFT)
 - c. General administration of The Program
 - d. Claims assistance and legal advocacy
 - e. Investment services
 - f. Legal services
 - g. Accounting and auditing services
 - h. Actuarial/Consulting services
 - i. Risk management consulting services
3. Each Participating Member agrees to pay the contributions at the rate and on the schedule approved by The Program’s Board of Directors. As set forth in Section 2, Paragraph 4, failure to timely pay contributions is grounds for termination of membership in The Program.
4. Subject to the following conditions set forth hereinbelow, the obligation of any Participating Member to pay contributions under this Agreement will terminate upon the earliest of the following events:
 - a. withdrawal of such Participating Member from The Program pursuant to Section 5, Paragraph 1; or
 - b. termination of such Participating Member from The Program pursuant to Section 5, Paragraph 3.

Provided however, that no such withdrawal or termination shall extinguish (i) the obligations of such Participating Member to pay contributions with respect to coverage periods of such Participating Member prior to such withdrawal or termination, (ii) the obligations of such Participating Member to pay Special Assessments as provided in Section 4, Paragraph 1 with respect to coverage periods of each Participating Member, whether such Special Assessments are imposed either prior or subsequent to such withdrawal or termination, or (iii) the right to receive the benefits of such coverage with respect to coverage periods of such Participating Member prior to such withdrawal or termination.

5. There shall be no abatement of contribution payments. Notwithstanding the authority of The Program to terminate a Participating Member for failure to timely file reports and/or timely pay contributions, in the event a Participating Member fails to make any of the contribution payments required on the date due as established by the Board of Directors, the payment in default shall remain the obligation of the Participating Member until paid in full. For any late contribution payments or late report filing, the member agrees to pay The Program any applicable penalties and/or interest that The Program assesses.

Section 5 -- Rights and Obligations Upon Withdrawal or Termination of Membership In The Program:

1. Any Participating Member may withdraw from The Program by giving at least sixty (60) calendar days' notice in writing to The Program pursuant to the Notice requirements set forth in Section 7, Paragraph 1 of its desire to withdraw.
2. In no event shall withdrawal from or termination of a Participating Member's participation in The Program release a Participating Member from its obligation to pay any and all amounts due The Program resulting from default under the terms of this Agreement, nor shall such withdrawal or termination release a Participating Member from its obligation to pay contributions or special assessments as provided herein. Notice of withdraw shall be revocable only at the sole discretion of The Program.
3. When, upon recommendation of the Program Director and action of The Program's Board of Directors, a Participating Member has been deemed to have engaged in any conduct and/or inaction that warrants termination of a Participating Member's membership in The Program as set forth in Section 2, Paragraph 4 above, the Participating Member will be given at least sixty (60) calendar days' notice (sent via email to the Business Manager and Board Chair and also certified mail return receipt requested addressed to the District's or Cooperatives Business Manager) that the Participating Member's membership in The Program is being terminated as of a date certain. Said notification shall include the basis for such termination. The action of The Program's Board of Directors shall be final and binding.
4. In no event shall termination from The Program release a Participating Member from its obligation to pay contributions with respect to coverage periods.
5. Upon notice of withdrawal from a Participating Member or termination of a Participating Member from The Program, The Program and the Participating Member shall promptly notify the Unemployment Insurance Division of the Montana Department of Labor and Industry.

Section 6 -- Joint and Several Liability:

1. Each Participating Member agrees to assume and guarantees to pay, or otherwise discharge promptly, any and all the liabilities and obligations which The Program may incur pursuant to the terms of this Agreement and the Unemployment Insurance Laws of the State of Montana.
2. This Agreement represents a direct financial guarantee to the present and former employees of all Participating Members of The Program for the full amount of any and all liabilities or obligations on amounts not limited to each Participating Member's "pro rata" share. Each Participating Member understands and agrees that it shall be jointly and severally liable with the other Participating Members for the full amount of any and all known and unknown reimbursable unemployment compensation claims of the Program arising during the membership of the Participating Member in The Program.
3. In the event The Program shall fail to reimburse for claims when due, the Participating Member will pay the same, and the payment may be enforced against the Participating Member to the same extent as if said payment was its sole liability. The Participating Member understands and agrees that it shall be jointly and severally liable with the other Participating Members for the full amounts of any and all known or unknown claims of The Program arising during the membership of the Member with the Program.

Section 7 – Notice and Enforceability:

1. All notices or other communications hereunder shall be sufficiently provided when sent to the Program Director via email or other electronic means and upon acknowledgement back to the sender of receipt by the Program Director. If mailing is utilized as a means of notice, any notice or other communication shall be deemed to have been received five business days after deposit in the United States mail in certified form, postage prepaid, to the Participating Member at the physical address The Program has on file.

If mailing to The Program, such notice or communication should be addressed to:


Montana Schools Unemployment Insurance Program
863 Great Northern Blvd., Ste. 301
Helena, MT 59601

2. This Agreement shall inure to the benefit of and shall be binding upon The Program and the Participating Members and their respective successors and assigns.
3. This Agreement is enforceable by The Program, Participating Members of the Program, and/or the Unemployment Insurance Division of Montana Department of Labor and Industry. The undersigned is held and firmly bound for the payment of any and all legal fees and costs incurred by The Program and/or the State of Montana in any actions taken to enforce this Agreement.

4. In the event any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
5. The Program and the Participating Members agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of The Program hereby provided or intended so to be or for carrying out the expressed intention of this Agreement.
6. This Agreement shall be governed by and construed in accordance with the laws of the State of Montana.

Effective this 1st day of July, 2024.

MONTANA SCHOOLS UNEMPLOYMENT INSURANCE PROGRAM

By  _____
Program Director, MTSUIP
Laren Carparelli

PARTICIPATING MEMBER

By _____
Authorized Representative (signature)
Brian Patrick

Printed Name of Authorized Representative

School District/Cooperative Name (please provide the full “name”
of your District – not just the “district number”)

Certificate Of Completion

Envelope Id: 562CC5495CE1410BBA35E574CE629CAA	Status: Delivered
Subject: MTSUIP Multi-District Participation Agreement 07.01.24.pdf	
Source Envelope:	
Document Pages: 9	Signatures: 0
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	MTSBA Admin
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	lford@mtsba.org
	IP Address: 69.146.227.202

Record Tracking

Status: Original	Holder: MTSBA Admin	Location: DocuSign
10/26/2024 12:45:06 PM	lford@mtsba.org	

Signer Events

Signature	Timestamp
Brian Patrick	Sent: 10/26/2024 12:52:13 PM
brian_patrick@gfps.k12.mt.us	Resent: 11/12/2024 9:40:38 AM
Director of Business Operations	Resent: 11/15/2024 8:54:01 AM
NA	Resent: 11/15/2024 8:55:19 AM
Security Level: Email, Account Authentication (None)	Resent: 11/19/2024 8:00:53 AM
	Resent: 11/19/2024 8:02:08 AM
	Resent: 11/21/2024 11:10:40 AM
	Resent: 12/2/2024 8:40:30 AM
	Viewed: 12/2/2024 8:51:00 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

Signature	Timestamp
Mark Finnicum	Sent: 10/26/2024 12:52:11 PM
markfinnicum@gmail.com	
Security Level: Email, Account Authentication (None)	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Heather Hoyer	Sent: 10/26/2024 12:52:12 PM
heather_hoyer@gfps.k12.mt.us	
Security Level: Email, Account Authentication (None)	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events


Notary Events

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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/26/2024 12:52:13 PM
Certified Delivered	Security Checked	12/2/2024 8:51:00 AM

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. C.

CABINET MEMBER: Luke Diekhans

TOPIC

Location of Great Falls Education Association (GFEA) Collective Bargaining Site

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

GFEA has requested that bargaining meetings take place at the GFEA offices rather than a school building. [MCA 2-3-203](#) and [20-3-322](#) set forth the process for this request to be granted by the Board because of the Montana Open Meeting Law.

DISCUSSION

The GFEA and District will begin the collective bargaining process after January 1, 2025 to bargain a successor agreement. The GFEA has requested that bargaining meetings take place in their office building which is located a block away from the district administration building. Under the Montana Open Meeting law "public meetings must be conducted in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the district."

FISCAL IMPLICATIONS


NONE

RECOMMENDATION

The District Board is requested to approve the use of the Great Falls Education Association's building located at 511 13th Ave S, Great Falls, MT for the purpose of meeting to bargain a successor agreement with the Great Falls Education Association.

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. D.

CABINET MEMBER: Luke Diekhans

TOPIC

Non-Renew Temporary, Non-Tenured Teachers with Positions Expiring June 6, 2025.

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

The non-renewal of this group of non-tenured teachers is required because they were hired for positions on a temporary basis. These employees may apply for available positions for which they are qualified through the in-district transfer process.

DISCUSSION

These positions may be temporary for one of the following reasons:

- The currently held position was held for less than a full year.
- The currently held position is held in lieu of a tenured teacher on leave.
- The currently held position was filled after the August cut-off date for permanent positions.
- The currently held position is funded as a one-year only position.
- The currently held position is needed in order to place tenured teachers because of enrollment shifts resulting in class or course changes, assignments and transfers.

FISCAL IMPLICATIONS

None

RECOMMENDATION

The District Board is requested to non-renew the teachers listed as they are in temporary positions that expire June 6, 2025.


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

[Return to Agenda](#)

*Non-Renewal of Temporary, Non-Tenured Teachers with positions
expiring June 6, 2025, as presented to the Board of Trustees*

The following non-tenured teachers are recommended for non-renewal at the end of the current school fiscal year because their position was temporary due to being hired during the school year or due to being hired after the August date that determines one-year-only positions.

NAME	DESCRIPTION	DAC	REASON
HALL, DANIEL BRADY	ACADEMIC ACHIEVEMENT COACH (OYO) (06/06/2025)	C M RUSSELL HIGH SCHOOL	LATE HIRE
KOHUT, AMANDA	TECHNOLOGY INTEGRATION COACH (OYO) (06/06/2025)	DISTRICT OFFICES	LATE HIRE
EASTWOOD, SYDNEY RAE	BAND TEACHER (OYO) (06/06/2025)	EAST MIDDLE SCHOOL	LATE HIRE
KING, DOUGLAS	INDUSTRIAL TECHNOLOGY TEACHER (OYO) (06/06/2025)	EAST MIDDLE SCHOOL	LATE HIRE
MCDOWELL, MARY LOUISE	RESOURCE 2 TEACHER (OYO) (06/06/2025)	EAST MIDDLE SCHOOL	LATE HIRE
NELSON, BRIAN LEWIN	RESOURCE 1 TEACHER (OYO) (06/06/2025)	EAST MIDDLE SCHOOL	LATE HIRE
BECHARD, LELA	FLOAT ELEMENTARY TEACHER (OYO) (06/06/2025)	GIANT SPRINGS ELEMENTARY	LATE HIRE
CLARK, EMMA MARIE	MATH TEACHER (OYO) (06/06/2025)	GREAT FALLS HIGH SCHOOL	LATE HIRE
DAVIS, PHILLIP JOSEPH	MATH TEACHER (OYO) (06/06/2025)	GREAT FALLS HIGH SCHOOL	FUNDING
KING, BRITTANY DANIELLE GALVAN	BUSINESS TEACHER (OYO) (06/06/2025)	GREAT FALLS HIGH SCHOOL	LATE HIRE
MATSKO, YURI ANDERS	ELA LAB TEACHER (OYO) (06/06/2025)	GREAT FALLS HIGH SCHOOL	LATE HIRE
BECKNER, JUSTICE RAY	5TH GRADE TEACHER (OYO) (06/06/2025)	LONGFELLOW ELEMENTARY	LATE HIRE
TRUDICS, JOY LYNN	COUNSELOR (OYO) (06/06/2025)	LONGFELLOW ELEMENTARY	LATE HIRE
THODESEN, LYDIA	COUNSELOR (OYO) (06/06/2025)	MEADOW LARK ELEMENTARY	LATE HIRE
DEITZ, SANDRA DION	RESOURCE 1 TEACHER (OYO) (06/06/2025)	MOUNTAIN VIEW ELEMENTARY	LEAVE OF ABSENCE
BENJAMIN, MELINDA J	RESOURCE 1 TEACHER (OYO) (06/06/2025)	NORTH MIDDLE SCHOOL	LATE HIRE
CONLEY, JESSICA MAE	4TH GRADE TEACHER (OYO) (06/06/2025)	SACAJAWEA ELEMENTARY	LEAVE OF ABSENCE
ROBINSON, KIRA LORRAINE	RESOURCE 2 TEACHER (OYO) (06/06/2025)	VALLEY VIEW ELEMENTARY	LATE HIRE
GARDIPEE, TERRA DAWN	4TH GRADE TEACHER (OYO) (06/06/2025)	WEST ELEMENTARY	LATE HIRE

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. E.

CABINET MEMBER: Brian Patrick

TOPIC

Accept Low Bid for Sixteen-Foot Lawnmower

BACKGROUND

The Grounds Department of Great Falls Public Schools is responsible for maintaining the grounds of twenty-one (21) schools, including athletic fields. The current sixteen-foot lawnmower is no longer adequate to meet the District's needs, prompting the initiation of the bidding process for a replacement. This action complies with [MCA 20-9-204\(3\)\(a\)](#), which mandates competitive bidding for purchases exceeding \$80,000, and is in alignment with [District Policy 7320 – Purchasing](#).

DISCUSSION

The District received two bids for the new sixteen-foot lawnmower:

- **Midland Implement:** \$128,131
- **RMT Equipment:** \$115,595

RMT Equipment submitted the lowest bid at \$115,595, meeting the District's specifications. Accepting this bid will ensure cost efficiency while addressing the District's need for reliable equipment to maintain school grounds and athletic facilities.

FISCAL IMPLICATIONS

The cost of the lawnmower will be \$115,595, funded through the Elementary and High School General Fund budgets.

RECOMMENDATION

The District Board is requested to approve the acceptance of the low bid from RMT Equipment for the purchase of a sixteen-foot lawnmower.

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

[Return to Agenda](#)

HR800

HIGH PERFORMANCE LARGE AREA ROTARY MOWER



- **LOW MAINTENANCE, DIRECT DRIVE HYDRAULIC DECKS**
- **TRUSTWORTHY KUBOTA ENGINE**
- **HIGH STRENGTH STEEL DESIGN MAKES IT THE LIGHTEST MOWER IN ITS CLASS**

The HR800 high performance large area rotary mower is built to let you work fast without compromising on cut quality. Cut roughs and surrounds quickly with the MARBAIN® Boron Alloy Steel Blades combined with a powerful and trustworthy Kubota® Engine.

The HR800 also has a SureTrac™ Hydrostatic Closed Loop Parallel-Cross-Series Traction System, with minimal maintenance required, it gets you on the job fast and keeps you right on cut.

<p>CUT WIDTH</p> <p>192"</p> <p>(4.9M)</p>	<p>CUT HEIGHT</p> <p>1" - 6"</p> <p>(25MM - 152MM) 0.5" (12.7MM) INCREMENTS</p>	<p>CUTTING CAPACITY</p> <p>21.3^{AC}</p> <p>(8.62HA) / HR</p> <p>AT 11MPH (17.7KM/H)</p>
<p>FUEL CAPACITY</p> <p>29.5^{GAL}</p> <p>(109.8L)</p>	<p>MOWER ENGINE</p> <p>KUBOTA®</p> <p>74.3HP</p> <p>(55.4KW) TURBODIESEL</p>	<p>TRANSPORT SPEED</p> <p>20^{MPH}</p> <p>(32.2KM/H)</p>



SINCERELY

Take

For information and support:
www.jacobsen.com / +44 (0) 1473 270 000 / +1-888-438-3946



HR800

HIGH PERFORMANCE LARGE AREA ROTARY MOWER



DECKS & CUTTING UNITS

NUMBER AND SIZE	1 x 72" (1.83m) front deck; 2 x 66" (1.68m) wing units
BLADE MATERIAL	MARBAIN® boron alloy steel
DECK LIFT & LOWER	Individual via fingertip operated joysticks
WEIGHT TRANSFER	On demand electrically operated hydraulic weight transfer system
DECK CONSTRUCTION	11 gauge (3mm) Strenx, high strength steel shell

TRACTION, BRAKES & SPEED

TRACTION DRIVE	Hydrostatic closed loop parallel-cross-series SureTrac™ system
DECK DRIVE	Nine individual hydraulic motors with self lubricating integral bearings
HYDRAULIC SYSTEM	20.3 gal. (76.8L) reservoir with 10 micron remote charge filters and suction screening at tank. Oil cooler in side by side radiator.
SERVICE BRAKES	Dynamic through hydrostatic traction system
PARKING BRAKES	Automatic wet parking brakes integrated into wheel motors
STEERING	Power Steering
MOWING SPEED	11mph (17.7km/h)
REVERSE SPEED	6mph (9.6km/h)

WEIGHTS & DIMENSIONS

WEIGHT (excluding fuel)	4801lbs (2178kg), 5370lbs (2436kg) with cab
LENGTH (less catchers)	147" (3.66m) front deck down
OVERALL HEIGHT (ROPS up)	85" (2.16m)
WHEELBASE	67.4 (1.71m)
TRANSPORT WIDTH	77" (1.96m)
WORKING WIDTH	197" (5.00m)

WARRANTY

MOWER WARRANTY	2 Years
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Jacobsen HR800



Kubota Turbo Diesel

2 Year Warranty

HR800

GENERAL INFO

74.3 HP

Engine HP

4801 lbs

Machine Weight

KEY FEATURES

1.55

Power/Weight Ratio
(HP/100lbs)

192"

Width of Cut

21.3

Acres per Hour

5"

Height of Cut Range

20 mph

Transport Speed

11 mph

Mow Speed

Hydraulic

Blade Operation



4225 South 500 West
 Murray, UT 84123
 (801) 261-2100 • Toll Free (800) 733-7114
 Fax: (801) 262-9740
 www.rmtequipment.com

Please Remit To:
 RMT Equipment
 PO Box 57246
 Salt Lake City, UT 84157

Ship To: IN STORE PICKUP

Invoice To: Great Falls Public Schools
 1100 4th St S
 Great Falls MT 59404

Branch 01 - SALT LAKE CITY		
Date 11/14/2024	Time 15:39:31 (O)	Page 1
Account No GREAT020	Phone No	Est No 01 Q08209
Ship Via	Purchase Order	
Tax ID No		
BRODY CHILDS		Salesperson 161

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description **** Q U O T E **** EXPIRY DATE: 12/14/2024 Amount

Stock #: 029367 Serial #: AAD000357 115595.00

New JC HR800

New JACOBSEN HR800 HR800 WIDE AREA MOWER W/ROPS

****INCLUDING THE FOLLOWING OPTIONS****

0705434613110 HR800 WIDE AREA MOWER W/ROPS

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.


.

Freight, Setup and Delivery INCLUDED

Subtotal: 115595.00
 Quote Total: 115595.00

Authorization: _____

All claims for shortage, damage, etc., must be made in 30 days from date of delivery. Seller retains ownership of merchandise until payment is received. Parts or assemblies will not be received for credit, if returned without our permission, but will be held for disposition of the sender for 30 days. All returns are subject to a 15% restocking fee - All electrical parts and special order items are non-returnable. Buyer agrees to pay all reasonable collection costs, including attorney fees. A service charge of 1.5% per month will be assessed on all past due invoices. Any equipment left over 60 days from repair completion will be sold.

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Action

AGENDA ITEM NUMBER: VII. F.

CABINET MEMBER: Heather Hoyer

TOPIC

Second Reading of Deleted, New and Revised Board Policies 1610 – *Goals and Objectives*; 2162P (New) – *Procedure for Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973*; 2162R (Delete) – *Section 504 of the Rehabilitation Act of 1973 (“Section 504”)*; 2320 – *Field Trips, Excursions and Outdoor Education*; 3630 – *Cell Phones and Other Electronic Equipment*; 5430 – *Volunteers*; 5430F – *Volunteer Agreement Form*; and 8132 – *Activity Trips*

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

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

Discussion

Policy 1610	Language Changes as recommended by MTSBA and the Committee
Policy 2162P	New Policy as recommended by MTSBA and the Committee
Policy 2162R	Deleted Policy as recommended by MTSBA and the Committee
Policy 2320	Language Changes as recommended by MTSBA and the Committee
Policy 3630	Language Changes as recommended by MTSBA and the Committee
Policy 5430	Language Changes as recommended by MTSBA and the Committee
Policy 5430F	Language Changes as recommended by MTSBA and the Committee
Policy 8132	Language Changes as recommended by MTSBA and the Committee

The first reading of the above Board policies was at the November 25, 2024 Board Meeting.

FISCAL IMPLICATIONS

None

RECOMMENDATION

The District Board is requested to approve new, deleted, and revised Board Policies **1610** – *Goals and Objectives*; **2162P (New)** – *Procedure for Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973*; **2162R (Delete)** – *Section 504 of the Rehabilitation Act of 1973 (“Section 504”)*; **2320** – *Field Trips, Excursions and Outdoor Education*; **3630** – *Cell Phones and Other Electronic Equipment*; **5430** – *Volunteers*; **5430F** – *Volunteer Agreement Form*; and **8132** – *Activity Trips*

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

[Return to Agenda](#)

2
3 **THE BOARD OF TRUSTEES**

4
5 Goals and Objectives

6
7 Each year, the District and Board will formulate or review the goals of the District that reflect the
8 District's strategic plan of education. The goals shall be in writing and shall be available to the
9 staff and to the public. The Superintendent or designee shall report annually to the Board
10 information which reflects the accomplishments towards the goals of the District.

11
12 Integrated Action Plan

13
14 The Board shall adopt, with stakeholder input, an integrated strategic action plan to which the
15 district graduate profile is aligned. The Board shall implement, monitor, and evaluate the District
16 action plan and make the plan publicly available on the District’s website. The District plan shall
17 be updated at least every three (3) years based on a comprehensive needs assessment with
18 meaningful stakeholder input and feedback that comply, at a minimum, with Policies 1400 and
19 1420. The plan must clarify what specific steps must be taken to achieve the district graduate
20 profile and reflect a continuous improvement process.

21
22 The integrated action plan shall include:

- 23
- 24 a. A district graduate profile as defined in 10.55.602 ARM and consistent with Policy
- 25 2410R;
- 26 b. The District’s educational goals consistent with Policy 2000;
- 27 c. A description of planned progress toward implementing all content and program area
- 28 standards consistent with Policy 2110 and Policy 2120;
- 29 d. A description of strategies for assessing student progress toward meeting all content
- 30 standards consistent with Policy 2120;
- 31 e. A professional development component consistent with Policy 5121;
- 32 f. A description of how the District will meet programmatic requirements of state and
- 33 federal grants;
- 34 g. A description of strategies for addressing the needs of gifted and talented students
- 35 consistent with Policy 2166, children with disabilities, consistent with Policy 2161 and
- 36 Policy 2162, English learner students consistent with Policy 2500, and at-risk students as
- 37 defined in § 20-1-101, MCA and served by Policy 3610.
- 38 h. *A description of the process to admit nonresident students consistent with Policies 3141*
- 39 *and 3141P.*

40
41 The District shall report and submit their adopted integrated strategic action plan to the
42 Superintendent of Public Instruction.

43
44
45 Cross Reference:

- 46 MTSBA Strategic Governance Policy Series – 1000SG
- 47 Policy 1400 Board Meetings
- 48 Policy 1420 School Board Meeting Procedure

1	Policy 2000	Goals
2	Policy 2110	Objectives
3	Policy 2120	Curriculum and Assessment
4	Policy 2161	Section 504
5	Policy 2162	Special Education
6	Policy 2166	Gifted and Talented
7	Policy 2410P	Graduation
8	Policy 2500	English Learners
9	<i>Policy 3141</i>	<i>Nonresident Student Enrollment</i>
10	<i>Policy 3141P</i>	<i>Nonresident Student Enrollment Procedures</i>
11	Policy 3610	At Risk Student Programs
12	Policy 5121	Professional Development
13		
14	<u>Legal Reference:</u>	
15	§ 20-1-101, MCA	Definitions
16	§ 20-5-320, MCA	<i>Out-of-District Attendance by Parent or Guardian Request with No</i>
17		<i>Extenuating Circumstances</i>
18	§ 20-5-321, MCA	<i>Attendance with Mandatory Approval – Tuition and</i>
19		<i>Transportation</i>
20	§ 20-5-322, MCA	<i>Residency Determination – Notification – Appeal for Attendance</i>
21		<i>Agreement</i>
22	10.55.601, ARM	Accreditation Standards: Procedures
23	10.55.602, ARM	Definitions
24	10.55.603, ARM	Curriculum and Assessment
25	10.55.701(2)(a), ARM	Board of Trustees
26	10.55.714, ARM	Professional Development
27	10.55.804, ARM	Gifted and Talented
28	10.55.805, ARM	Children with Disabilities
29	10.55.806, ARM	English Learners
30		
31	<u>Policy History:</u>	
32	Adopted on:	July 1, 2000
33	Revised on:	June 10, 2019
34	Revised on:	March 11, 2024
35	<i>Revised on:</i>	
36		

2
3 **INSTRUCTION**

4
5 Procedure for Education of Students with Disabilities Under Section 504 of the Rehabilitation
6 Act of 1973

7
8 Free Appropriate Public Education

9
10 *The District will provide a free appropriate public education to school-aged children with*
11 *disabilities in the Districts jurisdiction regardless of the nature of severity of the person's*
12 *disability.*

13
14 Child Find

15
16 *The District will annually undertake to identify and locate every qualified disabled student*
17 *residing in the District's jurisdiction who is not receiving a public education and take*
18 *appropriate steps to notify disabled children and their parents or guardians of the District's*
19 *responsibilities under Section 504.*

20
21 Equal Educational Opportunity

22
23 *The District will provide students with disabilities an equal opportunity to participate in and*
24 *benefit from the educational services it provides to non-disabled students. The teachers of*
25 *disabled students will meet comparable standards for certification that teachers of non-disabled*
26 *students meet. Facilities will be of comparable quality and appropriate materials and equipment*
27 *will be available.*

28
29 Confidentiality of Information

30
31 *The confidentiality of student records will be maintained throughout the period of time when*
32 *such records are collected, stored, disclosed, or destroyed by the District.*

33
34 Parent Involvement

- 35
36
 - 37 • *Initial Evaluation: The District will obtain the consent of parents or guardians before*
38 *conducting an initial evaluation of a student. The District will notify parents or guardians*
39 *of the evaluation results.*
 - 40 • *Initial Placement: The District will notify parents or guardians before initially placing a*
41 *disabled student or any decision to not place a student and the reasons for the decision.*
 - 42 • *Significant Change in Placement: The District will notify parents or guardians before*
43 *implementing a significant change in the student's placement.*
 - 44 • *Right to Challenge: The District will notify parents or guardians of their right to review*
and challenge the District's program and placement decisions if they disagree with them.

- 1 • *Meetings: Section 504 does not give parents or guardians the right to participate in a*
2 *meeting during which their child’s program is designed and placement is determined, as*
3 *does the IDEA. However, this practice is recommended.*
4

5 Participation in the Least Restrictive Environment
6

- 7 • *Academic Setting: To the maximum extent appropriate, the District will educate disabled*
8 *students with non-disabled students. In order to remove a child from their regular*
9 *educational environment, the District must demonstrate that education of the student in*
10 *the regular environment with the use of supplementary aids and services cannot be*
11 *achieved satisfactorily for the disabled student. Whenever the District places a student in*
12 *a setting other than the regular education environment, it will take into account the*
13 *proximity of the alternate setting to the student’s home.*
14 • *Non-Academic Setting: In providing or arranging for the provision of non-academic and*
15 *extra-curricular services and activities, including meals, recess periods and the services*
16 *and activities, the District will ensure that disabled students participate with non-*
17 *disabled students in such activities and services to the maximum extent appropriate.*
18

19 Referral and Screening
20

- 21 • *Referral: If a parent or guardian, teacher, counselor or administrator believe they are*
22 *observing in a student substantially limited performance in one or more major life*
23 *activities that is believed to be caused by a physical or mental impairment, the concerned*
24 *individual should complete a referral form from the counselor or request assistance from*
25 *the Section 504 Coordinator to serve the student.*
26 • *Screening: A designated building team will review referrals to determine if an evaluation*
27 *is appropriate. If an evaluation appears to be necessary because of the student's needs or*
28 *is believed to need special education or related services, the District will obtain written*
29 *consent from parents or guardians to perform an evaluation and/or gather additional*
30 *information and will provide parents/guardians with a written statement of their rights*
31 *under Section 504. If the building team determines that an evaluation is not necessary, it*
32 *will provide written notice to parents/guardians and forward the results of the screening*
33 *to the source of the referral.*
34

35 Evaluations
36

- 37 • *Significate Change in Placement: If a student is believed to be disabled and needs, or is*
38 *believed to need, special education or related services, the District shall evaluate the*
39 *student prior to placement and before any subsequent “significant changes in that*
40 *placement.” An evaluation need not include formal or written assessments but may*
41 *involve, in appropriate circumstances, a review and consideration of existing*
42 *information. Examples of significant changes in placement include:*
43 ○ *Expulsion;*
44 ○ *Suspension which exceeds ten (10) consecutive days in a school year;*
45 ○ *Cumulative short-term suspensions which create a pattern of exclusion;*
46 ○ *Transferring a student to home instruction; and/or*

- Graduation from high school.

Test and Evaluation Materials

The District will establish procedures for evaluation and placement which assure that tests and other evaluation materials:

- Have been validated for the specific purpose for which they are used and are administered by trained personnel in the specific areas of education need;
- Are tailored to assess educational need and are not merely used to measure IQ; and
- Reflect aptitude or achievement or whatever else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (unless the test is designed to measure these particular deficits).

Mitigating Measures

The determination of whether a student is substantially limited in one or more major life activities will be made without regard to any ameliorative effects of mitigating measures which include, but are not limited to: medication, medical supplies, equipment, appliances, low-vision devices, prosthetics, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies, assistive technology, reasonable accommodations, auxiliary aids or services; or learned behavioral or adaptive neurological modifications. However, ameliorative effects of mitigating measures may be relevant as to whether a student needs specific accommodation or a 504-accommodation plan.

Low vision devices do not include ordinary eyeglasses or contact lenses. The ameliorative effects of ordinary eyeglasses or contact lenses shall be considered in determining whether the impairment substantially limits a major life activity.

Temporary Impairments

A student with a temporary impairment falls within the scope of Section 504 if the temporary impairment substantially limits one or more of the student's major life activities. A temporary impairment is one with an actual or expected duration of six months or less.

Placement Procedures

The Section 504 team will convene to review all evaluation results, determine eligibility as a student with a disability under Section 504 and document the meeting in writing. The team composition may vary according to the needs of the student.

In interpreting evaluation data and in making placement decisions, the District will:

- Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior;

- 1 • *Establish procedures to ensure that information obtained from all such sources is*
2 *documented and carefully considered;*
- 3 • *Ensure that the placement decision is made by a group of persons, including persons*
4 *knowledgeable about the student, the meaning of the evaluation data, and the placements*
5 *options; and*
- 6 • *Ensure that the student is educated with the student's non-disabled peers to the maximum*
7 *extent possible.*

8
9 *If the District affords a free appropriate education to a student but the parent/guardian chooses*
10 *to place the child elsewhere, the District is not responsible for paying the Out-of-District*
11 *placement.*

12 13 *Re-evaluations*

14
15 *The District will provide for periodic reevaluation of disabled students. A reevaluation is also*
16 *required before any “significant change of placement,” as defined above.*

17 18 *Programming to Meet Individual Needs*

19
20 *The District recognizes that to be appropriate, educational programs for students with*
21 *disabilities must be designed to meet their individual needs to the same extent that the needs of*
22 *non-disabled students are met. A documented procedure, such as the development of an*
23 *individual accommodation plan by a knowledgeable team of educational professionals, may be*
24 *appropriate.*

25 26 *Non-Academic Services*

27
28 *The District will provide nonacademic and extracurricular services and activities in such a*
29 *manner as is necessary to afford disabled students an equal opportunity for participation in such*
30 *services and activities. Nonacademic and extracurricular services and activities may include*
31 *counseling services, physical recreation athletics, transportation, health services, recreational*
32 *activities, interest groups or clubs sponsored by the District, referrals to agencies which provide*
33 *assistance to disabled persons and employment of students, including both employment by the*
34 *District and assistance in making available outside employment. The District will observe*
35 *reasonable health and safety standards for all students.*

- 36
37 • *Counseling Services: In providing personal, academic or vocational counseling,*
38 *guidance or placement services to its students, the District will provide these services*
39 *without discrimination on the basis of disability. The District will ensure that qualified*
40 *students with disabilities are not counseled toward more restrictive career objectives than*
41 *are non-disabled students with similar interests and abilities.*
- 42
43 • *Physical Education and Athletics: In providing physical education courses and athletics*
44 *and similar programs and activities to any of its students, the District will not*
45 *discriminate on the basis of disability. If the District offers physical education courses*

1 *and operates or supports interscholastic, club or intramural athletics, it will provide an*
2 *equal opportunity for qualified students with disabilities to participate in these activities.*

- 3 • *Early and Adult Education Programs: In the operation of early education, or day care*
4 *program or activity, or an adult education program or activity, the District will not, on*
5 *the basis of disability, exclude qualified students with disabilities from the program or*
6 *activity and will take into account the needs of such persons in determining the aid,*
7 *benefits or services to be provided under the program or activity.*

8 9 Disciplinary Exclusion

- 10
11 • *Exclusions: Students with disabilities are protected from being improperly excluded from*
12 *school for disciplinary reasons. Certain disciplinary exclusions of disabled students from*
13 *school constitute a significant change in the student's educational placement. A*
14 *disciplinary change in the student's education placement occurs if the student has been*
15 *suspended for more than ten (10) consecutive days or if the disciplinary exclusions*
16 *constitute a "pattern of exclusion" (defined below). Such disciplinary exclusions, which*
17 *are a change of placement, cannot be implemented unless the District first determines*
18 *that the student's misconduct which led to the disciplinary exclusion was not a*
19 *manifestation of the student's disability.*
- 20 • *Manifestation Determination: If a disciplinary exclusion (suspension or expulsion) which*
21 *constitutes a change in placement is implemented, the school principal or educational*
22 *staff person responsible for the imposition of discipline must ensure that a group of*
23 *qualified professionals (the student's Section 504 team) determine whether or not the*
24 *misconduct is a manifestation of the student's disability.*

25
26 *The misconduct is considered a manifestation of the disability if the conduct was caused by, or*
27 *had a direct and substantial relationship to the student's disability. This manifestation*
28 *determination will take into account the student's current evaluation and individualization*
29 *accommodation plan under Section 504.*

30
31 *Under Section 504, there is no obligation to provide educational services during periods of long-*
32 *term suspension or expulsion when the student's misconduct has been properly determined not to*
33 *be disability related. However, state law requires the District to provide educational services to*
34 *all students during a period of suspension or expulsion.*

35
36 *If a student's misconduct is determined to be a manifestation of the student's disability,*
37 *procedures in to address the disability be instituted in lieu of either long-term suspension or*
38 *expulsion.*

- 39
40 • *Conduct That Is a Manifestation of a Disability: When a student has engaged in*
41 *misconduct which is a manifestation of to his or her disability, expulsion and/or long-*
42 *term suspension should not be imposed if it would result in a change in education*
43 *placement (a disciplinary exclusion from school of over ten (10) consecutive days or*
44 *exclusions which constitutes a pattern of exclusion). Days will be measured cumulatively*
45 *over the period of the entire school year, with any short-term suspensions as counting*
46 *toward the cumulative total.*

1
2 *When a student's misconduct is related to a disability, additional evaluations and/or a change of*
3 *placement should be considered. In this circumstance, the Section 504 team will meet to*
4 *determine if there is a need for further evaluation or a change of program. If further evaluation*
5 *is recommended, it will be conducted as soon as reasonably possible.*
6

- 7 • *Pattern of Exclusion: Suspension or emergency expulsion of a disabled student may*
8 *occur, without the need to determine if there is a causal connection with the disability, if*
9 *the suspension or emergency expulsion is ten (10) consecutive days or less, or if more*
10 *than ten (10) cumulative days is not a pattern of exclusion. A pattern of exclusion occurs*
11 *if:*

- 12
- 13 ○ *The removal is for more than ten (10) school days in a year; and*
- 14 ○ *The student's behavior is substantially similar to the behavior that he/she was*
15 *previously removed for.*
- 16

17 *Additional factors to consider are the length of each removal (the total amount of time the*
18 *student has been removed, and the proximity of the removals to one another), and the school*
19 *must determine on a case-by-case basis whether a pattern of removals is significant enough to*
20 *constitute a change in placement.*
21

- 22 • *Right to Challenge: Students and their parent/guardian will be notified of the results of*
23 *the manifestation decision and of their right under the law to challenge this decision.*
- 24 • *Drugs or Alcohol: Students who are considered disabled under Section 504 are subject to*
25 *the same disciplinary processes and results as non-disabled students for misconduct*
26 *regarding the use, sale or possession of drugs or alcohol at schools.*
- 27

28 *Transportation*

29

30 *If the District places a student in a program not operated by the District, the District will ensure*
31 *that adequate transportation to and from the program is provided at no cost to the*
32 *parent/guardian.*
33

34 *Because the District provides transportation to all its students within a certain geographic area,*
35 *it will not discriminate in its provision of transportation to students with disabilities.*
36

37 *If the District proposes to terminate a qualified disabled student's bus transportation for*
38 *inappropriate bus behavior, the District will first determine the relationship between the student's*
39 *behavior and his or her disabling condition. The parent or guarding will be provided with notice*
40 *of the results of such determinations and of their right to challenge such determination.*
41

42 *Procedural Requirements*

43

44 *The District will ensure compliance with the requirements of Section 504 by doing the following:*
45

- 1 • *Assurance: Provide written assurance of non-discrimination whenever the District*
- 2 *receives federal money;*
- 3 • *Designation of Employee: Designate an employee to coordinate the District’s Section 504*
- 4 *compliance activities;*
- 5 • *Grievance Procedures: Provide grievance procedures to resolve complaints of*
- 6 *discrimination. Students, parents/guardians or employees are entitled to file grievances.*
- 7 *The grievance procedures for the District are set out in Policy 1770;*
- 8 • *Notice: Provide notice to students, parents/guardians, employees, unions and*
- 9 *professional organizations of the District’s nondiscrimination policy in admission and*
- 10 *access to programs and activities, and in treatment and employment. Notice will also*
- 11 *specify the Section 504 Coordinator for the District;*
- 12 • *Locate: Annually undertake to identify and locate all Section 504 qualified disabled*
- 13 *children in the District’s jurisdiction who are not receiving a public education;*
- 14 • *Annual Notification: Annually take appropriate steps to notify disabled persons and their*
- 15 *parents/guardians of the District’s responsibilities under Section 504; and*
- 16 • *Procedural Safeguards: Establish and implement procedural safeguards to be provided to*
- 17 *parents/guardians with respect to actions regarding the identification, evaluation or*
- 18 *educational placement of persons who, because of disability, need, or are believed to*
- 19 *need, special instruction or related services. Procedural safeguards will include:}*
- 20
- 21 ○ *Notice of Rights;*
- 22 ○ *An opportunity for parents/guardians to examine relevant records;*
- 23 ○ *An impartial hearing, initiated by either the parents/guardians or the District,*
- 24 *with opportunity for participation by the student’s parents/guardians and*
- 25 *representation by legal counsel; and*
- 26 ○ *A review procedure.*
- 27

28 *Appropriate Funding*

29

30 *The District recognizes that the Section 504 process is an unfunded mandate, yet the regular*

31 *education funding of the District could be the funding source for serving students who are*

32 *qualified as disabled under Section 504 only. However, if students are dual identified as Section*

33 *504 and IDEA eligible, state and federal special education funds can be used. The District will*

34 *not use money appropriated by the IDEA to serve students found disabled under Section 504 but*

35 *not the IDEA. The District may use the IDEA money to evaluate a student if the District believes*

36 *that the student may also be eligible under IDEA.*

37

38 *Special Considerations for ADD/ADHD Students*

39

40 *Section 504 obligations apply to all students with disabilities, including students with attention*

41 *deficit disorder (ADD) or attention deficit hyperactivity disorder (ADHD). Under federal*

42 *guidance, there are three different types of ADHD, which are categorized depending upon which*

43 *symptoms are the strongest: (1) predominately inattentive type; (2) predominantly hyperactive-*

44 *impulsive type; and (3) combined type (where symptoms of the first two types are equally*

45 *present).*

46

1 Due Process Hearing or Mediation Request

- 2
- 3 • *Impartial Due Process Hearing: If the parent/guardian of a student who qualifies under*
- 4 *Section 504 for special instruction or related services disagrees with a decision of the*
- 5 *District with respect to: (1) the identification of the child as qualifying for Section 504;*
- 6 *(2) the District's evaluation of the child; and/or (3) the educational placement of the*
- 7 *child, the parents/guardians of the student are entitled to certain procedural safeguards.*
- 8 *The student shall remain in the student's current placement until the matter has been*
- 9 *resolved through the process set forth herein.*
- 10 ○ *The District shall provide written notice to the parent/guardian of a Section 504*
- 11 *student, prior to initiating an evaluation of the child and/or determining the*
- 12 *appropriate educational placement of the child, including special instruction*
- 13 *and/or related services;*
- 14 ○ *Upon request, the parent/guardian of the student shall be allowed to examine all*
- 15 *relevant records relating to the child's education and the District's identification,*
- 16 *evaluation, and/or placement decision;*
- 17 ○ *The parent/guardian of the student may make a request, in writing, for an*
- 18 *impartial due process hearing. The written request for an impartial due process*
- 19 *hearing shall identify with specificity the areas in which the parent/guardian is in*
- 20 *disagreement with the District;*
- 21 ○ *Upon receipt of a written request for an impartial due process hearing, a copy of*
- 22 *the written request shall be forwarded to all interested parties within three (3)*
- 23 *business days;*
- 24 ○ *Within ten (10) days of receipt of a written request for an impartial due process*
- 25 *hearing, the District shall select and appoint an impartial hearing officer who has*
- 26 *no professional or personal interest in the matter. In that regard, the District may*
- 27 *select a hearing officer from the list of special education hearing examiners*
- 28 *available at the Office of Public Instruction, the county Superintendent or any*
- 29 *other person who would conduct the hearing in an impartial and fair manner;*
- 30 ○ *Once the District has selected an impartial hearing officer, the District shall*
- 31 *provide the parent/guardian and all other interested parties with notice of the*
- 32 *person selected;*
- 33 ○ *Within five (5) days of the District's selection of a hearing officer, a pre-hearing*
- 34 *conference shall be scheduled to set a date and time for a hearing, identify the*
- 35 *issues to be heard, and stipulate to undisputed facts to narrow the contested*
- 36 *factual issues.*
- 37 ○ *The hearing officer shall, in writing, notify all parties of the date, time and*
- 38 *location of the due process hearing;*
- 39 ○ *The parties may enter into mediation at any time. A mediator may be selected*
- 40 *from the Office of Public Instruction's list of trained mediators;*
- 41 ○ *At the hearing, the District and the parent/guardian may be represented by*
- 42 *counsel;*
- 43 ○ *The hearing shall be conducted in an informal but orderly manner. Either party*
- 44 *may request that the hearing be recorded. Should either party request that the*
- 45 *hearing be recorded, it shall be recorded using either appropriate equipment or a*
- 46 *court reporter. The District shall be allowed to present its case first. Thereafter*

1 *the parent/guardian shall be allowed to present its case. Witnesses may be called*
2 *to testify, and documentary evidence may be admitted; however, witnesses will not*
3 *be subject to cross-examination, and the Montana Rules of Evidence will not*
4 *apply. The hearing officer shall make all decisions relating to the relevancy of all*
5 *evidence intended to be presented by the parties. Once all evidence has been*
6 *received, the hearing officer shall close the hearing. The hearing officer may*
7 *request that both parties submit proposed findings of fact, conclusions, and*
8 *decision;*

- 9 ○ *Within twenty (20) days of the hearing, the hearing examiner should issue a*
10 *written report of the student’s decision to the parties;*
- 11 ○ *Appeals may be taken as provided by law.*

12
13 *Uniform Complaint Procedure*

14
15 *If a parent/guardian of the student alleges that the District and/or any employee of the District*
16 *has engaged in discrimination or harassment of the student, the parent/guardian will be required*
17 *to proceed through the District’s Uniform Complaint Procedure.*

18
19
20 *Cross Reference:*

21 *Policy 1770 Uniform Complaint Procedure*

22
23 *Legal Reference:*

24 *34 C.F.R. 104.36 Procedural Safeguards*

25
26 *Policy History:*

27 *Adopted on:*

4
5 Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

6
7 1. ~~Impartial Due Process Hearing. If the parent or legal guardian of a student who qualifies~~
8 ~~under Section 504 for special instruction or related services disagrees with a decision of~~
9 ~~the District with respect to: (1) the identification of the child as qualifying for Section~~
10 ~~504; (2) the District’s evaluation of the child; and/or (3) the educational placement of the~~
11 ~~child, the parents of the student are entitled to certain procedural safeguards. The student~~
12 ~~shall remain in his/her current placement until the matter has been resolved through the~~
13 ~~process set forth herein.~~

- 14
15 ● ~~The District shall provide written notice to the parent or legal guardian of a Section~~
16 ~~504 student prior to initiating an evaluation of the child and/or determining the~~
17 ~~appropriate educational placement of the child, including special instruction and/or~~
18 ~~related services;~~
- 19 ● ~~Upon request, the parent or legal guardian of the student shall be allowed to examine~~
20 ~~all relevant records relating to the child's education and the district's identification,~~
21 ~~evaluation and/or placement decision;~~
- 22 ● ~~The parent or legal guardian of the student may make a request in writing for an~~
23 ~~impartial due process hearing. The written request for an impartial due process~~
24 ~~hearing shall identify with specificity the areas in which the parent or legal guardian~~
25 ~~are in disagreement with the District;~~
- 26 ● ~~Upon receipt of a written request for an impartial due process hearing, the District~~
27 ~~will promptly forward a copy of the written request *shall be forwarded* to all~~
28 ~~interested parties *within three (3) business days*;~~
- 29 ● ~~Upon receipt *Within ten (10) days of receipt* of a written request for an impartial due~~
30 ~~process hearing, the District shall select and appoint an impartial hearing officer that~~
31 ~~has no professional or personal interest in the matter. In that regard, the District may~~
32 ~~select a hearing officer from the list of special education hearing examiners available~~
33 ~~at the Office of Public Instruction, the county superintendent or any other person that~~
34 ~~would conduct the hearing in an impartial and fair manner;~~
- 35 ● ~~Once the District has selected an impartial hearing officer, the District shall provide~~
36 ~~the parent or legal guardian and all other interested parties with notice of the person~~
37 ~~selected;~~
- 38 ● ~~Within ten (10) *five (5)* days of the District's selection of a hearing officer, a pre-~~
39 ~~hearing conference shall be scheduled to set a date and time for a hearing, identify the~~
40 ~~issues to be heard and stipulate to undisputed facts to narrow the contested factual~~
41 ~~issues;~~
- 42 ● ~~The hearing officer shall in writing notify all parties of the date, time and location of~~
43 ~~the due process hearing;~~
- 44 ● ~~At any time prior to the hearing, the parties may mutually agree to submit the matter~~
45 ~~to mediation. A mediator may be selected from the Office of Public Instruction's list~~
46 ~~of trained mediators;~~

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- ~~At the hearing, the District and the parent or legal guardian may be represented by counsel;~~
- ~~The hearing shall be conducted in an informal but orderly manner. Either party may request that the hearing be recorded. Should either party request that the hearing be recorded, it shall be recorded using either appropriate equipment or a court reporter. The District shall be allowed to present its case first. Thereafter the parent or legal guardian shall be allowed to present its case. Witnesses may be called testify and documentary evidence may be admitted, however, witnesses will not be subject to cross-examination and the Montana Rules of Evidence will not apply. The hearing officer shall make all decisions relating the relevancy of all evidence intended to be presented by the parties. Once all evidence has been received the hearing officer shall close the hearing. The hearing officer may request that both parties submit proposed findings of fact, conclusions and decision;~~
- ~~Within forty five (45) *twenty (20)* days of *the* receipt of the written request for an impartial due process hearing, the hearing examiner should issue a written report of his/her decision to the parties;~~
- ~~The hearing officer may grant the written request of either party to extend the 45-day period;~~
- ~~Appeals may be taken as provided by law. The parent or legal guardian may contact the Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver Colorado 80204-3582. (303) 844 5695 or 5696 *912 2nd Avenue, Seattle, WA 98714 1099; (206) 220-7900.*~~

~~2. Uniform Grievance Procedure. If a parent or legal guardian of the student alleges that the District and/or any employee of the District has engaged in discrimination or harassment of the student, the parent or legal guardian will be required to proceed through the District's Uniform Grievance Procedure.~~

Legal Reference:
~~34 C.F.R. 104.36 — Procedural Safeguards~~

Policy History:
~~Adopted on: — October 22, 2001~~
~~Revised on: —~~

2
3 **INSTRUCTION**

4
5 Field Trips, Excursions and Outdoor Education

6
7 The Board recognizes that field trips, when used as a device for teaching and learning integral to
8 the curriculum, are an educationally sound and important ingredient in the instructional program
9 of the schools. Such trips can supplement and enrich classroom procedures by providing learning
10 experiences in an environment beyond the classroom. The Board also recognizes that field trips
11 may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use
12 of field trips, when the educational objectives achieved by the trip clearly outweigh any lost in-
13 class learning opportunities.

14
15 Field trips which take students out of school for two (2) or more instruction days *in state, and*
16 *any trips out of state*, must be approved, in advance, by the Board. The Superintendent or
17 designee has the authority to approve all other field trips.

18
19 Building principals or their designee shall develop procedures for the operation of a field trip.
20 Each field trip must be integrated with the curriculum and coordinated with classroom activities
21 which enhance its usefulness. All appropriate forms must be signed and submitted to the main
22 office prior to the field trip.

23
24 Staff members may not solicit students during instructional time for any privately arranged field
25 trip or excursion without Board notice.

26
27 Transportation and lodging for trips or events under this policy shall be in accordance with
28 Policy 8132. The presence of a person with a valid first aid certificate is required during school-
29 related activities, including field trips, athletics, and other off-campus events. Parental
30 permission shall be documented for all school sponsored trips.

31
32 Cross Reference:

33 Policy 2158	Parental and Family Engagement
34 Policy 2320R	Field Trips
35 Policy 8131	Private Vehicle Transportation
36 Policy 8132	Activity Trips

37
38 Legal References

39 37.111.825, ARM	Health Supervision and Maintenance
40 Title 40, Chapter 6, Part 7	Rights of Parents
41 § 40-6-703, MCA	Parental Involvement in Education

42
43 Policy History:

44 Adopted on:	July 1, 2000
45 Revised on:	January 24, 2011
46 Revised on:	February 26, 2024

1 *Revised on:*

4
5 Cellular Telephone and Electronic Signaling Device Policy
6 Cell Phones and Other Electronic Equipment
7

8 *The District believes that unauthorized use of cell phones and/or other electronic devices*
9 *disrupts the instructional program and distracts from the learning environment.*

10
11 Student possession and use of cellular phones, pagers, and other electronic signaling devices on
12 school grounds, at school-sponsored activities, and while under the supervision and control of
13 District employees is a privilege which will be permitted only under the circumstances described
14 herein. At no time will any student operate a cell phone or other electronic device with video
15 capabilities in a locker room, bathroom, or other location where such operation may violate the
16 privacy right of another person.

17
18 Students may use cellular phones, pagers, and other electronic signaling devices on campus
19 before school begins and after school ends. Students in grades 7-12, *at the discretion of the*
20 *school*, may also use such devices during the lunch period. These devices must be kept out of
21 sight and turned off during instruction unless authorized by teachers. ~~Unauthorized use of such~~
22 ~~devices disrupts the instructional program and distracts from the learning environment.~~
23 Therefore, unauthorized use is grounds for confiscation of the device by school officials,
24 including classroom teachers. Confiscated devices may be returned to the student, parent or
25 guardian, dependent upon progressive discipline at the building level. Repeated unauthorized use
26 of such devices may result in *additional* disciplinary action.

27
28 *Building-level administrators or teachers may grant permission for individual students to use*
29 *and/or possess cell phones, if, in the sole discretion of the administrator or teacher, such use is*
30 *necessary to the safety and/or welfare of the student.*

31
32 Cross References:

33 *Policy 3310 Student Discipline*

34
35 Policy History:

36 Adopted on: May 24, 2004

37 Revised on: April 24, 2006

38 Revised on: April 13, 2015

39 *Revised on:*

2
3 **PERSONNEL**

4
5 Volunteers

6
7 The District recognizes the valuable contributions made to the total school program by members
8 of the community who act as volunteers. A volunteer by law is an individual who:

- 9
- 10 • Has not entered into an express or implied compensation agreement with the District;
 - 11 • ~~Is excluded from the definition of "employee"~~ *Is not an employee of the District* under
12 appropriate state and federal statutes;
 - 13 • May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
 - 14 • Is not employed by the District in the same or similar capacity for which he/she is
15 volunteering.
- 16

17 District employees who work with volunteers shall clearly explain duties for supervising children
18 in school, on the playground, and on field trips. An appropriate degree of training and/or
19 supervision of each volunteer shall be administered commensurate with the responsibility
20 undertaken.

21
22 Volunteers who have unsupervised access to children are subject to the District's policy
23 mandating background checks.

24
25 Chaperones

26
27 The Superintendent may direct that appropriate screening processes be implemented to assure
28 that adult chaperones are suitable and acceptable for accompanying students on field trips or
29 excursions.

30
31 When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers,
32 including employees of the District, assigned to chaperone, shall not use tobacco products in the
33 presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug
34 during the duration of their assignment as a chaperone, including during the hours following the
35 end of the day's activities for students. The chaperone shall not encourage or allow students to
36 participate in any activity that is in violation of district policy during the ~~filed~~ *field* trip or
37 excursion, including during the hours following the end of the day's activities. Chaperones shall
38 be given a copy of these rules and sign a letter of understanding verifying they are aware of and
39 agree to these District rules before being allowed to accompany students on any field trip or
40 excursion.

41
42 Any chaperone found to have violated these rules shall not be used again as a chaperone for any
43 District-sponsored field trips or excursions and may be excluded from using District-sponsored
44 transportation for the remainder of the field trip or excursion and be responsible for their own

1 transportation back home. Employees found to have violated these rules may be subject to
2 disciplinary action.

3

4 Cross Reference:

5 5122 Fingerprints and Criminal Background Investigations

6 5430F Volunteer/Chaperone Letter of Understanding

7

8 Policy History:

9 Adopted on: November 13, 2006

10 Revised on: August 20, 2018

11 *Revised on:*

6 **VOLUNTEER AGREEMENT FORM**
7 **COACH/HELPER/AIDE/CHAPERONE**

9 I, _____ (the Volunteer hereby agree to serve Great Falls Public Schools on a
10 volunteer basis as a _____.

12 Please initial next to each statement:

14 _____ *The Volunteer understands that if the position stated above involves regular unsupervised access
15 to students in schools they shall submit to a name-based and fingerprint criminal background
16 investigation conducted by the appropriate law enforcement agency prior to consideration of this
17 agreement.*

19 _____ *The Volunteer certifies that, to the best of their knowledge, there is no reason they can or should
20 not be around children in any capacity.*

22 _____ *The Volunteer certifies that they have not been convicted of a criminal offence, other than a minor
23 traffic violation.*

25 _____ The Volunteer understands any volunteer services will not be compensated now or in the future.

27 _____ The Volunteer has been informed and understands that volunteer services rendered do not create
28 an employee-employer relationship between the Volunteer and the District for the position stated
29 above.

31 _____ The Volunteer understands that the District may not carry worker's compensation insurance and
32 does not carry medical insurance for a person serving as a volunteer in the position stated above.

34 _____ The Volunteer understands that the mutually established schedule of services for the position
35 stated above carries no obligation for either party and maybe adjusted at any time.

37 _____ The Volunteer understands that services as a volunteer may be terminated at any time.

39 _____ The Volunteer understands that they are under the direction of the school district at all times
40 during their service as a volunteer and must follow directives given by district employees.

42 _____ The Volunteer understands that they are to follow all laws, policies, and rules regarding student
43 and employee confidentiality during their service as a volunteer.

45 _____ The Volunteer understands that they are to follow district policy as well as local, state, federal
46 and other applicable law during their service as a volunteer.

48 _____ The Volunteer understands that they are not to use alcohol, tobacco, marijuana, or other illegal
49 drugs around students at any time whether on school property or not.

1 _____ The Volunteer understands that they are not to encourage students to violate district policy. The
2 Volunteer further understands that if they observe a student violating district policy they are to
3 report the behavior to the supervising district employee immediately.
4

5 _____ The Volunteer understands that any violation of this agreement, district policy, or any local
6 state, federal or other applicable law can result in permanent termination of volunteer privileges
7 and possible legal action.
8

9 _____ The Volunteer is 18 years of age or older

10 _____ The Volunteer understands that their authorization only applies to the ___ / ___ school year.

11
12
13 ~~_____ The Volunteer understands that if the position stated above involves regular unsupervised access~~
14 ~~_____ to students in schools they shall submit to a name based and fingerprint criminal background~~
15 ~~_____ investigation conducted by the appropriate law enforcement agency prior to consideration of this~~
16 ~~_____ agreement.~~
17

18 I understand that should I have been found to have violated these rules, I will not be used again as a
19 chaperone for any District-sponsored field trips or excursions and may be excluded from using District-
20 sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for
21 my own transportation back home.
22
23
24

25 _____
26 DISTRICT REPRESENTATIVE

DATE

27
28
29 _____
30 VOLUNTEER SIGNATURE

DATE

31
32
33 Policy History:
34 Adopted on: November 13, 2006
35 Revised on: August 20, 2018
36 Revised on: March 22, 2021
37 *Revised on:*
38

2
3 **NON-INSTRUCTIONAL OPERATIONS**

4
5 Activity Trips

6
7 Transportation

8
9 In addition to buses and standard passenger vehicles owned or insured by the District, the Board
10 authorizes the Superintendent or designee to utilize a passenger vehicle that is designed to
11 transport 8 to 15 passengers and is the size and style of vehicle necessary to meet the needs of
12 the district insured in accordance with the minimum coverage requirements to transport students
13 to and from school sponsored events and activities. Drivers for vehicles under this section shall
14 be licensed as required by state standards for the vehicle in use. The Superintendent or designee
15 is authorized to complete a driving record background check for designated drivers.

16
17 The use of District-owned buses and/or passenger vehicles is strictly limited to school activities.
18 *The Board will not approve District owned buses and vehicles to be* ~~Buses may not be~~ loaned or
19 leased to non-school groups. ~~unless permission is specifically granted by the Board.~~ Buses will
20 be operated by a qualified bus driver on all activity runs, and only authorized activity
21 participants, professional staff, and chaperones assigned by the administration may ride the bus.


22
23 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will
24 remain with the professional staff member in charge on the bus, and one (1) copy will be given
25 to the Building Principal or designee before the bus departs.

26
27 Staff shall not use personal vehicles to transport students for any purpose without the
28 documented authorization of the Superintendent or designee.

29
30 Lodging

31
32 Students and staff shall be lodged at safe and suitable hotels or rental properties for all District-
33 approved or sponsored activities, events, and trips. When utilizing a rental property, the premises
34 shall be reviewed by the administration to confirm it is in an appropriate location and that the
35 host/owner does not reside in the property or will otherwise have access to students. Steps shall
36 be taken to ensure students do not engage in improper conduct including review of the floorplan
37 to ensure separation and placement of supervisors. The rental platform should have terms of
38 service which shall permit the district to cancel or seek redress in the event the property is
39 unsatisfactory or unsafe. Students and staff shall not be lodged in private residences without the
40 authorization of the administration and consent of parents. Any person present in a private
41 residence lodging students and staff shall comply with the provisions of Policy 5430.

42
43 The District shall not share hotel rooms with other schools unless there is an executed
44 cooperative or cost-sharing agreement which details behavior expectations and supervisory
45 responsibility for all students within the hotel room.

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Report

AGENDA ITEM NUMBER: IX. A.

CABINET MEMBER: Jackie Mainwaring

TOPIC

Astronomy Pilot Proposal for Fall 2025

STRATEGIC PLAN

Stewardship and Accountability and Student Achievement

BACKGROUND

All students are required to complete three credits of Science as part of their graduation requirements. Currently Astronomy is a small portion of Earth and Space Science which is taught at the freshman level.

Discussion

This would be a full year, upper-level science elective (10 -12) and would utilize an open-source text. The course adheres to MT State Standards for science and includes Indian Education for All (IEFA) in the course benchmarks. Astronomy would provide a new and unique elective for the third-year science credit following Earth and Space Science and Biology 1-2. The pilot program would allow for one-two sections (30-60 students) during the pilot phase.

Topics include astronomical observation, the solar system, birth and death of stars, galaxies, and the evolution of the universe. This class will require average math skills and may require some night sky observations to be made outside of class.

Astronomy provides the opportunity to engage high school students in an exciting field of science. This provides students interested in a science or stem pathway, another science elective. In a time when there is a renewed interest in space exploration, students will be armed with the knowledge to go boldly into the future.

FISCAL IMPLICATIONS


Charles M. Russell (CMR) High School would staff this position with their current Full Time Equivalency (FTE). The equipment needed for the class could be obtained through community donations and/or foundation grants.

RECOMMENDATION

This report is for information only. No Action is needed at this time.

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Report

AGENDA ITEM NUMBER: IX. B.

CABINET MEMBER: Jackie Mainwaring

TOPIC

2023-2024 Advanced Placement (AP) and Dual Credit Report

STRATEGIC PLAN

Student Achievement

BACKGROUND

Great Falls Public Schools offers both Dual Credit and Advanced Placement classes for high school students. These classes allow high school students to gain post-secondary credit while completing high school credit. Annual data is reported by Mrs. Rebecca Frisbee, Coordinator of Curriculum 7-12.

Discussion

This report outlines student participation in these courses, benefits for the students, and trends. Students who participate in these opportunities in high school save money in their post-secondary programming.

FISCAL IMPLICATIONS


Costs to the district are a regular part of staffing and professional development. There is a fee for students to receive the post-secondary credit, but it is at a reduced rate when compared to the cost to general post-secondary students.

RECOMMENDATION

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

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Report

AGENDA ITEM NUMBER: IX. C.

CABINET MEMBER: Luke Diekhans

TOPIC

Minimum Wage Increase to \$10.55 Effective January 1, 2025

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

The 2024 minimum wage is currently \$10.30 per hour. As of January 1, 2025, federal minimum wage will increase to \$10.55 per hour – an increase of \$0.25 per hour.

DISCUSSION

The change in minimum wage will impact approximately ninety (90) positions in specific employee groups at Great Falls Public Schools. This is a required increase in wages per federal law.

FISCAL IMPLICATIONS


The cost of the federal minimum wage increase is estimated to be approximately \$2,600 annually due to the \$0.25 increase in the wage.

RECOMMENDATION

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

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: December 16, 2024

CATEGORY: Report

AGENDA ITEM NUMBER: IX. D.

CABINET MEMBER: Heather Hoyer

TOPIC

First Reading of New and Revised Board Policies 1111 – *Elections* – 2410P (New) – *Profile of a Learner* – 2410P2 (New) – *Profile of a Learner-Commitments and Intentions* – 2510 – *School Wellness*

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

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

Discussion

- Policy 1111 Language Changes as recommended by MTSBA and the Committee
- Policy 2410P New Policy as recommended by MTSBA and the Committee
- Policy 2410P2 New Policy as recommended by MTSBA and the Committee
- Policy 2510 Language Changes as recommended by MTSBA and the Committee

FISCAL IMPLICATIONS

None

RECOMMENDATION

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

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

[Return to Agenda](#)

2
3 **1111 THE BOARD OF TRUSTEES**

4
5 Elections

6
7 Elections conducted by the District are nonpartisan ~~elections and are governed by the general~~
8 *applicable* election laws as found in Titles 13 & 20 of the Montana Code Annotated. The ballot
9 at such elections may include candidates for Trustee positions, various public policy
10 propositions, and advisory questions.

11
12 Board elections shall be held *take place* on the first (1st) Tuesday after the first (1st) Monday in
13 May of each year. Any person who is a qualified voter of the District is legally qualified to
14 become a Trustee. A Declaration of Intent to be a candidate must be submitted to the ~~Cascade~~
15 ~~County Elections Office~~ *District Clerk* at least forty (40) days before the regular school Election
16 Day ~~at which the person is to be a candidate~~. If there are different terms *are* to be filled, the term
17 for *the position* for which each candidate is ~~nominated~~ *filing shall* must be also be indicated. Any
18 person seeking to become a write-in candidate *for a Trustee position* must file a Declaration of
19 Intent no later than 5:00 p.m. on the day before the ballot certification deadline in § 0-20-401,
20 MCA. *Candidates are responsible for meeting all of the requirements of state law.*

21
22 If the number of candidates filing for vacant positions or filing a Declaration of Intent to be a
23 write-in candidate is equal to or less than the number of positions to be elected, the Trustees may
24 give notice no later than thirty (30) days before the election that a Trustee election will not take
25 place. If the Trustee election is not held, the Trustees shall declare the candidates elected by
26 acclamation and issue a “Certificate of Election” to each candidate.

27
28 A candidate intending to withdraw from the election shall send a Statement of Withdrawal to the
29 ~~Cascade County Elections Administrator (Clerk & Recorder)~~ *District Clerk* containing all
30 information necessary to identify the candidate and the office for which the candidate has filed.
31 The Statement of Withdrawal must be acknowledged by the ~~Cascade County Election~~
32 ~~Administrator~~ *District Clerk*. A candidate may not withdraw after 5:00 p.m. the day before the
33 ballot certification deadline in §20-20-401, MCA.

34
35 The ballot certification deadline in 20-20-401, MCA is not less than 30 days before an election.

36
37 In the event of an unforeseen emergency occurring on the date scheduled for the funding
38 election, the District will be allowed to reschedule the election for a different day of the calendar
39 year.

40
41 In years when the Legislature meets in regular session or in a special session that affects school
42 funding, the Trustees may order the election on a date other than the regular school election day
43 in order for the electors to consider a proposition requesting additional funding under §20-9-353,
44 MCA.

- 1 Legal Reference:
2 § 13-10-211, MCA Declaration of Intent for Write-In Candidates
3 § 20-3-304, MCA Annual Election
4 § 20-3-305, MCA Candidate Qualification, *Filing Deadline and Withdrawal and nomination*
5 § 20-3-313, MCA Election by Acclamation – Notice
6 § 20-3-322, MCA Meetings and Quorum
7 § 20-3-322(5), MCA Meetings and Quorum (Unforeseen Emergency Definition)
8 § 20-3-324(4), MCA Powers and Duties
9 § 20-3-344, MCA Nomination of Candidates by Petition in First-Class Elementary Districts
10 § 20-9-353, MCA Additional Financing for General Fund – Election for Authorization to
11 Impose
12 § 20-20-105, MCA Regular School Election Day and Special School Elections – Limitation –
13 Exception
14 § 20-20-108, MCA Rescheduling of School Election
15 § 20-20-204, MCA Election ~~Office-Notice~~
16 § 20-20-301, MCA Qualifications of Elector

17
18
19 Policy History:

- 20 Adopted on: November 12, 2001
21 Revised on: November 25, 2013
22 Revised on: January 11, 2015
23 *Revised on:*
24

2
3 **INSTRUCTION**

2410P

4
5 Profile of a Learner

6
7 *It is the Board’s goal for the District to develop the full educational potential of each person*
8 *consistent with Article X, section 1 of the Montana Constitution. The Board authorizes District*
9 *staff to meet this goal through constitutionally protected personalized learning in accordance*
10 *with §20-7-1601, MCA, 10.55.906 ARM, Policy 1005FE, Policy 1015FE, and Policy 2050.*

11
12 *The Board has established the expectations for graduation in Policy 2410 and Policy 2410P*
13 *consistent with Montana law and Accreditation Standards. In addition to these academic*
14 *standards, the Board has also adopted this learner profile for placement in the District’s*
15 *Integrated Strategic Action Plan consistent with the requirements of Policy 1610 and ARM*
16 *10.55.601.*

17
18 *A learner profile is a student-centered model based on a shared vision of learner attributes that*
19 *students should have when they graduate or complete the required coursework to leave the*
20 *schools in the District. Through its Integrated Strategic Action Plan, allocation of resources,*
21 *implementation of policy, empowerment of students, staff, and families, the Board has created an*
22 *atmosphere where a graduate of the District will hold the following attributes upon departure*
23 *from the District.*

24
25 Strong Communication Skills

26
27 *Learners with strong communication skills can share ideas and information with others*
28 *clearly and respectfully. Learners work together with all people so that everyone has a*
29 *chance to join in and do well.*

30
31 Critical Thinker

32
33 *Learners who are critical thinkers can think clearly, rationally, and with some suspicion*
34 *about what to do, think, and believe.*

35
36 Work Ethic

37
38 *A learner with a strong work ethic naturally works to the best of their ability. They*
39 *employ soft and academic skills and are proud of their products.*

40
41 Problem Solver

42
43 *Learners who are problem solvers have a mindset of looking at different angles and*
44 *considering all solutions.*

45
46 Integrity

1
2 *Learners who display integrity do the right thing even when no one is watching. They are*
3 *trustworthy, honest, and respectful.*

4
5 *Development Process*

6
7 *The School District shall utilize the community engagement strategies described in Policy 2158*
8 *to develop the Profile of a Learner for placement in the Integrated Strategic Action Plan. The*
9 *Board of Trustees authorizes the District administrative staff to initiate development through a*
10 *community working group to complete a draft profile. The working group is authorized to*
11 *engage with District stakeholder groups representative of the community to solicit feedback on*
12 *the draft profile. Where appropriate, the working group will integrate received feedback into a*
13 *final draft for presentation to the Board of Trustees. The Board of Trustees will adopt a final*
14 *version of the profile, to include a visual and developmental rubric, which is consistent with*
15 *applicable law.*

16
17 *Cross References:*

18 *Policy 1005FE Proficiency Based ANB*
19 *Policy 1015FE Personalized Learning Opportunities*
20 *Policy 1610 Goals and Objectives*
21 *Policy 2050 Student Instruction*
22 *Policy 2158 Family Engagement Policy*
23 *Policy 2410 High School Graduation Requirements*
24 *Policy 2410R Publication of Graduation Requirements*
25 *Policy 2410P2 Profile of a Learner – Commitments and Intentions*

26
27 *Legal References:*

28 *Article X, section 1, Montana Constitution*
29 *§20-7-1601, MCA Transformational Learning*
30 *10.55.906, ARM High School Credit*
31 *10.55.601, ARM Accreditation Standards: Procedures*
32 *10.55.602(17), ARM Graduate Profile*

33
34 *Policy History:*

35 *Adopted on:*
36 *Reviewed on:*
37 *Revised on:*
38

2
3 **INSTRUCTION**

4
5 Profile of a Learner – Commitments and Intentions

6
7 *At Great Falls Public Schools, we believe every student has the potential for greatness. As a*
8 *District, we are committed to working collaboratively with students and their families to help*
9 *each child discover and achieve their unique goals. Together, we create a learning experience*
10 *that is tailored to students’ interests and aspirations, culminating in a diploma that matters, and*
11 *which opens doors to future opportunities.*

12 *Our mission is to empower students to successfully navigate their future. We do this by fostering*
13 *positive character values and equipping students with the skills they need for college, careers,*
14 *and life.*

15
16 Opportunities for Every Student

17
18 *A graduate of Great Falls Public Schools District will, through the process of learning and*
19 *attainment of a diploma, have enjoyed access to and opportunities for participation in extensive*
20 *and valuable educational opportunities throughout the student’s educational experience, which*
21 *may include:*

- 22
- 23 • **Special Education** – Personalized support for students with exceptional needs.
- 24 • **Early Literacy Interventions** – Targeted programs to help young learners build strong
- 25 reading skills.
- 26 • **Gifted and Talented Programs** – Enrichment opportunities for high-achieving students.
- 27 • **Transformational Learning Opportunities** – A focus on mastering skills and knowledge
- 28 at an individual pace.
- 29 • **Cultural Awareness** – Programs celebrating the unique heritage of Montana’s American
- 30 Indigenous Peoples and Tribes.
- 31 • **Digital Learning Options** – Flexible instruction through platforms like the Great Falls
- 32 Public School Virtual Academy and/or the Montana Digital Academy.
- 33 • **Part-Time Enrollment** – Customizable schedules for students with diverse needs.
- 34 • **Career and Technical Education** – Hands-on learning and certifications for high-
- 35 demand careers.
- 36 • **Fine Arts Education** – Programs designed to teach excellence, perseverance, and
- 37 humanity through the mediums of Art and Music.
- 38 • **College and Career Preparation** – Dual enrollment and advanced placement courses to
- 39 save on future education costs.
- 40 • **Extracurricular Activities** – A range of sports, arts, and clubs to enrich the student
- 41 experience.
- 42

43 Preparing Students for a Bright Future

1 *These opportunities ensure every student graduates as a confident, creative problem solver,*
2 *ready to lead and succeed in their next steps. At Great Falls Public Schools, we are proud to*
3 *nurture lifelong learners who contribute positively to their communities and the world.*
4 *Together, we're building a foundation for success—for today, tomorrow, and beyond.*

5
6 *Cross References:*

7 *Policy 1005FE Proficiency Based ANB*
8 *Policy 1015FE Personalized Learning Opportunities*
9 *Policy 1610 Goals and Objectives*
10 *Policy 2050 Student Instruction*
11 *Policy 2158 Family Engagement Policy*
12 *Policy 2169 Proficiency Based Transformational Learning*
13 *Policy 2410 High School Requirements*
14 *Policy 2410R Publication of Graduation Requirements*
15 *Policy 2410P Profile of a Learner*

16
17 *Legal References:*

18 *Article X, section 1, Montana Constitution.*
19 *§20-7-1601, MCA Transformational Learning*
20 *10.55.906, ARM High School Credit*
21 *10.55.602(17), ARM Graduate Profile*

22
23 *Policy History:*

24 *Adopted on:*
25

2
3 **2510 INSTRUCTION**

4
5 School Wellness

6
7 The ~~Great Falls School~~ District is committed to providing a school environment that promotes
8 and protects students' health, well-being, and ability to learn. The District fosters healthy eating,
9 physical activity, *and mental health*. Therefore, it is the policy of the District that:

10
11 Nutrition Education

12
13 The District shall offer nutrition education that teaches the knowledge and skills needed to adopt
14 healthy eating behaviors and that take into consideration Montana's Health Enhancement
15 Content Standards and Benchmarks. Nutrition education shall be integrated into the curriculum.
16 Nutrition information and education shall be offered throughout the school campus and based on
17 the U.S. Dietary Guidelines for Americans. Staff who provide nutrition education shall have the
18 appropriate training, such as in health enhancement or family and consumer sciences.

19
20 Health Enhancement and Physical Activity Opportunities

21
22 The District shall offer health enhancement opportunities that include the components of a
23 quality health enhancement program taught by certified health enhancement specialists. Health
24 enhancement shall equip students with the knowledge, skills, and habits necessary for lifelong
25 physical activity. Health enhancement instruction is based on the Montana's Health Enhancement
26 Content Standards and Benchmarks.

27
28 All K-12 students of the District shall have the opportunity to participate regularly in physical
29 activities, to maintain physical fitness, and to understand the benefits of a physically active and
30 healthy lifestyle.

31
32 Nutrition Standards in School Meals

33
34 The District shall ensure that reimbursable school meals meet the program requirements and
35 nutrition standards found in federal regulations. The District shall encourage students to make
36 nutritious food choices through accessibility and marketing efforts of healthful foods.

37
38 Competitive Foods and Beverages in Schools

39
40 The District shall ensure all foods and beverages available on each school campus under the
41 local education agency during the school day meet the USDA Smart Snacks in School nutrition
42 standards. "School Day" is defined as the time between midnight the night before to thirty (30)
43 minutes after the end of the official school day. "School Campus" is defined as all areas of the
44 property under the jurisdiction of the school that are accessible to students during the school day.
45 The District shall monitor all food and beverages sold or served to schools, including those
46 available outside the federally regulated child nutrition programs (i.e., ala carte, vending, student

1 stores, classroom rewards, fundraising efforts). The District shall consider nutrient density and
2 portion size before permitting food and beverages to be sold or served to students. The
3 Superintendent or designee shall evaluate vending policies and contracts. Vending contracts that
4 do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.
5 Community partners will comply with the District’s school wellness policy when providing
6 services to students during school hours. ~~“School Campus” is defined as all areas of the property~~
7 ~~under the jurisdiction of the school that are accessible to students during the school day.~~

8
9 Other School-Based Activities Designed to Promote Student-Wellness

10
11 The District may implement other appropriate programs that help create a school environment
12 that conveys consistent wellness messages and are conducive to health, ~~and~~ physical activity, *and*
13 *mental health*, such as *student* and staff wellness programs, non-food reward systems and
14 fundraising efforts. The District will foster relationships with community partners in support of
15 this wellness policy’s implementation.

16
17 Policy, Monitoring and Implementation

18
19 The District will convene a District wellness committee that meets to establish goals for and
20 oversee school health and wellness policies, procedures, and programs, including development,
21 implementation, and periodic review and updates. The wellness committee membership will
22 represent all school levels and include but not be limited to: parents, guardians, students, school
23 foodservice, health enhancement teachers, school health professionals, the public, school board,
24 and school administrators. The wellness policy, committee roster, meeting minutes, and triennial
25 assessments and reports can be found on the District website.

26
27 The appointed District Wellness Coordinator(s) will ensure that the District retains records to
28 demonstrate compliance with this Policy. The requirements of the applicable federal regulations,
29 including the Fundraising Food and Beverages Approval forms documentation of promotional
30 activities, must be accessible and located at each school building and with the District Wellness
31 Coordinator(s) for the Administrative Review by the Office of Public Instruction.

32
33 Before any changes are made to approve vending machine products, the proposed new items
34 must go through the appointed District Wellness Coordinator(s). The Wellness Coordinator(s)
35 will keep a list of approved items on file.

36
37 Each school’s Principal or designee is charged with the operational responsibility for ensuring
38 that each school fulfills the District’s local wellness policy for measuring implementation of the
39 local wellness policy.

40
41 As necessary, the Superintendent shall develop and implement administrative regulations
42 consistent with this policy. Input from teachers, school staff, parents, and the public shall be
43 solicited before implementing such rules. The Superintendent shall monitor how well this policy
44 is being implemented, managed, and enforced. The Superintendent shall report to the Board, as
45 requested, on the District’s programs and efforts to meet the purpose and intent of this policy.

1 Responsibility for Implementation

2

3 The Superintendent is responsible for the implementation of this policy.

4

5 Legal References:

6 PL 108-265 The Child Nutrition and WIC Reauthorization Act of 2004

7 PL 111-296 The Healthy Hunger-Free Kids Act of 2010

8

9 Policy History:

10 Adopted on: June 12, 2006

11 Revised on: March 27, 2017

12 *Revised on:*