TO: **Trustees, East Helena Schools**

FROM: **Dan Rispens, Superintendent**

BOARD MEETING: **May 12, 2025**

RE: **Student Enrollment (May 6, 2025)**

School	Grade Level	To Date	Month Ago	Year Ago
Eastgate	Age-K	51	51	18
	K	116	116	116
EG Total		**[167]**	**[167]**	**[134]**
Prickly Pear	1	127	126	142
	2	150	148	145
Prickly Pear Total		**[277]**	**[274]**	**[287]**
Radley Elementary	3	147	147	139
	4	147	147	134
	5	134	137	153
Radley Total		**[428]**	**[431]**	**[426]**
East Valley	6	152	151	157
Middle School	7	151	150	174
	8	166	166	151
EVMS Total		**[469]**	**[467]**	**[482]**
East Helena High	9	142	142	172
	10	138	139	157
	11	131	132	145
	12	118	118	93
EHHS Total		**[529]**	**[531]**	**[567]**
EVMS 227	6	11	12	
	7	10	10	
	8	10	10	
EVMS 227 Total		**[31]**	**[32]**	
EHHS 227	9	8	8	
	10	22	22	
	11	15	16	
	12	15	15	
EHHS 227 Total		**[60]**	**[61]**	
TOTALS		**1961**	**1963**	**1896**

School Board Report
May 12th, 2025

Chairman Walter and Trustees,
Here are some monthly items to share with you.

Benchmark
It is that time of year for our third and final benchmarking of all students. We will begin on May 12th. At the conclusion of our assessments our data teams will review the data and compare the data to our school wide goals we have had this year. As a refresher, I have added our school wide goals below.

Reading

90% of benchmark students, as indicated by fall composite, will remain benchmark in the winter and spring.
80% of strategic students will achieve average or above average growth based on pathways of progress from BOY to MOY and MOY to EOY.

Math

95% of benchmark students, as indicated by fall composite, will remain benchmark in the winter and spring.
85% of strategic students will achieve average or above average growth based on pathways of progress from BOY to MOY and MOY to EOY.

As previously mentioned, the heart of the work is done by our grade level teachers. The collaboration and planning is completed during our monthly and bi-weekly meetings and monitored by our School Leadership Team and grade level teams.

Fly Up - Class Lists
Creating next year's class lists is a large undertaking we do each spring. This process, completed by our grade level teachers, is well thought out and purposeful. There are many variables taken into consideration including academic ability, peer relationships, learning styles, and school resources. In addition, we also consider the support, management, and enrichment needs of our students. Class lists are being finalized and part of this exciting process is letting our students know who their teacher will be for next year. Students will participate in a "Fly Up" where they get to travel to the next grade level, which may even be in a different building, and meet their teacher to start to establish relationships.

June Training Days
Our June training days will be June 9th and 10th. Although not required of certified staff, these days are well attended. Math will be our main focus on June 9th and this will be a follow up with Dr. Eliza Sorte-Thomas. Her last training was so impactful that many of our teachers created their professional goals around math. For June 10th, we will be placing an emphasis on writing with a training with Genevieve Thomas.

Upcoming Events
- May 13th - Kindergarten Parent Night
- May 26th - Memorial Day
- June 3rd - Last Day at Eastgate
- June 4th and 5th - SY25/26 Kindergarten Screeners
- June 6th - Early Release and Last Day of School!

Thank you!
Brandon Crusat, Eastgate and Prickly Pear Elementary Principal

Month	Gen. Innap./Defiance	Playground	Fighting/Physical Contact	Bus	Weapons	Vandalism	Threat	Bullying	Harassment	Profanity	Total
September		2									2
October	2	6	1								9
November	1	1	1								3
December	3	3	3								9
January	10	8	1								19
February	4		2								6
March	2		1	1							4
April			1							1	2
May/June		1	4							1	6
Total	22	21	14	1	0	0	0	0	0	2	60

Month	Warning	Time Out	Conference	Parent Call	Bus Sus.	Alt. Recess	OSS	ISS	CSCT	Total
September		1		2		1				4
October	1	3	7	7		6				24
November			3	3		2		1		9
December			9	9		9				27
January		5	19	19		12		2		57
February			6	6		6				18
March	1		4	4		3				12
April			2	2		2				6
May/June			6	6		6				18
Total	2	9	56	58	0	47	0	3	0	175

Eastgate Elementary

Month	Gen. Innap./Defiance	Playground	Fighting/Physical Contact	Bus	Weapons	Vandalism	Threat	Bullying	Harassment	Profanity	Total
September											0
October	6	3	4							1	14
November	10	2	6								18
December	1	2	12	1							16
January	11	6	6								23
February	11		14	1						1	27
March	13		8							1	22
April	5		2					1		2	10
May/June	9	6	12	1						1	29
Total	66	19	64	3	0	0	0	1	0	6	159

Month	Warning	Time Out	Conference	Parent Call	Bus Sus.	Alt. Recess	OSS	ISS	CSCT Referral	Total
September										0
October	3		14	14		8	1	2		42
November			18	18		14	2	2		54
December			16	16	1	10	2	3		48
January		2	23	23		18		3		69
February		5	27	27		20		2		81
March		3	22	22		15	1	3		66
April			10	10		9	1			30
May/June		3	29	29	1	28	2	4		96
Total	3	13	159	159	2	122	9	19	0	486

Prickly Pear Elementary

EAST HELENA PUBLIC SCHOOLS

School District No. 9 • PO Box 1280 • East Helena • Montana • 59635

Superintendent/Administration Office (406) 227-7700
Eastgate Elementary (406) 227-7770, grades pre & K
Prickly Pear Elementary (406) 227-7720, grades 1-2
Radley Elementary (406) 227-7710, grades 3-5
East Valley Middle School (406) 227-7740, grades 6-8
East Helena High School (406) 227-7730, grades 9-12

SUCCESS FOR ALL

May 12, 2025 Radley Elementary Board Report Gus Somerfeld

- Class lists for the SY 2025-2026 are finalized. I will be taking one final peek at them prior to assigning each list a teacher. Our staff was very thoughtful and meticulous about the process in trying to develop well balanced classes. On June 4, our school will participate in our annual FLY-UP Day where students will get to meet their new teacher for next school year.

- MAST statewide assessment has concluded. It appears the OPI will create a study team to evaluate the results to help create cut scores and proficiency marks for the coming year. Once established, state report cards should resume in a similar fashion when using SBAC as our state accountability testing. We will begin our final Spring school benchmark assessment this week. Assessment only shows a snapshot of our students abilities, but does prove to be meant with anticipation to see our students' growth from August through May. I will share results at the next board meeting.

- Radbration has been running for three years now. It's organized by Mrs. Senecal and our teachers, where a teacher or pair of teachers organize a fun activity to house any student 3rd-5th. Each student gets to select two activities to participate in. We have everything from a petting zoo, making ice cream through science, to a nature walk and everything in between. The PTO has been gracious enough to once again provide financial support to purchase materials for the activities.

- Jumpstart and SummerPALS program's planning is nearly finalized. We have 133 confirmed students participating, not including the incoming Kinder students that we create a half-day program for them to help kickstart their school prior to walking into Eastgate in August. This is our highest enrollment to date.

- May/June Events:
  - May 13 — 4th Grade Agriculture Day (Burnham Ranch)
  - May 15 & 16 — 3rd Grade to L & C Interpretive Center
  - May 16 — 5th Grade DARE Graduation
  - May 19 — 5th/6th Grade Band Concert
  - May 22 — 4th Grade to Gate of the Mountains
  - May 27 — ⅓ 4th Grade to Prickly Pear Creek
  - May 28 — Grade Level Talent Show
  - May 29 — ⅓ 4th Grade to Prickly Pear Creek

- ➢ May 30 — All school talent show
- ➢ June 4 — Fly-Up
- ➢ June 5 — Radbration

- ❖ Discipline Report

March Resolution Data				
Total Resolutions	**Total Students**	**3rd Grade**	**4th Grade**	**5th Grade**
23	30	15	8	7
Before Class	**After Class**	**During Passing**	**Cafeteria/Recess**	**During Class**
1	0	2	10	10
Classroom	**Cafeteria**	**Hallway/Stairs/Gym**	**Restroom**	**Playground**
11	0	2	0	10

Year to Date Resolutions				
Total Resolutions	**Total Students**	**3rd Grade**	**4th Grade**	**5th Grade**
266	117	151	60	69
Before Class	**After Class**	**During Passing**	**Cafeteria/Recess**	**During Class**
15	13	20	110	105
Classroom	**Cafeteria**	**Hallway/Stairs/Gym**	**Restroom**	**Playground**
98	11	19	12	107

2024-2025---Radley Discipline Report

TYPE of REFERRAL

	Gen. Inapp. Beh	Open Defiance	Fighting/Intent to Harm	Bullying	Bus Discipline	Chronic Minor Behavior	Weapons/ Substances	Vandalism	Threat/Intimi	Theft	Harrassment	Profanity	monthly totals
September	8	8	8					1		1	3	3	32
October	15	12	11		1	1	5	2	1	1	2	4	55
November	11	14	12	3		4	1	2	1		1	1	50
December	13	9	5			4		6					37
January	11	5	6	7		1			1		5		36
February	8	9	5	1	2	3				1	4		33
March	3	5	7			2					5	1	23
April	13	21	9					1	1	1	4	4	54
May/June	1	3	2	3					2	1			12
total	83	86	65	14	3	15	6	12	6	5	24	13	332

CONSEQUENCES

	Warning	Time out	Work Detail	Conference	Parent Meeting	Bus Susp	Recess Det.	Lunch Detent.	Detention	**ISS	***OSS	Alternative	monthly totals
September	3	2					14	3		6	2	2	32
October	2	7				1	20	5		11	7	2	55
November		9		1	1		14	4		16	2	3	50
December	1	5	7				17	2		4	1		37
January	2	4					15			13	1	1	36
February	1	1			1	2	4	1		18	2	3	33
March		1		1	1		8			9		3	23
April		10			1		10	2		18	7	6	54
May/June		2					3	3		3	1		12
total	9	41	7	2	4	3	105	20	0	98	23	20	332

* Every office discipline referral results in a parent phone call, at a minimum.

** In-School Suspension

*** Out of School Suspension

EVMS May Board Report

What's next for EVMS?

- Next year we will be implementing lunch schedules where our current 7th graders will be attending lunch at two different times to decrease outside behaviors.
- We are currently trying to schedule it out where we would break the block schedule in half. For example on A days we would do: 1, 2, 3, 4, lunch, 1, 2, 3, 4 to…
    - Increase engagement
    - Take out whole class breaks to decrease unstructured time for behaviors

April Early Out

During our early out EVMS staff came together as departments to create, edit, and plan pacing for the 2025-26 school year.

Track

We have over 60+ students at EVMS that are participating in track. Tuesday, April 29th we hosted our first meet of the year with our 5th and 6th graders. Mr. Arntson and Mr. VanNice did an amazing job organizing and planning for the meet.

Loyalty Day

We will have veterans in our district present to the EVMS and EHHS students about Loyalty Days and what that means to them.

Vigilante Day

On Friday, we had 239 students out because of their attendance at the Vigilante Parade.

Behavior

This month has been a challenge with behaviors. Not only was it the most eventful month with 98 referrals, but it was also filled with majors such as vaping/THC, fighting, and chronic behaviors. With these major referrals came an increase in suspensions. Cell phones were also on the rise this past month which added to the dramatic increase in referral numbers.

ehavior Breakdown:

	Gen. Inapp. Beh	Open Defiance	Fighting	Bullying	Bus Discipline	Chronic Refocus	Weapons	Vandalism
ugust	0	0	0	0	0	0	0	0
eptember	10	7	0	0	1	0	0	0
ctober	23	13	3	2	0	3	0	0
ovember	11	6	1		1	1		2
ecember	11	4		2	1			1
anuary	22	10	3		1			
ebruary	21	11	2	1	1	1		1
arch	11	3	1			2		
pril	19	5	4	1	2	8		

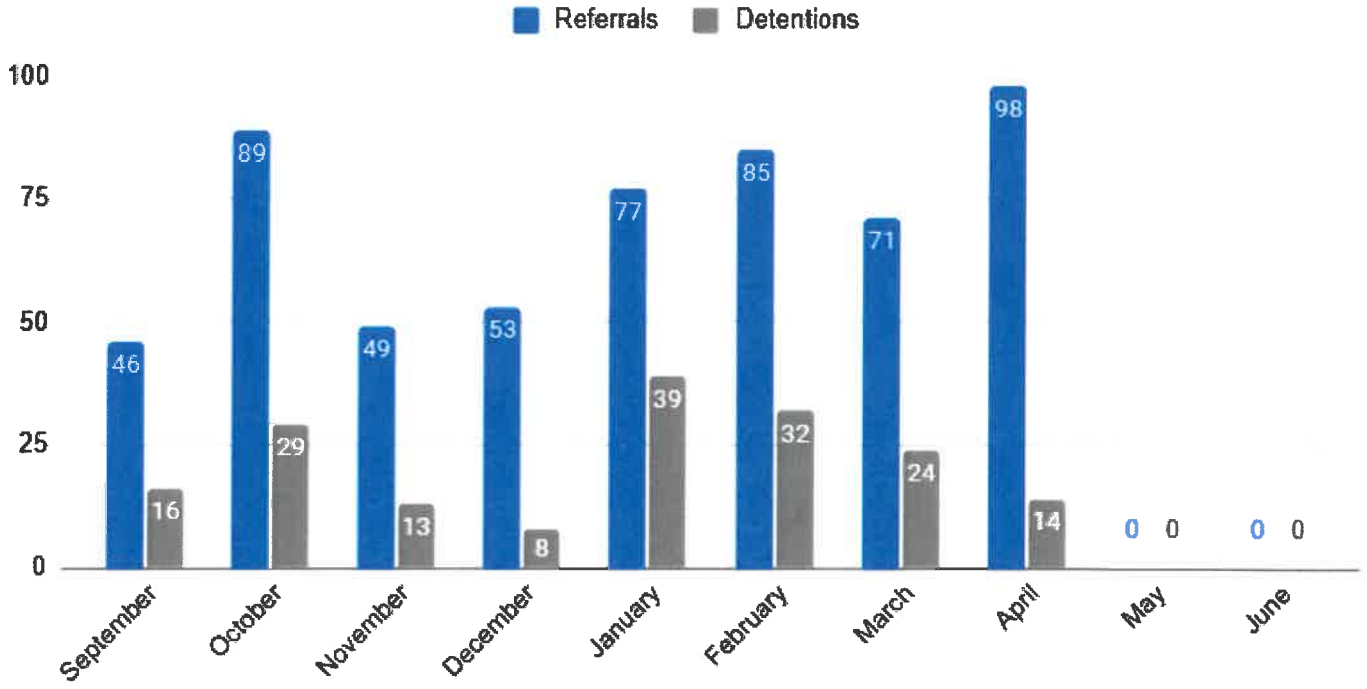
	Threat/Intimi	Theft	Harassment	Assult	Disruption	Drugs/Tobacco//	Cell Phone
ugust	1	0	0	0	0	0	2
eptember	0	0	1	1	12	0	14
ctober	1	1	3	1	22	1	16
ovember	1	2	6	2	9	1	6
ecember	1	1	5	1	9	2	15
nuary	2		7	1	27	1	4
ebruary	0	1	4	0	27	4	11
arch	1	1	5	1	42	1	6
ril	1	1	3	1	29	5	20

onsequence Breakdown:

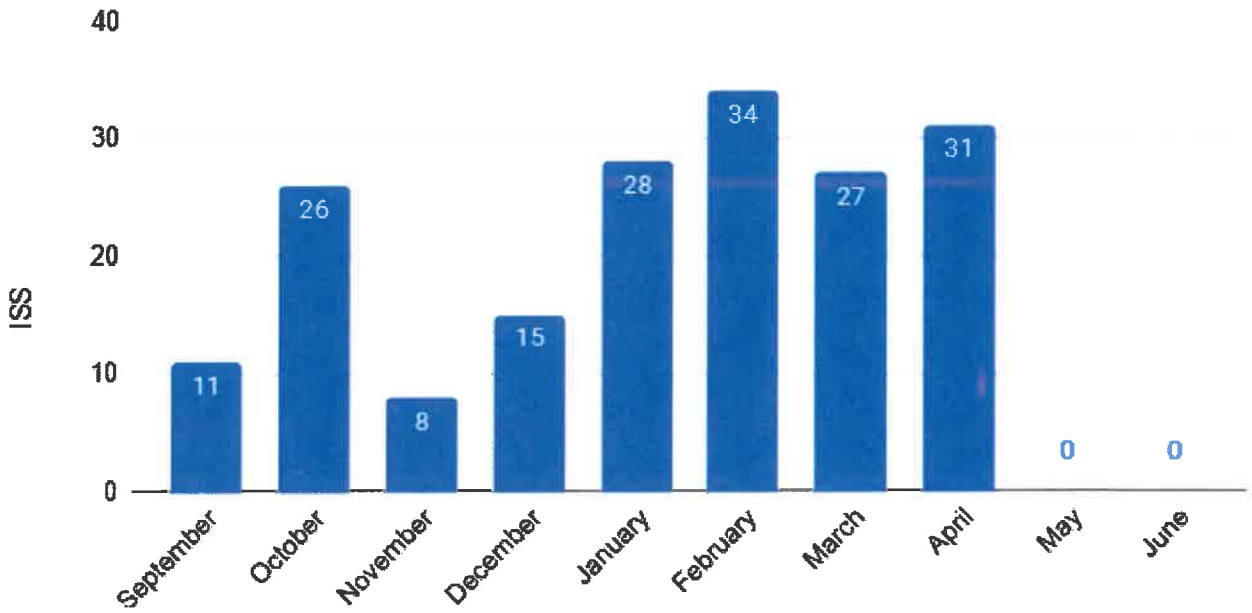
	Warning	Intervention	Work Detail	Other	Parent Meeting	Bus Susp	Lunch Det.
ugust				2			
eptember	3			16	1		11
ctober	5	5		15	2		26
ovember	3	7		8			8
ecember	6	3		10	1		15
nuary	6	2		5			28
ebruary	9	7		6			34
arch	11	2		7			27
ril	7	5		24			31

	Detention	**ISS	Parent Call	***OSS
ugust				
eptember	16		5	5
ctober	29	1	8	15
ovember	13	1	1	11
ecember	8	1	4	15
anuary	39	0	4	13
ebruary	32	0	5	15
larch	24	1	3	6
pril	14		8	22

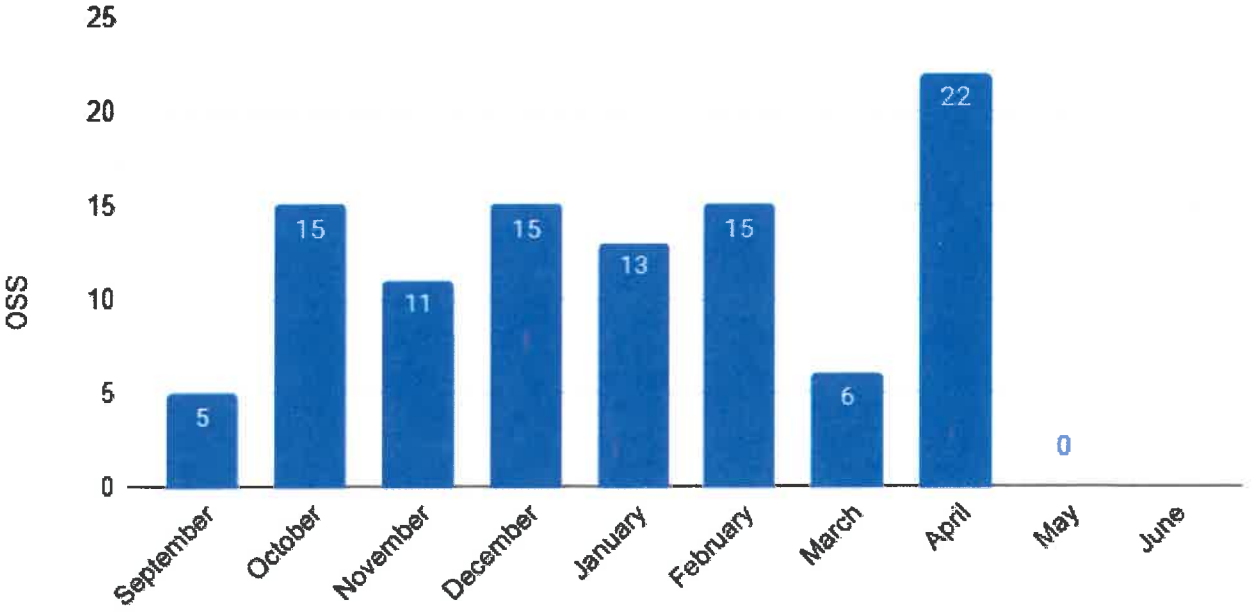
2024-25 Referrals



2024-25 Lunch Detention



2024-25 OSS



onthly Comparisons:

)24-25 Referra	Referrals	Detentions
eptember	46	16
ctober	89	29
ovember	49	13
ecember	53	8
anuary	77	39
ebruary	85	32
larch	71	24
pril	98	14

/ Grade	Aug.	Sept.	Oct	Nov.	Dec	Jan	Feb.	March	Apil
h Grade			7	27	16	14	32	21	13
h Grade			26	46	17	31	57	61	61
h Grade		2	17	30	25	26	11	29	10

ıcation	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June
assroom		37	44	61	68	61	83	
allway		5	3	4	3	4	4	
ayground		1	3	8	8	8	6	
afeteria		3		1				
athroom		0	1	2	2		4	
ther Outside		2		2	1			
us		1	1		1		1	

East Helena High School
"Home of the Vigilantes"
2760 Valley Drive, East Helena, MT 59635
(406) 227-7730 - Phone (406) 227-3520 - Fax

EHHS Principal Report

May 2025

ACT Exams and Results

The ACT Exams for the Juniors, and Pre-ACT Exams for the Sophomores and Freshman were held in the Gym and Auxiliary Gym for the first time, and was a great success. Thanks to the hard work of Ms. Kerpa and Mr. Hoffman for making things run smoothly and ably assisted by Mr. Power, Mr. Atkinson, Ms. Nygaard, and Ms. Metzger. We are close to receiving the summary of results. I have talked to departments about the way we prep our kids for the ACT test, and the balancing act of preparing for it and working on the curriculum.

Out of District Students

We have been doing the tough job of screening 'out of district' students to allow us to serve our district students considering the space and resources we have available. Generally, we have looked at our 'out of district' students' attendance and behavior, as these are problems which we feel we shouldn't have to deal with. In saying that the 'out of district' students who may be rejected will have what we consider 'extreme behavior and/or attendance issues'.

AP Exams

AP Exams started for our 9 different AP classes last week and will run until the end of this week. Students who score high enough on the external exam will receive college credit for that class (depending on that colleges standards). Next year, due to their popularity we will probably be adding an AP class in Human Geography, and also, on a side note possibly an Honors class in English. Once again Ms. Kerpa and Mr. Hoffman are at the forefront of this.

CTE Committee Meeting

On Monday May 5th the CTE Committee met to discuss curriculum and projects and issues going forward. The Infrastructure Committee meeting that was held

previously discussed the expansion of the Welding and Woodwork program areas to accommodate more students, as well as the expansion of the Culinary areas. Also discussed was the current funding streams, the careers day held, and the ongoing attempts to link the school with workplace businesses of East Helena and greater Helena in the CTE area. This meeting is also part of the requirements for our most important funding stream, the Perkins Grant.

Seniors and Graduation

Monday May 5th saw our Val/Sal Celebration Dinner in the Commons attended by most Valedictorians and Salutorians. The morning of May 20th will see the whole high school participate in the Senior Awards with Academic, Sporting, and Scholarship Prizes recognition. Graduation is all set to go on Friday May 30th with an either indoor or outdoor setting dependent on the weather. Inside set up will also see the stage out in the Commons area, with live video coverage for those who do not obtain seating in the gym. We are booked to use Carroll College in 2026 due to our increasing class sizes.

Music Festival

Congratulations to Keeley Franco, Haylee Nay, Zach Steward, Walker Young, Alexia Warner, Brayden Wacaser, Sydney Coles, Sally Listerud, Kimi Broadhurst, Violet Lawton, Elliot Ophus, Cooper Dighans, Carlo DeLong, Lauren Richardson, Carmine Kramer, Joe Senecal, and the Vigilante Jazz Band for a job well done at State Festival!

Over half of these individuals or groups scored Superior 1 ratings, all the rest received the rating of 2. Scores go from 1-5.

Shout Outs

Spring Coaches who deal with extreme cold and extreme heat sometimes in the same day when helping our students become great student-athletes.

To Cole Bass and Tamika Schoppe for their kids outstanding performances at the State Music Festival.

To our great staff for all their efforts and positivity this year. From our teachers to our support staff in all their forms; and the adults in the building involved in Extra Curricular Activities and Sport, I applaud you all.

School Board Report
May 2025

Attendance on Vigilante Day

Over the last month we have seen an increase in not only student's missing long stretches of classes but consistently being called out of classes. We are working a staff to address this issue that seems to be an issue in every school district right now. We are working on incentives, educating students and parents on the importance of attending school, and working on engaging our students in this process.

One day in particular (Vigilante Parade Day) we saw a very large number of our students not only missing school but being called out to attend the parade or other events in town. On that day, we had 354 students called out or missing at least one class that day. This number equates to 55% of our students not being in school that day by the end of the school day.

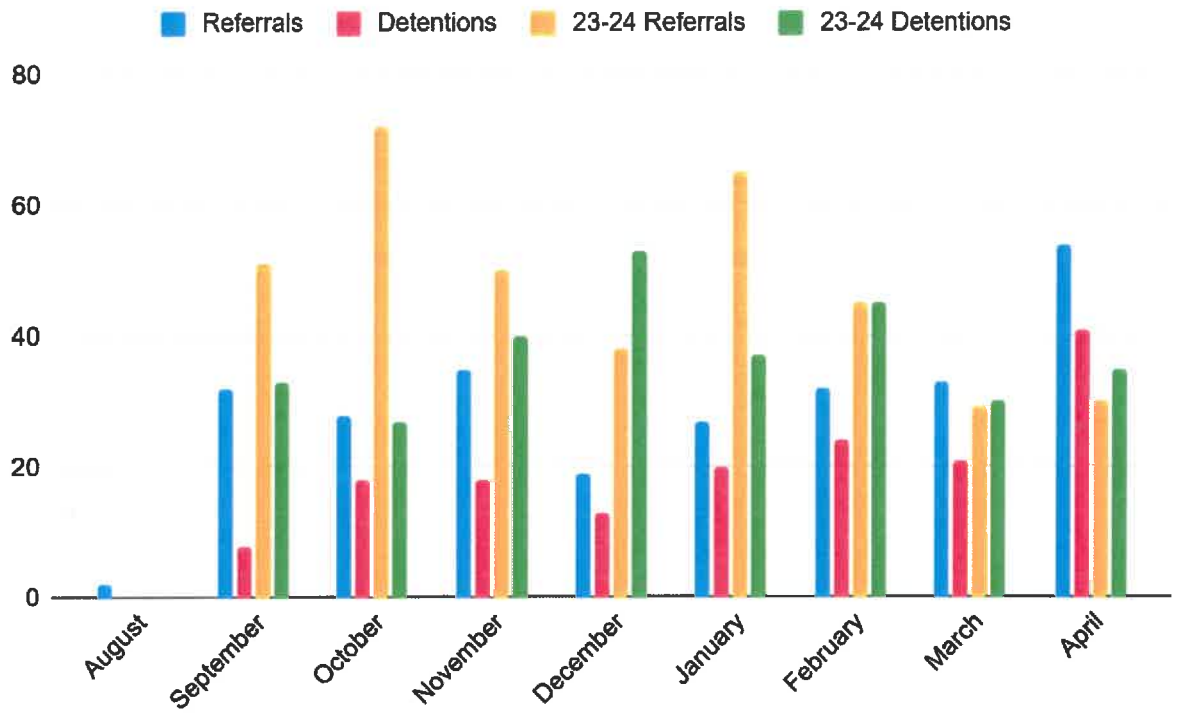
PBIS Program:

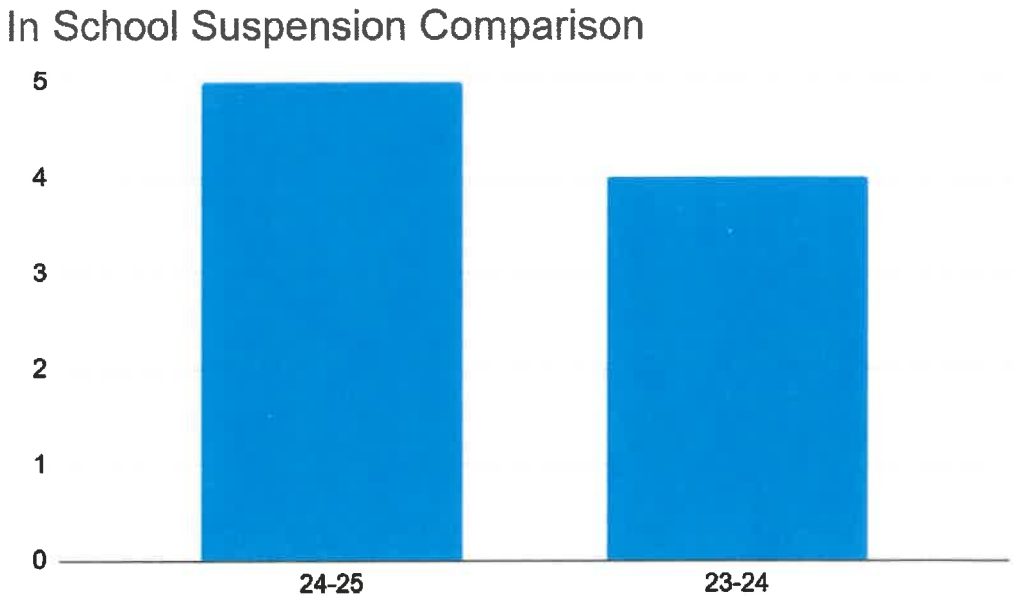
For the month of April, there were 54 office referrals and 41 assigned lunch detentions. This is a drastic increase from our previous month and from the previous school year. Last year at this time there were 30 referrals with 35 detentions. Even though we have seen this increase, it is still a small fraction of our students that are receiving these referrals and detention. The vast majority of our students are still following our expectations.

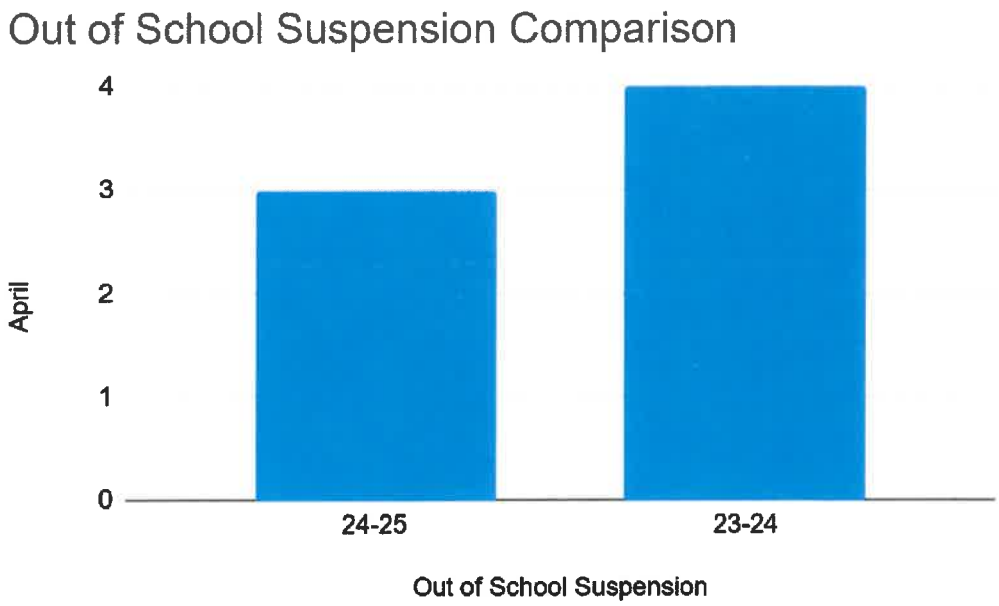
PBIS Tiers	Students	Percentage
Tier 1	591	92.3%
Tier 2	41	6.4%
Tier 3	8	1.3%

Discipline Report:

In April, EHHS saw a total of 54 office referrals and 41 detentions. Out of the total office referrals there were 5 In-School Suspensions (ISS) and 3 Out-Of School Suspensions (OSS). This is an increase from the previous month and school year. Below is a comparison of referrals, detentions, ISS and OSS between this school year and last school year.

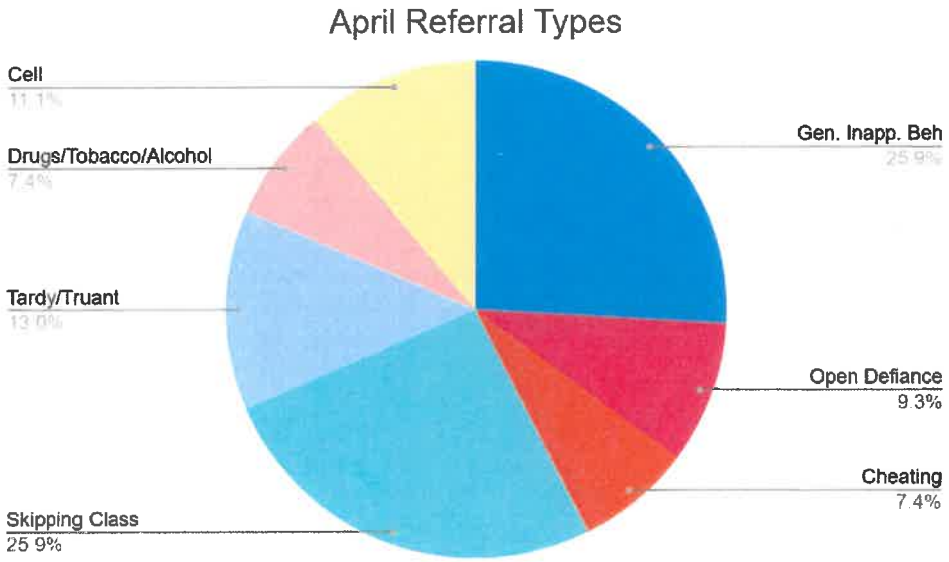

Referrals
Detentions
23-24 Referrals
23-24 Detentions
80
60
40
20
0
August
September
October
November
December
January
February
March
April


In School Suspension Comparison
5
4
3
2
1
0
24-25
23-24

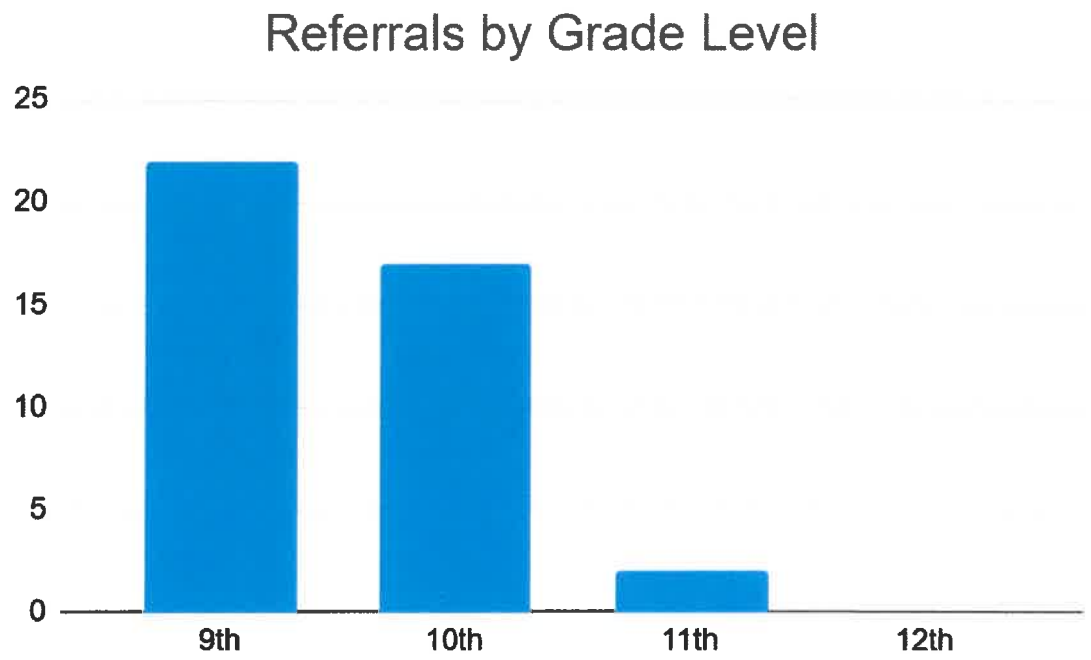


Office Referrals by Category:

The types of office referrals in April are outlined in the graph below. We did see an increase in office referrals and also the number of students involved. The category we are consistently seeing an increase in as we move into nicer weather is attendance related issues. Tardies, leaving class early and skipping classes has increased. We are managing these behaviors but will need to create a system to help address this much earlier in the school year. The MTSS Team is working on a plan for next school year.



Office Referrals by Grade Level:
Below is the breakdown by grade level for our student referrals.



Sincerely,
Mrs. Klock
EHHS Vice Principal

Appendix:

2023-24 EHHS Discipline Report

	Gen. Inapp. Beh	Open Defiance	Fighting	Bullying	Bus Discipline	Chronic Refocus	Weapons	Vandalism	Threat/Intimi	Theft	Harrassment	Profanity	Tardy/Truant	Drugs/Tobacco/	Arson	23/24	22/23
August	1												1			2	1
September	9	5	7	1			2				7	3	22			51	55
October	16	8	4				1		1		9	2	26	3		72	72
November	12	6	5				2		2		3	3	13	5		50	28
December	7	2	5						1		6		11	6		38	35
January	8	2					2	2	4		5	4	5	7		39	37
February	8	5	3	1			1	3	4		9	3	5	3		45	27
March	4	2	1					3	1			2	10	6		29	43
April	5	2	3					1	1		5		10	1		28	35

East Helena High School

School District No. 9 * P.O. Box 1280 * East Helena, MT. 59635

District Office (406) 227-7700 * EHH School Office (406) 227-7730

"Success For All"

To: East Helena School Board

From: Shaun Murgel

Subject: 5/12/2025

Activities:

We are in the final month of Spring Activities and all of our teams are looking to finish strong. As of now all of our spring sports have a shot to qualify for the State Tournaments. Softball is looking like they will finish 4th and will host a play-in game. Baseball has a shot at qualifying for 2nd place and worst case finish 3rd and they would have a play in game for a chance to go to State. Tennis will host the Divisional tournament here in East Helena and also use Capital High School Courts for the first day. Track will be traveling to Glendive for Divisional Track. If everyone qualifies for state it would be a great accomplishment for our spring programs.

BPA will have just gotten back from Orlando and their trip to their National finals. We are excited to hear back from them on how that went.

Our Valorant Esports team won the state championship and that team has qualified for the national championships which will take place in St. Louis and they are currently fundraising for that trip. Great job by them.

https://ehhs.ehpsmt.gov/ehhs-athletics-activities/athletics-updates/sports

District Website link:

https://www.ehpsmt.gov/

AD Newsletter link:

https://ehhs.ehpsmt.gov/ehhs-athletics-activities/athletics-updates

Facility Use: We are going to always have a lot of action going on in our facilities as there is a lot of interest in using them. We are hosting the Divisional Tennis on our courts which is exciting to always do that.

Facility Use Schedule Link and my email:

https://www.ehpsmt.gov/district-facilities/district-facility-use/facility-reservation-instructions

smurgel@ehps.k12.mt.us.

Transportation: We are on our last big month of activities before we slow down some for summer and give our drivers a much needed break.

Nick Turner nturner@ehps.k12.mt.us Transportation Supervisor Contact

Thanks

Shaun Murgel

EHPS Technology Report

May 12th, 2025

To the EHPS Chairman and Board of Trustees,

This past month has been full of ongoing projects as we near the end of the school year.

- The Technology Committee has begun the process of creating a Technology Plan. This plan will outline items such as long-term goals, budgeting strategies, device replacement cycles, and instructional technology needs. It will also help align technology investments with instructional priorities and upcoming infrastructure upgrades or changes.

- Conducting end-of-year inventory of all devices. This ensures accurate records of all district-owned technology, identifies missing or damaged equipment, and supports planning for summer maintenance repairs.

- Windows 10 to 11 Upgrades. Microsoft will end support for Windows 10 in October 2025. To maintain security and compatibility, we are upgrading eligible devices district-wide to ensure continued support and compliance with software requirements.

Upcoming:

- Collecting all older Chromebooks that are past their automatic update cycle and sending them to our parts vendor for credit towards additional parts for our parts closet. These devices no longer receive ChromeOS updates and can't be used for state testing or secure applications. Recycling them through our vendor provides credit toward commonly needed parts, such as replacement screens, batteries, and keyboards, to extend the life of active devices.

Thank you for your time,

Eric Power
Technology Coordinator

Procurement Policy for School Food Purchases and Use of Federal Funds

The School District will adhere to the following requirements for any procurement related to food service:

Purchase Procedures & Thresholds:

***Micro-Purchase**: Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable. To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers. The school district is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures.*

School districts may use the Federal micro-purchase threshold of up to $10,000 or may establish a higher threshold, up to $50,000 if the district self-certifies (CFR 200.320 (a)(1)(iv)).

School District's Established Micro-Purchase threshold:

- The School District self-certifies a threshold of $10,000 (up to $50,000 according to CFR 200.320 (a)(1)(iv)) and maintains documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:
  - A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;
  - An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
  - For public institutions, a higher threshold, consistent with State law.

Definition/Instructions

***Small Purchase**: Informal purchase method for open competitive purchases. For purchases higher than the micro-purchase threshold ($10,000 or SFA's higher amount if self-certified) but does not exceed the simplified acquisition threshold ($80,000).*

- *If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity. Documentation of the procurement process (vendor name, contact method, name of person providing price quote, price quoted, date price quote obtained, duration of price quote).*

- **Small Purchases greater than $10,000 *or up to $50,000 if self-certified*) up to $80,000 (*Instructions: SFA may select up to $80,000*).** $80,000 is the small purchase threshold for the state of Montana per Section 20-9-204, MCA.
  - Small purchases will be handled in a fair and equitable manner consistent with district policy on purchasing.
  - The District will obtain two or more quotes from qualified sources.

- The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Definition/Instructions

Formal Purchase: If the aggregate amount exceeds eighty thousand dollars ($80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.

- **Formal Purchases greater than $80,000**
  - If the aggregate amount exceeds eighty thousand dollars ($80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.
  - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

Geographic Preference:

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Buy American:

The District will adhere to "Buy American" for the food service program 7 CFR 210.21(d). Therefore, Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. There are two limited exceptions when non-domestic foods may be purchased. These exceptions are determined by the SFA:

- The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or

- Competitive bids reveal the cost of a United States food or food product is significantly higher than the nondomestic product--Food preferences can only be met with foreign goods.
- SFA must document exceptions and keep records.

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. 2 CFR 200.321(a):

- The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Standards of Conduct for District Employees:

- The School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:

- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district's need to obtain quality services and supplies.

- No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
    - The employee
    - Any member of his/her immediate family
    - People with whom there is an intimate personal relationship
    - An organization which employs or is about to employ any of the above

- The District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

- Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.

Policy History
Adopted on: 10/13/2020
Reviewed on:
Revised on: 1/8/2024

Coverage $200	Permium monthly 24-25	New cost increase	NEW Premium 25-26
EO	$876.14	$70.09	$946.23
ES	$1,608.92	$80.45	$1,689.37
EC	$1,448.02	$72.40	$1,520.42
EF	$2,332.93	$116.65	$2,449.58
Coverage $500			
EO	$813.23	$40.66	$853.89
ES	$1,552.54	$77.63	$1,630.17
EC	$1,397.30	$69.87	$1,467.17
EF	$2,251.19	$112.56	$2,363.75
Coverage $1000			
EO	$751.41	$37.57	$788.98
ES	$1,434.48	$71.72	$1,506.20
EC	$1,291.05	$64.55	$1,355.60
EF	$2,080.02	$104.00	$2,184.02
Coverage $1500			
EO	$607.91	$30.40	$638.31
ES	$1,160.55	$58.03	$1,218.58
EC	$1,044.50	$52.23	$1,096.73
EF	$1,682.82	$84.14	$1,766.96
Coverage $5000			
EO	$512.21	$25.61	$537.82
ES	$977.87	$48.89	$1,026.76
EC	$880.07	$44.00	$924.07
EF	$1,417.91	$70.90	$1,488.81
Coverage $3200			
EO	$579.41	$28.97	$608.38
ES	$1,106.16	$55.31	$1,161.47
EC	$995.55	$49.78	$1,045.33
EF	$1,603.93	$80.20	$1,684.13

East Helena Public Schools

School District No. 9

P.O. Box 1280 * East Helena, MT. 59635

Superintendent/Administration Office (406) 227-7700

Eastgate Elementary School (406) 227-7770 * Prickly Pear Elementary (406) 227-7720

Radley Elementary School (406) 227-7710 * East Valley Middle School (406) 227-7740

East Helena High School (406) 227-7730

"Success For All"

Date: May 1, 2025

TO: EHPS Trustees

Re: Admin staff compensation 2025 - 25

From: Dan Rispens, Supt

I am recommending the following adjustments to administrator pay for the 25-26 year:

- I recommend a 4% increase for the following positions to account for cost of living and position longevity:
  - District Nurse - Kaylee;
  - IT Director
  - Maintenance Supervisor
  - Transportation Supervisor
- I recommend a $1/hour wage increase for the following Central Office and administrative Staff:
  - Sub Clerk;
  - District Secretary;
  - HR/payroll manager k
  - District nurse - Janice
  - IT Helpdesk
  - Food Service Director
- I recommend that school administrators/athletic director pay be set according to the adopted District Administrator Pay Plan.
- I recommend a $9,000 salary adjustment for the district Business Manager/Clerk to reflect increased responsibilities due to the STARS Act and to bring that salary in line with regional averages.

May 12th OOD Recommendations
Students Currently Enrolled

Grade	Approve
PK	N/A at this Time
K	4
1	10
2	3
3	10
4	15
5	12
6	13
7	17
8	6
9	21
10	16
11	26
12	19
	172