

# THOMPSON FALLS SCHOOL DISTRICT BOARD OF TRUSTEES

Monday, June 01, 2026

6:00 P.M. in Board Room

*Mission: Work together as a school and community to provide every child with an educational experience that will empower them to grow as a person and discover their individual potential.*

## AGENDA

1. Call to Order – Board Chair
  - a. Pledge of Allegiance (Board Chair)
  - b. Roll Call (Clerk)
2. Public Comment – (Board Chair)
3. Communications and Reports
  - a. Superintendent
  - b. Principals
  - c. Activities Director
4. Adjustments to Order of Agenda, if any (Board Chair)
5. Consent Agenda (action)
  - a. Approve minutes from May 04, 2026, regular meeting.
  - b. Approve financial expenditures, reports and pay the bills.
  - c. Approve hiring the attached list of extracurricular coaches and advisors for the 2026-2027 school year.
  - d. Approve the MHSAA annual agreement.
  - e. Approve MSGIA workers' compensation renewal.
  - f. Approve out of district students, see attached list.

## New Business

6. Open negotiations with non-represented employee.
7. Approve job description of Assistant Business Manager job description and post position.
8. Approve hiring the attached list of classified and non-represented employees for the 2026-2027 school year
9. Set meeting for Superintendent and Clerk evaluations.
10. Next regular meeting – August 03, 2026, at 6:00 PM.
11. Adjourn.

- *Information about this agenda, including the Board packet and supplemental documents, is available at the School District office. Please contact the office if you have any questions.*
- *The Board Chair is authorized to adjust the order of agenda items to accommodate scheduling needs of interested parties.*
- *Citizens may comment on items appearing on the agenda when invited to participate during that agenda item by the Board Chair. Citizens may comment on items related to School District business that are not appearing on this agenda during the public comment portion of the meeting.*
- *Public meetings may be recorded or broadcast by citizens. Questions about recording should be directed to the board chair.*

**From:** Kelliann Barton <tfl3557@blackfoot.net>  
**Sent:** Friday, May 29, 2026 10:08 AM  
**To:** tfclerk@tfalls.org  
**Subject:** Estimated monthly water and sewer bills

Hi Stacy,

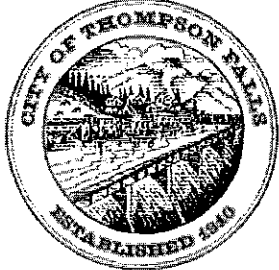
The water rate increase (if passed and adopted) will be effective in August 2026.  
Below are estimated monthly bills based on the base rate (before sewer averaging that is being done this month).

Account # 201600: \$921.80 base water and sewer  
Account # 201605: no charges (permanent disconnect 2021)  
Account # 404640: \$1,922.08 base water and new sewer  
Account # 404904: \$120.13 base water and new sewer  
Account # 202080: \$1,922.08 base water and sewer

Please let me know if you have any questions 🌐

Thank you,

**Kelliann Barton**  
City Clerk/Treasurer



*City of Thompson Falls*  
406-827-3557  
PO Box 99  
Thompson Falls, MT 59873

BOARD OF TRUSTEES  
MINUTES OF THE MEETING  
REGULAR MEETING

May 04, 2026, 6:00 P.M. Board Room

A regular meeting of the Board of Trustees of Thompson Falls School District #2 was called to order by Chairman Sandra Muster at 6:02 P.M.

The Pledge of allegiance was recited by all.

Roll Call was done; Trustees, Ryan Fields, Jeneese Baxter, Jake Helvey, Sandra Muster, Ramona Jacobson, Superintendent Bud Scully, District Clerk Stacy Milner. Visitors present are listed on the attached list.

Public Comment- None

Jeneese Baxter motioned to certify that at the Annual School Election of the Thompson Falls School District No. 2 of Sanders County, State of Montana, held on the 6th day of May, 2026, the candidate Ryan Fields and Jacob Helvey were duly elected by acclamation to fill the office of Trustees for the term of 3 years, beginning on the 4th day of May, 2026, and ending at the trustee reorganizational meeting in May 2029, or until a successor has been elected or appointed and has been qualified. Ramona Jacobson second. The vote was unanimous.

Alisa Garcia, County Superintendent issued the Oath of Office to Ryan Fields and Jacob Helvey.

Ryan Fields motioned to nominate Sandra Muster as Board Chairman. Jeneese Baxter second. The vote was unanimous.

Jeneese Baxter motioned to nominate Ryan Fields as Vice Board Chairman. Ramona Jacobson second. The vote was unanimous.

Jeneese Baxter motioned to appoint and hire Stacy Milner as District Clerk/Business Manager. Ryan Fields second. The vote was unanimous.

Adjustments to the Order of Agenda: None

Mrs. Morgan invited everyone to the band concert on Wednesday. Superintendent Scully reported that all hires have been made for the next school year and congratulated the principals on a great job. Superintendent Scully also travelled to Corvallis to watch the Noxon/Thompson Falls baseball team get their first win. Superintendent Scully reminded the Trustees to make arrangements for graduation with Mrs. Morgan. Mr. Dorscher invited everyone to the 8<sup>th</sup> grade Promotion at 10:00 A.M. on June 5, 2026.

Ryan Fields motioned to approve the consent agenda.

- a. Approve minutes from April 20, 2026, regular meeting.
- b. Approve financial expenditure, reports and pay the bills.
- c. Request Sanders County conduct school elections for the 2027 elections.

- d. Approve hiring Nicole Erickson, Christian Mamaril, Aimee Rueda, Brady Ovitt as a teachers for 2026-2027 school year, Jake Mickelson as Junior high football coach
- e. Accept Britney McCormack's resignation.

Jake Helvey second the motion. The vote was unanimous.

Superintendent Scully noticed the public: May 31, 2026 – High School Graduation – There is a possibility of a quorum of the board at the high school graduation, no business will be conducted.

The next regular meeting will be June 01, 2026, at 6:00 P.M.

Adjourned at 6:19 P.M.

Respectfully Submitted,

Approved on \_\_\_\_\_

\_\_\_\_\_  
Stacy Milner, District Clerk

\_\_\_\_\_  
Sandra Muster, Board Chairman

THOMPSON FALLS PUBLIC SCHOOLS  
Cash/Bank Reconciliation  
For the Accounting Period: 4/26

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101 EL GENERAL FUND						
101 CASH	538,248.34	152,433.99	0.00	183,443.05	0.00	507,239.28
110 EL TRANSPORTATION FUND						
101 CASH	95,616.16	4,708.49	0.00	7,284.46	0.00	93,040.19
112 EL FOOD SERV						
101 CASH	-102,431.32	21,732.61	0.00	14,095.50	0.00	-94,794.21
113 TUITION						
101 CASH	-26,449.22	3,304.73	0.00	34,417.20	0.00	-57,561.69
114 EL RETIREMENT FUND						
101 CASH	154,473.47	438.07	0.00	31,268.20	0.00	123,643.34
115 EL MISC PROG FND						
101 CASH	182,751.58	41,412.29	0.00	49,220.54	0.00	174,943.33
117 ADULT EDUCATION						
101 CASH	16,499.84	120.43	0.00	359.34	0.00	16,260.93
121 EL COMP ABSENSES LIAB FUND						
101 CASH	17,526.43	49.70	0.00	0.00	0.00	17,576.13
128 EL TECHNOLOGY FUND						
101 CASH	19,998.51	500.94	0.00	1,033.37	0.00	19,466.08
129 EL FLEXIBILITY FUND						
101 CASH	26.53	0.08	0.00	0.00	0.00	26.61
161 EL BUILDING RESERVE						
101 CASH	232,876.16	937.46	0.00	0.00	0.00	233,813.62
182 INTERLOCAL AGREEMENT						
101 CASH	438,101.55	1,242.41	0.00	0.00	0.00	439,343.96
<b>Total Elementary</b>	<b>1,567,238.03</b>	<b>226,881.20</b>	<b>0.00</b>	<b>321,121.66</b>	<b>0.00</b>	<b>1,472,997.57</b>

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
201 HS GENERAL FUND						
101 CASH	407,131.82	116,861.55	0.00	142,598.01	0.00	381,395.36
210 HS TRANSPORTATION FUND						
101 CASH	70,488.95	2,806.91	0.00	5,562.03	0.00	67,733.83
213 TUITION						
101 CASH	30,460.18	1,011.81	0.00	8,577.53	0.00	22,894.46
214 HS RETIREMENT FUND						
101 CASH	120,626.92	342.09	0.00	17,872.55	0.00	103,096.46
215 HS MISC PROG FND						
101 CASH	169,531.54	11,867.67	0.00	7,372.67	0.00	174,026.54
217 HS ADULT ED FUND						
101 CASH	14,427.16	195.86	0.00	359.34	0.00	14,263.68
218 HS TRAFFIC ED						
101 CASH	22,047.31	62.52	0.00	0.00	0.00	22,109.83
220 LEASE-RENTAL AGREEMENT						
101 CASH	14,726.94	141.76	0.00	280.00	0.00	14,588.70
221 HS COMP ABSENCES LIAB						
101 CASH	19,499.23	55.30	0.00	0.00	0.00	19,554.53
228 HS TECHNOLOGY FUND						
101 CASH	17,763.53	499.15	0.00	1,012.00	0.00	17,250.68
229 HS FLEXIBILITY FUND						
101 CASH	13.74	0.04	0.00	0.00	0.00	13.78
260 HS BUILDING						
101 CASH	2,165.34	6.14	0.00	0.00	0.00	2,171.48
261 Building Reserve						
101 CASH	37,665.73	238.25	0.00	0.00	0.00	37,903.98
Bank Statement Total	2365644.48					
+ O/Standing Deposits	0.00					
- O/S payroll checks (	24693.56)					
- O/S claim checks (	7535.95)					
- O/S pr liabilities	16575.67					
- O/S Electronic chks	0.00					
+ Petty Cash	0.00					
+ Investments	0.00					
+ Other Accounts	0.00					
+ NSF Checks	0.00					
+ Other	10.24					
Adjusted Bank Cash	2350000.88					
System Cash				2350000.88		
Less Clearing Funds				0.00		
Adjustments				0.00		
Adjustments				0.00		
Adjusted System Cash				2350000.88		
Difference				0.00		
<b>Total High School</b>	<b>926,548.39</b>	<b>134,089.05</b>	<b>0.00</b>	<b>183,634.13</b>	<b>0.00</b>	<b>877,003.31</b>
<b>Totals</b>	<b>2,493,786.42</b>	<b>360,970.25</b>	<b>0.00</b>	<b>504,755.79</b>	<b>0.00</b>	<b>2,350,000.88</b>

\*\*\* Transfers In and Transfers Out columns should match, with the following exceptions:

- Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

05/18/26  
13:04:58

SANDERS COUNTY  
Cash Report  
For the Accounting Period: 4/26

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Report ID: L160  
System: SLedger

2 / THOMPSON FALLS ELEMENTARY / THOMPSON FALLS HIGH SCHOOL

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101 ELEM GENERAL						
10100 CASH	538,248.34	152,433.99	0.00	0.00	183,443.05	507,239.28
110 ELEM TRANSPORTATION						
10100 CASH	95,616.16	4,708.49	0.00	0.00	7,284.46	93,040.19
112 ELEM FOOD SERVICES						
10100 CASH	-102,431.32	21,732.61	0.00	0.00	14,095.50	-94,794.21
113 ELEM TUITION						
10100 CASH	-26,449.22	3,304.73	0.00	0.00	34,417.20	-57,561.69
114 ELEM RETIREMENT						
10100 CASH	154,473.47	438.07	0.00	0.00	31,268.20	123,643.34
115 ELEM MISC PROGRAMS						
10100 CASH	182,751.58	41,412.29	0.00	0.00	49,220.54	174,943.33
117 ELEM ADULT EDUCATION						
10100 CASH	16,499.84	120.43	0.00	0.00	359.34	16,260.93
121 ELEM COMPENSATED ABSENCES						
10100 CASH	17,526.43	49.70	0.00	0.00	0.00	17,576.13
128 ELEM TECHNOLOGY						
10100 CASH	19,998.51	500.94	0.00	0.00	1,033.37	19,466.08
129 FLEXIBILITY FUND						
10100 CASH	26.53	0.08	0.00	0.00	0.00	26.61
161 ELEM BLDG RSRV						
10100 CASH	232,876.16	937.46	0.00	0.00	0.00	233,813.62
182 ELEM INTERLOCAL AGREEMENT						
10100 CASH	438,101.55	1,242.41	0.00	0.00	0.00	439,343.96
186 ELEM PAYROLL						
10100 CASH	-24,566.50	0.00	431,672.64	428,393.89	0.00	-21,287.75
187 ELEM CLAIMS						
10100 CASH	165,934.24	0.00	72,308.15	201,311.04	0.00	36,931.35
<b>Total Elementary</b>	<b>1,708,605.77</b>	<b>226,881.20</b>	<b>503,980.79</b>	<b>629,704.93</b>	<b>321,121.66</b>	<b>1,488,641.17</b>
201 HS GENERAL						
10100 CASH	407,131.82	116,861.55	0.00	0.00	142,598.01	381,395.36
210 HS TRANSPORTATION						
10100 CASH	70,488.95	2,806.91	0.00	0.00	5,562.03	67,733.83
213 HS TUITION						
10100 CASH	30,460.18	1,011.81	0.00	0.00	8,577.53	22,894.46
214 HS RETIREMENT						
10100 CASH	120,626.92	342.09	0.00	0.00	17,872.55	103,096.46
215 HS MISC PROGRAMS						
10100 CASH	169,531.54	11,092.67	775.00	0.00	7,372.67	174,026.54
217 HS ADULT EDUCATION						
10100 CASH	14,427.16	195.86	0.00	0.00	359.34	14,263.68
218 HS TRAFFIC EDUCATION						
10100 CASH	22,047.31	62.52	0.00	0.00	0.00	22,109.83
220 HS NON-OPERATING						
10100 CASH	14,726.94	141.76	0.00	0.00	280.00	14,588.70
221 HS COMPENSATED ABSENCES						
10100 CASH	19,499.23	55.30	0.00	0.00	0.00	19,554.53
228 HS TECHNOLOGY						
10100 CASH	17,763.53	499.15	0.00	0.00	1,012.00	17,250.68

05/18/26  
13:04:58

SANDERS COUNTY  
Cash Report  
For the Accounting Period: 4/26

Page: 2  
Report ID: L160  
System: SLedger

2 / THOMPSON FALLS ELEMENTARY / THOMPSON FALLS HIGH SCHOOL

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
229 FLEXIBILITY FUND						
10100 CASH	13.74	0.04	0.00	0.00	0.00	13.78
260 HS BUILDING						
10100 CASH	2,165.34	6.14	0.00	0.00	0.00	2,171.48
261 HS BUILDING RSRV						
10100 CASH	37,665.73	238.25	0.00	0.00	0.00	37,903.98
<b>Total High School</b>	<b>926,548.39</b>	<b>133,314.05</b>	<b>775.00</b>	<b>0.00</b>	<b>183,634.13</b>	<b>877,003.31</b>
<b>Totals</b>	<b>2,635,154.16</b>	<b>360,195.25</b>	<b>504,755.79</b>	<b>629,704.93</b>	<b>504,755.79</b>	<b>2,365,644.48</b>
<b>Grand Totals</b>	<b>2,635,154.16</b>	<b>360,195.25</b>	<b>504,755.79</b>	<b>629,704.93</b>	<b>504,755.79</b>	<b>2,365,644.48</b>

Fund	Amount
<b>Payroll</b>	
101 EL GENERAL FUND	155,908.62
110 EL TRANSPORTATION FUND	3,552.54
112 EL FOOD SERV	13,489.33
113 TUITION	34,417.20
114 EL RETIREMENT FUND	31,268.20
115 EL MISC PROG FND	44,646.34
117 ADULT EDUCATION	359.34
201 HS GENERAL FUND	113,463.77
210 HS TRANSPORTATION FUND	3,552.54
213 TUITION	8,577.53
214 HS RETIREMENT FUND	17,872.55
215 HS MISC PROG FND	4,205.34
217 HS ADULT ED FUND	359.34
<b>Total:</b>	<b>431,672.64</b>
<b>Claims</b>	
101 EL GENERAL FUND	27,534.43
110 EL TRANSPORTATION FUND	3,731.92
112 EL FOOD SERV	111.17
115 EL MISC PROG FND	4,574.20
128 EL TECHNOLOGY FUND	1,033.37
201 HS GENERAL FUND	29,134.24
210 HS TRANSPORTATION FUND	2,009.49
215 HS MISC PROG FND	3,167.33
228 HS TECHNOLOGY FUND	1,012.00
<b>Total:</b>	<b>72,308.15</b>
<b>Grand Total:</b>	<b>503,980.79</b>

Warrant #	Payee	Warrant Amount	Date Issued
64916	JOSHUA V. SCHMIDT	2702.63	04/20/26
64917	NYKOLEE BATTLES	2567.25	04/20/26
64918	BOBBI JO M. BUTLER	1066.98	04/20/26
64919	JULIE DETLAFF	2946.62	04/20/26
64920	TONY FERGUSON	79.65	04/20/26
64921	JORDAN L FISHER	1830.69	04/20/26
64922	MICAH A. GROSSBERG	3133.37	04/20/26
64923	SHELLEY R JANES	34.63	04/20/26
64924	SANDRA I KAZMIERCZAK	1491.34	04/20/26
64925	AMY L. LAWS	96.97	04/20/26
64926	ROSEANNE LUNDBERG	1339.09	04/20/26
64927	JENNIFER MAIN-ROBINS	1222.96	04/20/26
64928	LESLIE ROBIN MILLER	3157.68	04/20/26
64929	STACY I. MILNER	4986.18	04/20/26
64930	DONN MORRIS	36.58	04/20/26
64931	LACEY R SCHARFE	2841.64	04/20/26
64932	MADISON E TOYIAS	176.81	04/20/26
64933	ERIN M TRAYER	2975.66	04/20/26
64952	KAELA R BURGESS	461.75	04/20/26
64953	DARCY I FARLAN	294.69	04/20/26
64954	MONTANA FRANKS	461.75	04/20/26
64955	AMY J GILBERT	461.75	04/20/26
64956	PENNY J. HOPKINS	1221.56	04/20/26
64957	CALLIE R JACOBSON	461.75	04/20/26
64958	CHRISTINA K. KELLY	461.75	04/20/26
64959	JODI S KENNEY	461.75	04/20/26

Payroll Warrants			
Warrant #	Payee	Warrant Amount	Date Issued
64960	BRITNEY MCCORMACK	461.75	04/20/26
64961	NIEVECITAS MCGUIRE	530.45	04/20/26
64962	ERIC N NYGAARD	461.75	04/20/26
64963	KATRINA S NYGAARD	461.75	04/20/26
64964	REBECCA SAWYER	2428.17	04/20/26
64965	JESSICA SPANGLER	277.05	04/20/26
64966	CADE B STILES	492.74	04/20/26
64967	DOREE K THILMONY	294.69	04/20/26
64968	FAITH M WAGONER	461.75	04/20/26
64969	JERI WALKER	277.05	04/20/26
64970	AFLAC - NTE AFLAC	1395.63	04/20/26
64971	NTE-AMERICAN FI AMERICAN FIDELITY	1649.09	04/20/26
64972	HSA-AMERICAN FI AMERICAN FIDELITY HSA	50.00	04/20/26
64973	MUST MONTANA UNIFIED SCHOOL T	46364.00	04/20/26
64974	MUST-DENTAL MUST-DENTAL	2354.00	04/20/26
64975	VISION SERVICE MUST-SVP	354.00	04/20/26
64976	T.F. MEA MFT T.F. MEA MFT	60.40	04/20/26
64977	UNION DUES - CL THOMPSON FALLS CLASSIFIE	249.77	04/20/26
64978	403(B) WADDELL TSA CONSULTING GROUP, IN	500.00	04/20/26
Total for Payroll Warrants		96097.52	

05/04/26  
10:26:49

THOMPSON FALLS PUBLIC SCHOOLS  
Warrant Register Export for Pay Period 4/26

Page: 3 of 4  
Report ID: WAREXP

Claim Warrants

Warrant #	Payee	Warrant Amount	Date Issued
85631	AMY LAWS	485.00	04/16/26
85632	CHADD LAWS	485.00	04/16/26
85633	DOUG PADDEN	970.00	04/16/26
85634	AURORA DAUSS-REYNOLDS	190.80	04/23/26
85635	BLACK MOUNTAIN SOFTWARE	250.00	04/23/26
85636	CITY OF THOMPSON FALLS	3278.76	04/23/26
85637	DOREE THILMONY	47.22	04/23/26
85638	FIRST CALL COMPUTER SOLUTIONS	2045.37	04/23/26
85639	FLOW FORMS, LLC	4800.00	04/23/26
85640	INTERQUEST DETECTION CANINES OF MONTAN	400.00	04/23/26
85641	ISABELLA PARDEE	1063.50	04/23/26
85642	JODI KENNEY	54.44	04/23/26
85643	JODI MORGAN	39.83	04/23/26
85644	KALEVA LAW FIRM	550.00	04/23/26
85645	LOVE AND LOGIC INSTITUTE INC	1500.00	04/23/26
85646	MADISUN RASMUSSEN	197.25	04/23/26
85647	NYKOLEE BATTLES	186.59	04/23/26
85648	QUAD 1 AWARDS	107.00	04/23/26
85649	RAY BUCHANAN	310.30	04/23/26
85650	SAVANA WILSON	148.50	04/23/26
85651	SONJA SWATHMAN	27.75	04/23/26
85652	SORLIE EXCAVATING INC	922.50	04/23/26
85653	THOMPSON FALLS SD#2 FOOD SERVICES	97.00	04/23/26
85654	TIME CLOCK PLUS	9540.00	04/23/26
85655	UNUM LIFE INSURANCE CO	83.15	04/23/26
85656	WALTER E. NELSON CO	159.99	04/23/26

05/04/26  
10:26:49

THOMPSON FALLS PUBLIC SCHOOLS  
Warrant Register Export for Pay Period 4/26

Page: 4 of 4  
Report ID: WAREXP

Claim Warrants

Warrant #	Payee	Warrant Amount	Date Issued
85657	WILLIAMS SEAL COATING	4800.00	04/23/26
Total for Claim Warrants		32739.95	
# of Warrants:	72	Total:	128837.47



PO Box 4506  
Missoula, MT 59806



143663-04A\*\*000207  
THOMPSON FALLS SCHOOL DIST 2  
ELEMENTARY ACCOUNT  
206 HALEY AVE  
THOMPSON FALLS MT 59873-8505



5b



**Maximize your housepower.**

Whether buying a first home, vacation getaway, or even investing in rental property, you'll discover big advantages when you work with us. Our friendly service and local expertise will lead you home. Call 406-329-1958 to speak to a lender today.

Find a Lender

MEMBER FDIC  
NMLS #472212



Customer Service:



Website:

406-728-3115

www.fsbmsla.com

## Statement of Account

**Account Title:** THOMPSON FALLS SCHOOL DIST 2  
ELEMENTARY ACCOUNT

**Statement Dates 4/01/26 to 4/30/26 (30 days)**

### BUSINESS INTEREST CHECKING - XXXXXX3760

<b>Previous Balance</b>	<b>\$18,106.17</b>	Average Ledger	\$17,175.17
Deposits/Credits (1)	\$2,589.00	Average Collected	\$17,175.17
Checks/Debits (3)	\$4,867.89	Interest Earned	\$0.14
Service Charge	\$0.00	Annual Percentage Yield Earned	0.01%
Interest Paid	\$0.14	2026 Interest Paid	\$0.43
<b>Ending Balance</b>	<b>\$15,827.42</b>		

### Transaction Activity

Date	Description	Debits	Credits	Balance
4/08	CHECK 1888	-\$200.00		\$17,906.17
4/09	CHECK 1889	-\$42.00		\$17,864.17
4/20	DDA Regular Deposit		\$2,589.00	\$20,453.17
4/20	VISA PAYMENT CCD 043000097205128 043305138473579	-\$4,625.89		\$15,827.28
4/30	Interest Deposit		\$0.14	\$15,827.42

### SUMMARY BY CHECK NUMBER

Date	Check No	Amount
4/08	1888	\$200.00
4/09	1889	\$42.00

\* Denotes checks out of sequence

### Interest Rate Summary

Date	Rate
3/31	0.01%





DEPOSIT SLIP

Elementary Student Activities Account  
206 Halsey Ave. W  
Thompson Falls, MT 59073

Date: 4/17/26

4/17/26	2589.00	
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Amount: 2589.00

Date 04/20/26 Check No Amount \$2,589.00

Elementary Student Activities Account  
206 Halsey Ave. W  
Thompson Falls, MT 59073

Date: 3/20/26

Pay to the Order of: Karen Dwyer \$ 200.00  
two hundred dollars & no/100 Dollars

First Security Bank  
Box 2000  
Thompson Falls, MT 59073

For: MCT

Signature: Cooper

Date 04/08/26 Check No 1888 Amount \$200.00

Elementary Student Activities Account  
206 Halsey Ave. W  
Thompson Falls, MT 59073

Date: 3/30/26

Pay to the Order of: Mary Hutchings \$ 42.00  
forty-two dollars & no/100 Dollars

First Security Bank  
Box 2000  
Thompson Falls, MT 59073

For: ski trip refund

Signature: Cooper

Date 04/09/26 Check No 1889 Amount \$42.00

Elem/JH SAA Fund Worksheet 2025-2026  
April 2026

Bank's Balance	\$15,827.42
Clerk's Balance	\$15,792.42
Outstanding Check	\$95.00
Difference	\$0.00

Account #	Title of Program	Proj's Number	Clerk's Beg. Cash Balance	Total Receipts	Total Disbursements	Clerk's Ending Cash Balance	Notes/Reconcilements
10	Elem/JH SAA		5,768.83	0.02	4,413.00	1,355.85	
15	Children's Theater		4,375.77	0.02	319.89	4,055.90	
35	Elementary Student Council		2,345.91	0.02	0.00	2,345.93	
100	JH Athletics		2,686.31	2,450.02	135.00	5,001.33	
210	JH Student Council		1,764.29	0.02	0.00	1,764.31	
330	Class of 2030		564.99	69.52	0.00	634.51	
331	Class of 2031		564.99	69.52	0.00	634.51	
898	Misc Earning		0.08	0.14	0.14	0.08	
			0.00	0.00	0.00	0.00	
<b>Total Elem/JH</b>			<b>18,071.17</b>	<b>2,589.28</b>	<b>4,868.03</b>	<b>15,792.42</b>	
			Last month's ending clerk				

**EXTRACURRICULAR RECCOMENDATIONS  
BOARD AGENDA JUNE 01, 2026**

Athletic Director	Doree Thilmoney		
HS Head Football	Jared Koskela	JH Head Football	Jake Mickelson
HS Assistant Football	Ray Buchanan	JH Assistant Football	Bill McGuire
HS Assistant Football	Jay Deal	JH Head Volleyball	Karli Thomas
HS Assistant Football	Forrest Wagoner	JH Assistant Volleyball	Chirsi Robinson
HS Head Volleyball	Sandra Kazmierczak	JH Cross Country	Holland Franck
HS Assistant Volleyball	Jessica Lewis	Supervising Teacher	Rebecka Sawyer
HS Head Cross Country	Sarah Naegeli	Mentor Coordinator	Rebecka Sawyer
HS Head Boys Soccer	Michael Scharfe	Title 9	Jodi Morgan
HS Head Girls Soccer	Nick Lawyer	Interventionalist	Kim Milnor
HS Asistant Girls Soccer	Katrina Nygaard		
HS Band	Brittany Nichols		
HS Chorus	Brittany Nichols		
HS Annual	Jodi Kenney		
HS NHS	Jodi Kenney		
HS Student Council	Roseanne Lundberg		
HS Junior Class Advisor			
HS Junior Class Advisor			
HS Junior Class Advisor			
Adult Education/Sub	Melissa Wilson		
Title 9	Len Dorscher		



# MONTANA HIGH SCHOOL ASSOCIATION

5d

PROMOTING SUCCESS ON THE COURT, ON THE FIELD, ON STAGE,  
AND EVERYWHERE ELSE UNDER THE BIG SKY SINCE 1921

May 2026

**TO:** MHSAA MEMBER SCHOOL CONTACTS  
MHSAA SCHOOL ACTIVITIES DIRECTORS & BUSINESS MANAGERS / DISTRICT CLERKS

**FROM:** BRIAN MICHELOTTI, EXECUTIVE DIRECTOR

**RE:** ANNUAL MEMBERSHIP DUES FOR 2026-27  
CATASTROPHIC LIABILITY INSURANCE FOR 2026-27  
CONCUSSION INSURANCE FOR 2026-27

This email contains items which need to be addressed for the 2026-27 school year.

- **Annual Membership Dues** will be selected using the Arbiter platform. This will take place of the paper application used in previous years. School administrators it is important you select **every** sport/activity you plan to offer for the upcoming academic year. The fee per activity/sport remains \$250.00. **This payment is due by July 15, 2026.**
- **Catastrophic Liability Insurance** for 2026-27 is summarized on the following pages. This will also be selected using the Arbiter Platform and will be automatically added for you. Your premium is determined by using your high school's (grades 9-12) *FALL, 2025* enrollment as reported to OPI or for private schools, your enrollment as of November 1, 2025. **This payment is due by July 15, 2026.**
- **Concussion Insurance** for 2026-27 is summarized on the following pages. This will also be selected using the Arbiter Platform and will be automatically added for you. Your premium is determined by using your high school's (grades 9-12) *FALL, 2025* enrollment as reported to OPI or for private schools, your enrollment as of November 1, 2025. **This payment is due by July 15, 2026.**

**All rates (MHSAA Dues, Catastrophic Insurance and Concussion Insurance) have not increased this school year.**

Schools are required by MHSAA rules to pay catastrophic and concussion insurance premiums. Annual dues and **premiums are payable on or before July 15<sup>th</sup>** of each year of membership. Any school failing to pay the annual dues and premiums on or before August 1<sup>st</sup> of each year of membership shall become ineligible from that date until such dues and premiums are paid and shall be required to pay a penalty of \$50.00 (for each) in addition to the regular fees before reinstatement. [Article I, Section (2) of the MHSAA By-Laws; Section 17 of the MHSAA Rules and Regulations]

Again, all the above registrations and payments need to be completed using the Arbiter Platform. Each school can pay using ArbiterPay, credit card or with a traditional check. Instructions for completing the task in Arbiter are found on the last page of this document.

If there are questions on any of the above referenced items, please feel free to contact the MHSAA office.

Attachments

631 N Last Chance Gulch  
Helena, MT 59601  
(406) 422 - 6010  
MHSAA.org

**WHEREVER YOU PLAY  
MHSAA IS ON YOUR TEAM**

# RENEWAL NOTICE AND DECLARATION

Thompson Falls Public Schools  
COVERAGE YEAR: JULY 1, 2026 – JUNE 30, 2027  
MEMBER#: 013034

## SUMMARY

	2026-2027	Elective Coverage
Premium	\$40,000	
Modification Factor	1.03	
Volume Discount Factor	0.073	
Renewal Credits	(\$5,305)	
Volunteer Coverage Factor	.015	Yes
School to Work Coverage Factor	.021	No
Net Premium	\$34,695	

## PAYROLL BY CLASS CODE

	2026-2027
8868 Teachers, Professionals	\$3,730,964
9101 All Other	\$376,542
<b>Total Payroll</b>	<b>\$4,107,506</b>

## Workers' Compensation Rates per \$100

2026-2027

8868 Teachers, Professionals	0.48
9101 All Other	6.20

## OCCUPATIONAL DISEASE AND EMPLOYERS' LIABILITY COVERAGE

### PART I – Workers' Compensation and Occupational Disease Coverage

Workers' Compensation	Statutory
Occupational Disease	Statutory

### PART II – Employers' Liability Coverage

Bodily Injury by Accident – each accident	\$1,000,000
Bodily Injury by Disease – each employee	\$1,000,000
Employers' Aggregate Limit of Liability	\$1,000,000

**OUT OF DISTRICT STUDENTS  
BOARD AGENDA JUNE 01, 2026**

26-27-1-1

26-27-1-3

26-27-1-5 thru 11

26-27-1-13

26-27-2-2 thru 7

26-27-2-10 & 11

26-27-2-14 thru 16

26-27-2-18 thru 21

26-27-2-29 thru 32

26-27-2-34 thru 36

26-27-2-38 and 39

# **Assistant Business Manager**

**Position Title:** Assistant Business Manager

**Reports To:** District Clerk / Business Manager / Superintendent

**Position Summary:** The Assistant Business Manager supports the financial and administrative operations of the school district. This position assists with district accounting functions including accounts payable, student activity accounts, school nutrition reporting, contracts, purchasing documentation, financial recordkeeping, grant management, payroll, and HR. The Assistant Business Manager helps ensure compliance with district policies, state and federal regulations, and established accounting procedures. Frequent interaction with staff, students, parents, vendors, and community members. Essential duties and responsibilities include but are not limited to those listed below. Other duties may be assigned based on district need.

## **Essential Duties and Responsibilities:**

### **Financial & Accounting Duties**

- Assist with processing district accounts payable, including invoice review, coding, and payment preparation.
- Maintain accurate financial records and supporting documentation.
- Prepare and process purchase orders and verify budget availability.
- Assist with monthly and year-end financial reconciliations.
- Maintain vendor files and W-9 documentation.
- Help prepare financial reports and spreadsheets.
- Help with grant management.
- Assist with payroll processing.
- Support annual audit preparation.

### **Student Activity Accounts**

- Maintain accounting records for student activity funds and extracurricular accounts.
- Process deposits, reimbursements, and transfers for student organizations and activities.
- Monitor activity account balances and ensure compliance with district procedures.
- Reconcile student activity accounts regularly.
- Provide support and guidance to advisors and coaches regarding activity fund procedures.

## **Lunchroom / Food Service**

- Assist with accounting and recordkeeping for school nutrition and lunchroom funds.
- Process food service deposits and invoices.
- Reconcile lunchroom account balances and reports.
- Maintain required financial documentation for food service programs.
- Assist with state and federal reporting requirements related to school nutrition programs.

## **Contracts & Administrative Support**

- Assist in preparing and maintaining district contracts, agreements, and related records.
- Track contract renewals, approvals, and filing deadlines.
- Assist with board meeting preparation, financial reports, and documentation.
- Assist with onboarding and various HR duties.
- Maintain confidential employee, vendor, and financial records.
- Answer phones, assist district staff and the public, and provide general office support.

## **Knowledge, Skills, and Abilities**

- Knowledge of basic accounting and bookkeeping principles.
- Ability to maintain accurate financial records and perform detailed work.
- Strong organizational and time-management skills.
- Ability to maintain confidentiality.
- Proficiency in Microsoft Office, especially Excel and Word.
- Ability to learn district accounting and student information software.
- Strong communication and customer service skills.
- Ability to work independently and as part of a team.

## **Minimum Qualifications**

- High school diploma.
- Associate degree in accounting, business, or related field preferred.
- Previous bookkeeping, accounting, or school district office experience preferred.
- Experience in using Black Mountain Software
- Knowledge of Montana School Finance Laws and Regulations

## **Physical Requirements**

- Ability to sit for extended periods.
- Ability to use standard office equipment.
- Occasional lifting of files or office materials up to 25 pounds.

**CLASSIFIED AND NON-REPRESENTED EMPLOYEES  
BOARD AGENDA JUNE 01, 2026**

ADAMS, MELISSA C  
ALEXANDER, KELY F  
ANDERSON, LISA K.  
BATTLES, NYKOLEE  
BECKMAN, REBECCA L  
BERSHEE, THERESE A  
BLACK, DENISE M  
BROPHY, PAMELA S  
BROWN, SHANNON K  
BUCHANAN, RAY L.  
BUTLER, BOBBI JO M.  
COOPER, LINDY M  
CRIBBS, AMBER C  
DAVIS, MARIAH R.  
FISHER, JORDAN L  
FOYIL, MICHELLE R  
FRANCK, ERICA L  
GARCIA, LUIS T  
GARRISON, JENNY M  
HEDAHL, DIANE LYNN  
HELVEY, TORI  
HERSHBERGER, JODI L  
HOPKINS, PENNY J.  
JACOBSON, SUSAN  
JOHNSON, HANNAH  
JONES, NATAUSHA  
KAZMIERCZAK, SANDRA L  
KING, DAWSYN  
KOSKELA, SHERRI  
LUNDBERG, ROSEANNE  
LYGHT, PATTI M.  
MAIN-ROBINS, JENNIFER  
MOORE, EMILY V  
PELOBELLO, ALENE L  
SHCMIDT, JOSHUA  
TORRETTA, ROSA N  
VAUGHT, SHAWNI M.  
VIVIANO, ALEXANDRA K  
WILSON, MELISSA L