

AGENDA

Board of Trustees
Regular Meeting
October 12, 2026



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

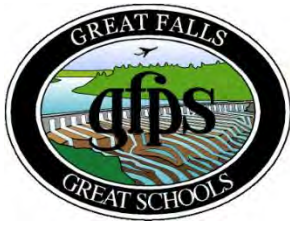
Gordon Johnson	Chairperson
Kim Skornogoski	Vice Chairperson
Bill Bronson	Trustee
Craig Duff	Trustee
Paige Henning	Trustee
Marlee Sunchild	Trustee
Amie Thompson	Trustee

SUPERINTENDENT'S CABINET

Heather Hoyer	Superintendent of Schools
Luke Diekhans	Director of Business Operations
Lance Boyd	Executive Director for Student Achievement
Jackie Mainwaring	Executive Director for Student Achievement
Heather Spurzem	Director of Human Resources
Jeff Williams	Director of Information Technology
Katelyn Marsik	Director of the GFPS Foundation

STUDENT REPRESENTATIVES

Lydia Comstock	C.M. Russell High School
Addie Crist	C.M. Russell High School
Kade Hobson	C.M. Russell High School
Kaitlynn Fulbright	Great Falls High School
Weston Stoll	Great Falls High School
Sydney Trunkle	Great Falls High School
Jocelyn Salois	Paris Gibson Education Center
Adyson Baez	Paris Gibson Education Center
Elizabeth Culberson	Paris Gibson Education Center



Great Falls Public Schools Board of Trustees Meeting

AGENDA

October 12, 2026

5:30 p.m.

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

We Successfully Educate Students to Navigate the Future

Page

- | | | |
|-------------|---|------------------------|
| I. | CALL TO ORDER – PUBLIC DECLARATION OF RECORDED MEETING | Chairperson
Johnson |
| II. | ROLL CALL | Luke Diekhans |
| 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 September 21, 2026 Regular Meeting | Luke Diekhans | <u>6</u> |
| B. | Personnel Actions | Heather Spurzem | <u>12</u> |
| C. | Montana Office of Public Instruction (OPI) TR-35 School Bus Driver Certificates | Luke Diekhans | <u>16</u> |
| D. | TR-1 Bus Route Reimbursement Claims | Luke Diekhans | <u>17</u> |
| E. | Records Disposal Request – Human Resources | Luke Diekhans | <u>18</u> |
| F. | Donation of Scaffolding to C.M. Russell High School | Luke Diekhans | <u>19</u> |
| VI. | COMMUNICATION | | |
| A. | Report of the Student Representatives | Jackie
Mainwaring | |
| B. | Superintendent Report | Heather Hoyer | |
| C. | Audience Communication | | |

VII. ACTION ITEMS

- | | | |
|---|---------------|--------------------|
| A. Request for Proposals for C.M. Russell High School Athletic Trainer | Luke Diekhans | 20 |
| B. Second Reading of Revised Board Policies 2410 – <i>High School Graduation Requirements</i> ; 5321 – <i>Leaves of Absence</i> ; and 5321R – <i>Conditions for Use of Sick Leave</i> | Heather Hoyer | 35 |

VIII. ACTION: OTHER

Chairperson
Johnson

IX. REPORTS, DISCUSSION, AND POLICIES

- | | | |
|---|------------------------|--------------------|
| A. Review of Buildings and Grounds 2026 Summer Projects and Building Walkthrough Process | Luke Diekhans | 44 |
| B. First Reading of Revised Board Policies 3416 – <i>Administering Medication to Students</i> , 5227 – <i>Employee Substance Use</i> , and 8205 – <i>Food Service</i> . | Heather Hoyer | 45 |
| C. Discussion, Committee Reports, and Comments | Chairperson
Johnson | |

UPCOMING EVENTS

Chairperson
Johnson

Wednesday through Friday, October 14-16, 2026		Montana Conference of Education Leadership (MCEL)	Billings, Montana
Wednesday, October 21, 2026	4:00 p.m.	Board Budget Committee Meeting	District Offices Building
Monday, October 26, 2026	5:30 p.m.	Regular Meeting	District Offices Building
Wednesday, November 4, 2026	3:30 p.m.	Board Policy Committee Meeting	District Offices Building
Monday, November 9, 2026	5:30 p.m.	Regular Meeting	District Offices Building
Tuesday, November 17, 2026	5:30 p.m.	Board Work Session – Healthy Schools	District Offices Building

ACTION TO ADJOURN

Chairperson
Johnson

	Thompson	Sunchild	Skornogowski	Johnson	Henning	Duff	Bronson
Motion							
Second							
Ayes							
Nays							
Abstain							

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Consent

AGENDA ITEM NUMBER: V. A.

CABINET MEMBER: Luke Diekhans

TOPIC

Minutes of the September 21, 2026 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 September 21, 2026 Regular Board Meeting are presented for approval.

FISCAL IMPLICATIONS

None

RECOMMENDATION

The District Board is requested to approve the minutes of the September 21, 2026 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 Luke Diekhans at (406) 268-6050.

[Return to Agenda](#)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
HELD SEPTEMBER 21, 2026**

A duly called Regular Meeting of the Board of Trustees of the Great Falls Public Schools was held at the District Offices Building, 1100 4th Street South, on the 21st day of September 2026.

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

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

ROLL CALL: Luke Diekhans took roll call.

Trustees Present: Gordon Johnson – Chairperson
Kim Skornogoski – Vice-Chairperson
Bill Bronson
Craig Duff
Paige Henning
Amie Thompson

Trustee Excused: Marlee Sunchild

Others Present: Heather Hoyer, Superintendent; Luke Diekhans, Director of Business Operations; Jackie Mainwaring, Executive Director of Student Achievement; Jeff Williams, Director of Information Technology; Heather Spurzem, Director of Human Resources; Heath Heggem, Communication Connections Events Coordinator; and Katelyn Marsik, Director of the Great Falls Public Schools Foundation. Also present were Tom Cabbage, Great Falls Education Association President and Lisa Sapp, Malmstrom Air Force Base (MAFB) liaison.

Chairperson Johnson asked everyone to join in the Pledge of Allegiance.

ADOPT AGENDA

Motion – Kim Skornogoski, Seconded – Bill Bronson, passed unanimously to adopt the agenda as presented.

APPROVE CONSENT AGENDA

1 Motion – Kim Skornogoski, Seconded – Craig Duff, passed unanimously to approve the
2 Consent Agenda, with special recognition to the donation of the 2000 Ford F-150, as
3 presented.
4

5 **A. Minutes of the September 8, 2026, Regular Board Meeting** – The Board approved
6 the minutes of the September 8, 2026, Regular Board Meeting as presented.
7

8 **B. Personnel Actions** – The Board approved the Personnel Actions as presented.
9

10 **C. Good Apple Awards** – The Board approved the nominations for Good Apple
11 Awards: Callie Ross, Student Support Specialist, and Lisa Hermansson, AWARE
12 clinician, both located at Giant Springs Elementary School.
13

14 **D. Montana Office of Public Instruction (OPI) TR-35 School Bus Driver Certificate**
15 – The Board approved the Montana Office of Public Instruction (OPI) TR-35 School Bus
16 Driver Certificate for the individual listed in the agenda.
17

18 **E. Incoming Student Attendance Agreements for the 2026-2027 School Year** – The
19 Board approved the incoming student attendance agreements for the 2026-2027 school
20 year for the students listed in the agenda. Tuitions will be paid for by the District of
21 Residence.
22

23 **F. Kindergarten Early Entrance for 2026-2027 School Year** - The Board approved the
24 student listed in the agenda to enroll in kindergarten for the 2026-2027 school year by
25 special permission, per Board Policy 3110R.
26

27 **G. Student Activity Monthly Report for August 2026** – The Board approved the
28 Student Activity Accounts for August 2026 as presented.
29

30 **H. Charles M. Russell High School Chamber Orchestra Travel Request to the**
31 **National Orchestra Festival in Chicago, Illinois** - The Board approved the C.M.
32 Russell High School (CMR) Chamber Orchestra travel request to the American String
33 Teachers Association's (ASTA) National Orchestra Festival (NOF) in Chicago, Illinois
34 from February 24-27, 2027.
35

36 **I. Donation of a 2000 Ford F-150 Pickup to Paris Gibson Education Center** – The
37 Board approved the donation of a 2000 Ford F-150 pickup from Drew and Ruth Uecker
38 to Paris Gibson Education Center's Automotive Service Excellence (ASE) program, with
39 thanks.
40

41 **J. Establish a Student Activity Account "Class of 2030" at Great Falls High School**
42 – The Board approved Great Falls High School's request to open the "Class of 2030"
43 Student Activity Account.
44

45
46 **COMMUNICATION**

1
2 **A. Malmstrom Air Force Base (MAFB) Communication** - Lisa Sapp, Malmstrom Air
3 Force Base (MAFB) liaison reported on a Pupil-Instruction Relation (PIR) opportunity
4 MAFB provided to thirty-four (34) District teachers during the summer. She also spoke
5 about the Military Family Information Fair that took place in August.
6

7 **B. Superintendent Report**

8 Superintendent Hoyer wished Trustees Bronson and Henning happy birthday.
9 She reviewed the commemorative days the District instructs students on through the
10 school year. She stated that this is a requirement from the 2025 Legislative session
11 HB377. She thanked Miranda Murray for getting commemorative day information to the
12 schools.

13 The *Worlds of Work* event took place September 15, 2026, where Great Falls Public
14 Schools (GFPS) 8th grade and 10th grade students attended along with many other
15 students from surrounding school districts. Superintendent Hoyer thanked all of the
16 vendors and volunteers who attended.

17 Superintendent Hoyer updated the Board on the progress of the GFPS 2027-2030 Long
18 Range Strategic Plan. She stated that the draft is currently at Cabinet and is scheduled
19 to launch at the end of the month.

20 She stated that National Custodial Appreciation Day is October 2, 2026, and Curriculum
21 and National Instructional Coaches Day is October 6, 2026.

22 Montana Law requires school Districts to have at least eight (8) disaster drills a year, in
23 which four (4) of those must be fire/evacuation drills. Superintendent Hoyer reviewed
24 the types of disaster drills in the District, including three (3) new drills planned for future
25 dates. She thanked the staff involved who help with these drills.

26 Superintendent Hoyer reviewed the current enrollment numbers and compared
27 numbers to the same time last year.
28

29 **C. Audience Communication – None**
30
31

32 **ACTION ITEMS**
33

34 **A. Financial Report and Check Register for August 2026** - Director of Business
35 Operations, Luke Diekhans, reviewed the financial report and check register for August
36 2026.
37

38 Motion – Paige Henning, Seconded – Bill Bronson, passed unanimously to approve the
39 Financial Report and Check Register for August 2026 and Accounts Payable checks
40 #145837 - #146165 in the amount of \$1,954,279.50 and Payroll checks #86531 -
41 #86571 in the amount of \$41,935.04 as presented.
42

43 **B. Second Reading of Board Policies 1104 (New) – Student Representatives;**
44 **2105R (Delete) – Instruction; 2250 (Revised) – Adult Education; and 4550**
45 **(Revised) – Registered Sex Offenders** – Superintendent Hoyer reviewed the policies
46 above and stated that input was received from Trustee Bronson and community member
47 Randall Knowles on revised policy 4550. No other comments or recommendations for

1 changes were received since the first reading of the policies at the September 8, 2026
2 Board Meeting.

3
4 Trustee Bronson explained his input for recommended changes is to include employees of
5 the District.

6
7 Motion – Paige Henning, Seconded – Bill Bronson, passed unanimously to approve Board
8 Policies 1104 (New) – *Student Representatives*; 2105R (Delete) – *Instruction*; 2250
9 (Revised) – *Adult Education*; and 4550 (Revised) – *Registered Sex Offenders*, with the
10 recommended edits from Trustee Bronson.

11 12 13 **ACTION: OTHER**

14
15 There were no items extracted from the Consent Agenda to discuss.

16 17 18 **REPORTS, DISCUSSION, AND POLICIES**

19
20 A. **Summer Data Report** – Executive Director Jackie Mainwaring stated that the
21 Summer Jumpstart program had a primary literacy and numeracy focus and one
22 hundred forty-three (143) students participated in the program in grades PK-3. Three
23 Innovative Summer Learning Camp opportunities were given to grades 4-8 where
24 twenty (20) to thirty (30) students attended each camp. They included one classroom
25 day and one field day experience. Three hundred fifty-eight (358) half-credits were
26 earned during the Summer School program at the high school level, which was an
27 increase from last summer. Fifty-eight (58) half-credits were earned by Indigenous
28 Education students. Mrs. Mainwaring stated that two hundred fifty-six (256) students
29 enrolled in Virtual Academy opportunities during the summer programs, with four
30 hundred sixty-six (466) half credits earned. The extended school year for Special
31 Education students resulted in seventy-one (71) students being offered services. Sixty
32 (60) of those students attended the sixteen-day program in June.

33
34 B. **First Reading of Revised Board Policies 2410 – High School Graduation**
35 **Requirements; 5321 – Leaves of Absence; and 5321R – Conditions of Use of Sick**
36 **Leave** - Superintendent Hoyer reviewed the recommended language revisions from the
37 Board Policy Committee to the Board policy listed. Language proposed brings policies
38 into alignment with legislative directives and/or cleans up confusing language. She
39 asked if anyone had questions or concerns to the revisions to contact her prior to the
40 next regular Board meeting.

41 42 **C. Discussion, Committee Reports, and Comments -**

43 Trustee Bronson stated that the Board of Directors of the Montana Schools Board
44 Association and its staff that has been reviewing the funding formula for school districts,
45 has concluded and will be bringing ideas to the legislature during this coming session.

1 Trustees Skornogoski and Henning stated that they have had an opportunity to meet
2 with the Insurance Committee and conversations regarding curbing insurance costs
3 have been happening.
4 Trustee Duff stated that he was very impressed with the Innovative Summer Camps and
5 they were very successful.
6 Trustee Thompson thanked her fellow Trustees for their work.
7 Chairperson Johnson asked Director of Human Resources, Heather Spurzem, to speak
8 on fingerprinting for Trustees. Heather stated that some employers might have already
9 fingerprinted them, like Trustee Hennings' employer, and they can ask them to provide
10 the District with the documentation. If they have not been fingerprinted, Trustees should
11 contact Human Resources to schedule an appointment to do so.
12
13

14 **UPCOMING EVENTS**

15
16 Chairperson Johnson said the next Board Meeting is scheduled for Monday, October
17 12, 2026.
18
19

20 **ACTION TO ADJOURN**

21
22 Chairperson Johnson adjourned the Regular Meeting of the Board of Trustees at 6:14
23 p.m.
24
25

26
27 _____
28 Gordon Johnson, Chairperson

29 _____
30 Luke Diekhans, Clerk
31

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Consent

AGENDA ITEM NUMBER: V. B.

CABINET MEMBER: Heather Spurzem

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 Heather Spurzem at (406) 268-6010.

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New Employee

Position: TEACHER

Name: STAUB, WHITNEY LEIGH	Pay: Salary	Rate: \$43.08	Hrs: 1.60	DAC:PARIS GIBSON EDUCATION CENT
Position: ACADEMIC ACHIEVEMENT COACH (OYO) (06/04/2		Amount: \$11,098.32		Effective Date: 09/30/2026
Name: RAMSEY, REBECCA SUZANNE	Pay: Salary	Rate: \$34.44	Hrs: 7.50	DAC:WEST ELEMENTARY
Position: RESOURCE 2 TEACHER (OYO) (06/04/2027)		Amount: \$42,101.07		Effective Date: 09/28/2026

Position: SUPPLEMENTAL

Name: MARTIN, MARIA GUADALUPE	Pay: Salary	Rate: \$22.00	Hrs: 0.38	DAC:DISTRICT OFFICES
Position: SCHOOL PSYCH PERSONNEL COVERAGE (01/15/		Amount: \$750.00		Effective Date: 08/26/2026
Name: BURD, DEANNA M	Pay: Salary	Rate: \$22.00	Hrs: 0.38	DAC:DISTRICT OFFICES
Position: SCHOOL PSYCH PERSONNEL COVERAGE (01/15/		Amount: \$750.00		Effective Date: 08/26/2026
Name: CARRANZA, JESSICA MARIE	Pay: Salary	Rate: \$22.00	Hrs: 0.38	DAC:DISTRICT OFFICES
Position: SCHOOL PSYCH PERSONNEL COVERAGE (01/15/		Amount: \$750.00		Effective Date: 08/26/2026
Name: DIGIULIO, STEPHANIE SANGER	Pay: Salary	Rate: \$22.00	Hrs: 0.38	DAC:DISTRICT OFFICES
Position: SCHOOL PSYCH PERSONNEL COVERAGE (01/15/		Amount: \$750.00		Effective Date: 08/26/2026
Name: REMSEN, RHONDA SUE	Pay: Salary	Rate: \$22.00	Hrs: 0.38	DAC:DISTRICT OFFICES
Position: SCHOOL PSYCH PERSONNEL COVERAGE (01/15/		Amount: \$750.00		Effective Date: 08/26/2026
Name: ONEILL, RACHEL A	Pay: Salary	Rate: \$27.00	Hrs: 0.69	DAC:WHITTIER ELEMENTARY
Position: ASST CROSS COUNTRY COACH (ELEMENTARY)		Amount: \$523.00		Effective Date: 09/01/2026
Name: OLSON, CHAD A	Pay: Hourly	Rate: \$27.00	Hrs: 0.60	DAC:C M RUSSELL HIGH SCHOOL
Position: AFTER SCHOOL ASSIST PROG TEACHER (06/04/2		Amount: \$3,369.60		Effective Date: 09/08/2026
Name: BLAIR, AMANDA MELISSA	Pay: Hourly	Rate: \$27.00	Hrs: 0.20	DAC:C M RUSSELL HIGH SCHOOL
Position: SATURDAY SCHOOL TEACHER PREP (06/04/2027		Amount: \$1,117.80		Effective Date: 09/09/2026
Name: BLAIR, AMANDA MELISSA	Pay: Hourly	Rate: \$27.00	Hrs: 0.80	DAC:C M RUSSELL HIGH SCHOOL
Position: SATURDAY SCHOOL TEACHER (06/04/2027)		Amount: \$4,471.20		Effective Date: 09/09/2026
Name: CISLER, JULIE ANN	Pay: Hourly	Rate: \$52.61	Hrs: 0.30	DAC:NORTH MIDDLE SCHOOL
Position: SPED DEPT HEAD (EXTRA DUTY) (06/30/27)		Amount: \$4,365.53		Effective Date: 07/01/2026
Name: KINGSLEY, DENISE CHRISTINE	Pay: Hourly	Rate: \$27.00	Hrs: 1.00	DAC:LOY ELEMENTARY
Position: HOMEBOUND TEACHER (RP) (06/04/2027)		Amount: \$4,914.00		Effective Date: 09/24/2026
Name: WANNER, KATHRYN L	Pay: Salary	Rate: \$22.00	Hrs: 0.61	DAC:GREAT FALLS HIGH SCHOOL
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,491.00		Effective Date: 08/24/2026
Name: CISLER, JULIE ANN	Pay: Salary	Rate: \$22.00	Hrs: 0.61	DAC:NORTH MIDDLE SCHOOL
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,491.00		Effective Date: 08/24/2026
Name: DAVISON, TAYLER JALYN KAE	Pay: Salary	Rate: \$22.00	Hrs: 0.61	DAC:EAST MIDDLE SCHOOL
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,491.00		Effective Date: 08/24/2026
Name: ROULLIER, CHEYENNE MARIE	Pay: Hourly	Rate: \$110.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER		Amount: \$0.00		Effective Date: 09/30/2026
Name: LAUVER, BIRDIE	Pay: Hourly	Rate: \$110.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER		Amount: \$0.00		Effective Date: 09/29/2026
Name: SHOLES, ERIN JEAN	Pay: Salary	Rate: \$22.00	Hrs: 0.69	DAC:EARLY LEARNING FAMILY CENTE
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,822.00		Effective Date: 08/24/2026
Name: CONRAD, KIRSTEN	Pay: Salary	Rate: \$22.00	Hrs: 0.61	DAC:PARIS GIBSON EDUCATION CENT
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,491.00		Effective Date: 08/24/2026
Name: CARRANZA, JESSICA MARIE	Pay: Salary	Rate: \$22.00	Hrs: 0.79	DAC:SACAJAWEA ELEMENTARY
Position: PROGRAM ASST PREMIUM PAY		Amount: \$3,247.00		Effective Date: 08/24/2026
Name: CHAPMAN, ANDREA ALYN	Pay: Salary	Rate: \$22.00	Hrs: 0.61	DAC:PARIS GIBSON EDUCATION CENT
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,491.00		Effective Date: 08/24/2026
Name: DE BRUYCKER, MELISSA MARIE	Pay: Salary	Rate: \$22.00	Hrs: 0.61	DAC:C M RUSSELL HIGH SCHOOL
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,491.00		Effective Date: 08/24/2026
Name: OLSEN, RENNIE FAYE	Pay: Salary	Rate: \$27.00	Hrs: 0.69	DAC:SACAJAWEA ELEMENTARY
Position: ASST CROSS COUNTRY COACH (ELEMENTARY)		Amount: \$523.00		Effective Date: 09/01/2026
Name: RUSINSKI, ERICA JEAN	Pay: Hourly	Rate: \$130.00	Hrs: 0.00	DAC:DISTRICT WIDE
Position: SUB TEACHER (LIC)		Amount: \$0.00		Effective Date: 10/06/2026
Name: DELLEN, MEGHAN JEAN	Pay: Salary	Rate: \$22.00	Hrs: 0.69	DAC:PARIS GIBSON EDUCATION CENT
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,822.00		Effective Date: 08/24/2026
Name: LAMBERT, JENNIFER LYNE	Pay: Salary	Rate: \$22.00	Hrs: 0.69	DAC:DISTRICT WIDE
Position: PROGRAM ASST PREMIUM PAY		Amount: \$2,822.00		Effective Date: 08/24/2026

Name: BEERMAN, SANNA C Position: PROGRAM ASST PREMIUM PAY	Pay: Salary	Rate: \$22.00 Amount: \$2,822.00	Hrs: 0.69	DAC:PARIS GIBSON EDUCATION CENT Effective Date: 08/24/2026
Name: CHAPMAN, ANDREA ALYN Position: ELEM SPED TSA CASE MANAGEMENT (06/04/27)	Pay: Hourly	Rate: \$59.51 Amount: \$891.77	Hrs: 0.07	DAC:DISTRICT WIDE Effective Date: 08/26/2026
Name: CONRAD, KIRSTEN Position: ELEM SPED TSA CASE MANAGEMENT (06/04/27)	Pay: Hourly	Rate: \$63.08 Amount: \$851.58	Hrs: 0.06	DAC:DISTRICT WIDE Effective Date: 08/26/2026
Name: SENGHER, DERIK Position: DR ED TEACHER/CLASS (11/12/2026)	Pay: Salary	Rate: \$31.25 Amount: \$1,572.50	Hrs: 1.29	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 09/21/2026
Name: MURRAY, JAHREED V Position: SOCCER BOYS ASST COACH	Pay: Salary	Rate: \$19.50 Amount: \$3,041.00	Hrs: 2.84	DAC:C M RUSSELL HIGH SCHOOL Effective Date: 08/14/2026
Name: LEE, TEAGAN THOMAS Position: SUB TEACHER	Pay: Hourly	Rate: \$110.00 Amount: \$0.00	Hrs: 0.00	DAC:DISTRICT WIDE Effective Date: 09/23/2026
Name: MILLER, JULIE KAY Position: HOMEBOUND TEACHER (CF) (06/04/2027)	Pay: Hourly	Rate: \$27.00 Amount: \$7,492.50	Hrs: 1.50	DAC:WHITTIER ELEMENTARY Effective Date: 09/21/2026
Name: VIRT, CHRISTI GINIFER Position: NATIONAL BOARD CERTIFICATION - DISTRICT (NR	Pay: Salary	Rate: \$22.01 Amount: \$500.00	Hrs: 0.12	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: INGEMAN, HOLLY M Position: NATIONAL BOARD CERTIFICATION - DISTRICT (NR	Pay: Salary	Rate: \$22.01 Amount: \$500.00	Hrs: 0.12	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: SCHMIDT, ANNE ELIZABETH Position: NATIONAL BOARD CERTIFICATION - DISTRICT (NR	Pay: Salary	Rate: \$22.01 Amount: \$500.00	Hrs: 0.12	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: VANSICKLE, MELISSA Position: NATIONAL BOARD CERTIFICATION - DISTRICT (NR	Pay: Salary	Rate: \$22.01 Amount: \$500.00	Hrs: 0.12	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: VIRT, CHRISTI GINIFER Position: NATIONAL BOARD CERTIFICATION - DISTRICT	Pay: Salary	Rate: \$22.00 Amount: \$750.00	Hrs: 0.18	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: CUBBAGE, THOMAS RUSSELL Position: NATIONAL BOARD CERTIFICATION - DISTRICT (NR	Pay: Salary	Rate: \$22.01 Amount: \$500.00	Hrs: 0.12	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: INGEMAN, HOLLY M Position: NATIONAL BOARD CERTIFICATION - DISTRICT	Pay: Salary	Rate: \$22.00 Amount: \$750.00	Hrs: 0.18	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: SCHMIDT, ANNE ELIZABETH Position: NATIONAL BOARD CERTIFICATION - DISTRICT	Pay: Salary	Rate: \$22.00 Amount: \$750.00	Hrs: 0.18	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: VANSICKLE, MELISSA Position: NATIONAL BOARD CERTIFICATION - DISTRICT	Pay: Salary	Rate: \$22.00 Amount: \$750.00	Hrs: 0.18	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: CUBBAGE, THOMAS RUSSELL Position: NATIONAL BOARD CERTIFICATION - DISTRICT	Pay: Salary	Rate: \$22.00 Amount: \$750.00	Hrs: 0.18	DAC:DISTRICT OFFICES Effective Date: 08/24/2026
Name: MCKEEHAN, KELLY J Position: SUB TEACHER (CORE)	Pay: Hourly	Rate: \$110.00 Amount: \$17,820.00	Hrs: 1.00	DAC:DISTRICT WIDE Effective Date: 09/22/2026
Position: CROSSING GUARD				
Name: HERNANDEZ, BARBARA Position: CROSSING GUARD	Pay: Hourly	Rate: \$15.59 Amount: \$5,175.88	Hrs: 2.00	DAC:LONGFELLOW ELEMENTARY Effective Date: 09/22/2026
Name: LEONARD, MARC HOWARD Position: CROSSING GUARD	Pay: Hourly	Rate: \$15.59 Amount: \$5,175.88	Hrs: 2.00	DAC:WEST ELEMENTARY Effective Date: 09/22/2026
Position: ENGINEERS				
Name: LITTLE, RONALD ALBERT III Position: CUSTODIAN	Pay: Hourly	Rate: \$21.51 Amount: \$31,662.72	Hrs: 8.00	DAC:GREAT FALLS HIGH SCHOOL Effective Date: 10/06/2026
Position: FOOD SERVICE				
Name: VIG, MCKENNA DANIELLE Position: FOOD SERVICE EMPLOYEE	Pay: Hourly	Rate: \$15.19 Amount: \$9,038.05	Hrs: 3.50	DAC:CHIEF JOSEPH ELEMENTARY Effective Date: 09/21/2026
Position: LIBRARY/TEACHER AIDES				
Name: GEORGE, HARLIE MARIE Position: CORE TEACHER AIDE	Pay: Hourly	Rate: \$13.23 Amount: \$16,074.45	Hrs: 7.50	DAC:MOUNTAIN VIEW ELEMENTARY Effective Date: 09/28/2026
Name: HOWE, ALANNA RASHELLE Position: CORE TEACHER AIDE	Pay: Hourly	Rate: \$13.23 Amount: \$15,578.33	Hrs: 7.50	DAC:SUNNYSIDE ELEMENTARY Effective Date: 10/05/2026
Name: INGLE, HEATHER Position: OVERLOAD TEACHER AIDE	Pay: Hourly	Rate: \$13.23 Amount: \$0.00	Hrs: 0.00	DAC:MEADOW LARK ELEMENTARY Effective Date: 10/05/2026
Name: FORREST, MICHELLE BETH Position: OVERLOAD TEACHER AIDE	Pay: Hourly	Rate: \$13.23 Amount: \$0.00	Hrs: 0.00	DAC:RIVERVIEW ELEMENTARY Effective Date: 09/15/2026
Position: NURSE				

Name: BERCYK, TIFFANY A	Pay: Hourly	Rate: \$44.50	Hrs: 6.00	DAC:LOY ELEMENTARY
Position: SCHOOL REGISTERED NURSE		Amount: \$41,919.00		Effective Date: 10/05/2026
Name: KEIBLER, LEANN DENISE	Pay: Salary	Rate: \$37.35	Hrs: 7.50	DAC:MSU COT
Position: HEALTH SCIENCES INSTRUCTOR		Amount: \$46,506.63		Effective Date: 09/23/2026

Position: OTHER HOURLY CLASSIFIED

Name: YUHAS, JORDAN LEIGH	Pay: Hourly	Rate: \$13.23	Hrs: 5.75	DAC:C M RUSSELL HIGH SCHOOL
Position: ATTENDANCE AIDE		Amount: \$11,943.38		Effective Date: 10/05/2026

Position: PARA EDUCATOR (SP ED)

Name: CARTWRIGHT-GINES, OWEN W	Pay: Hourly	Rate: \$17.28	Hrs: 4.00	DAC:VALLEY VIEW ELEMENTARY
Position: PARA EDUCATOR (SP ED)		Amount: \$10,851.84		Effective Date: 10/05/2026
Name: HILL, BAILEY	Pay: Hourly	Rate: \$17.28	Hrs: 3.00	DAC:GREAT FALLS HIGH SCHOOL
Position: EXCEPTIONALITIES STUDENT PARA/CNA		Amount: \$8,916.48		Effective Date: 09/14/2026
Name: HENRY, REIA ELIZABETH	Pay: Hourly	Rate: \$17.28	Hrs: 0.90	DAC:GREAT FALLS HIGH SCHOOL
Position: EXCEPTIONALITIES STUDENT PARA/CNA		Amount: \$2,783.81		Effective Date: 09/03/2026
Name: HILL, MIKAYLA	Pay: Hourly	Rate: \$17.28	Hrs: 7.50	DAC:SACAJAWEA ELEMENTARY
Position: PARA EDUCATOR (SP ED)		Amount: \$20,606.40		Effective Date: 10/01/2026
Name: WILLIAMS, KENADEE SIMONE	Pay: Hourly	Rate: \$17.28	Hrs: 7.50	DAC:LOY ELEMENTARY
Position: PARA EDUCATOR (SP ED)		Amount: \$20,347.20		Effective Date: 10/05/2026
Name: NEFF, NICOLE RENEE	Pay: Hourly	Rate: \$17.28	Hrs: 7.50	DAC:SACAJAWEA ELEMENTARY
Position: PARA EDUCATOR (SP ED)		Amount: \$21,384.00		Effective Date: 09/23/2026
Name: MULLINS, MACEY LAYNE	Pay: Hourly	Rate: \$17.28	Hrs: 2.00	DAC:GREAT FALLS HIGH SCHOOL
Position: EXCEPTIONALITIES STUDENT PARA/CNA		Amount: \$5,736.96		Effective Date: 09/22/2026
Name: WONSICK, JAYME	Pay: Hourly	Rate: \$17.28	Hrs: 7.50	DAC:C M RUSSELL HIGH SCHOOL
Position: PARA EDUCATOR (SP ED)		Amount: \$19,699.20		Effective Date: 10/12/2026

Resignation

Position: TEACHER

Name: PETITE, RACHEL MARIA	Pay: Salary	Rate: \$34.44	Hrs: 7.50	DAC:DISTRICT WIDE
Position: ELEMENTARY INSTRUMENTAL TEACHER (OYO) (1		Amount: \$46,233.69		Effective Date: 10/30/2026

Position: ENGINEERS

Name: MARTINEZ, RAYLENA MARIE	Pay: Hourly	Rate: \$21.51	Hrs: 8.00	DAC:GREAT FALLS HIGH SCHOOL
Position: CUSTODIAN (09/25/2026)		Amount: \$1,376.64		Effective Date: 09/25/2026
Name: BLODGETT, MATTHEW WILLIAM	Pay: Hourly	Rate: \$21.51	Hrs: 8.00	DAC:VALLEY VIEW ELEMENTARY
Position: CUSTODIAN (09/29/2026)		Amount: \$12,389.76		Effective Date: 09/29/2026

Position: LIBRARY/TEACHER AIDES

Name: LONGIE, JANETTA RENEE	Pay: Hourly	Rate: \$13.23	Hrs: 5.00	DAC:LEWIS & CLARK ELEMENTARY
Position: CORE TEACHER AIDE (09/21/2026)		Amount: \$463.05		Effective Date: 09/21/2026

Position: OTHER HOURLY CLASSIFIED

Name: PARKER, CRYSTAL LYNN	Pay: Hourly	Rate: \$13.23	Hrs: 5.95	DAC:C M RUSSELL HIGH SCHOOL
Position: ATTENDANCE AIDE (08/26/2026)		Amount: \$78.72		Effective Date: 08/26/2026

Position: PARA EDUCATOR (SP ED)

Name: GERVAIS, KAYLA MICHELE	Pay: Hourly	Rate: \$17.70	Hrs: 7.50	DAC:GIANT SPRINGS ELEMENTARY
Position: PARA EDUCATOR (SP ED) (10/13/2026)		Amount: \$4,646.25		Effective Date: 10/13/2026
Name: MONROE, KASSIDI ADINA	Pay: Hourly	Rate: \$17.28	Hrs: 7.50	DAC:LOY ELEMENTARY
Position: PARA EDUCATOR (SP ED) (10/20/2026)		Amount: \$4,924.80		Effective Date: 10/20/2026

Position: SUPERVISORS (PERS)

Name: JENKINS, MELANIE ANN	Pay: Salary	Rate: \$29.01	Hrs: 8.00	DAC:HUMAN RESOURCES
Position: LEAD PAYROLL TECHNICIAN (10/16/2026)		Amount: \$18,101.38		Effective Date: 10/16/2026

Retirement

Position: TEACHER

Name: BUEHNER, CHELSA MARIE	Pay: Salary	Rate: \$57.81	Hrs: 7.50	DAC:LEWIS & CLARK ELEMENTARY
Position: COUNSELOR (01/15/2027)		Amount: \$39,890.12		Effective Date: 01/15/2027

Termination

Position: PARA EDUCATOR (SP ED)

Name: KATKA, MADISON G	Pay: Hourly	Rate: \$17.70	Hrs: 4.50	DAC:GREAT FALLS HIGH SCHOOL
Position: PARA EDUCATOR (SP ED) (10/07/2026)		Amount: \$2,469.15		Effective Date: 10/07/2026

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Consent

AGENDA ITEM NUMBER: V. C.

CABINET MEMBER: Luke Diekhans

TOPIC

Montana Office of Public Instruction (OPI) TR-35 School Bus Driver Certificate

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 individual meets the qualifications of a school bus driver: Joel McNeese

FISCAL IMPLICATIONS

None

RECOMMENDATION

The District Board is requested to approve the Montana Office of Public Instruction TR-35 school bus driver certificate for the individual listed above.

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Consent

AGENDA ITEM NUMBER: V. D.

CABINET MEMBER: Luke Diekhans

TOPIC

Approval of TR-1 Bus Route Reimbursement Claims

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

The School Board Chairperson is responsible for signing the Bus Route Reimbursement Claims, which are submitted to the Office of Public Instruction (OPI) for payment. These documents identify the bus and miles per day and reimbursement amount per district. OPI checks their records to ensure that all drivers are licensed and that all buses have been inspected and registered appropriately.

DISCUSSION

The TR-1 Bus Reimbursement Claims for bus routes for both high school and elementary schools must be approved by the Board and sent to OPI.

FISCAL IMPLICATIONS

These forms allow the District to receive payment for the transportation provided to our students.

RECOMMENDATION

The District Board is requested to approve the TR-1 Bus Route Reimbursement Claims for the bus routes for both the high school and elementary school districts.

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Consent

AGENDA ITEM NUMBER: V. E.

CABINET MEMBER: Luke Diekhans

TOPIC

Request for Records Disposal – Human Resources Office

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

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

DISCUSSION

Listed below are the records to be disposed of that meet the approval description and date-time lines based on the retention schedule. All of the items to be destroyed are as follows:

2014-2015

Certified Personnel Files
Classified Personnel Files

2014-2015

Substitute Teacher Personnel Files

FISCAL IMPLICATIONS

None

RECOMMENDATION

The District Board is requested to approve the disposal of the records listed above that are in compliance with the approved State, Local Government Records Committee Retention Schedule.

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Consent

AGENDA ITEM NUMBER: V. F.

CABINET MEMBER: Luke Diekhans

TOPIC

Donation of Scaffolding to C.M. Russell High School

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

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

DISCUSSION

Opportunity Bank of Great Falls is donating scaffolding to C.M. Russell High School's Industrial Technology program.

FISCAL IMPLICATIONS

None

RECOMMENDATION

The District Board is requested to accept the donation of scaffolding from Opportunity Bank to C.M. Russell High School's Industrial Technology program with thanks.

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

[Return to Agenda](#)

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Action

AGENDA ITEM NUMBER: VII. A.

CABINET MEMBER: Luke Diekhans

TOPIC

Request for Proposals (RFP) for C.M. Russell High School Athletic Trainer

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND/ Discussion

Great Falls Public Schools provides an athletic trainer at both high schools for their athletic teams. Since 2022, C.M. Russell (CMR) High School's athletic trainer has been provided by Alluvion Health as no qualified staff member applied and was hired through the current stipend in the collective bargaining agreement. Alluvion Health notified the District on September 24, 2026, that they wish to nullify the agreement as of October 31, 2026. They would not be able to provide a certified athletic trainer after that date. The District opened the CMR Athletic Trainer position on September 25, 2026, and the posting closed on October 4, 2026. No internal applicants applied for the position; therefore, the District is going out to bid through the RFP process. The RFP will be advertised on Sunday, October 18th and Sunday, October 25th. All proposals must be received by 2:30 p.m. on October 28, 2026. Should an entity submit and be selected to provide the service to the District, the request to the Board for approval will be at the regular Board Meeting on November 9, 2026.

FISCAL IMPLICATIONS

The fiscal implication to the District will be determined through the RFP process. Upon approval of the entity, the District will outline the cost associated with the position.

RECOMMENDATION

The District Board is requested to approve the advertising of the Request for Proposal for the C.M. Russell High School Athletic Trainer position.

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

[Return to Agenda](#)

REQUEST FOR PROPOSAL

Proposals for Athletic Trainer Services will be received by the Great Falls Public Schools and the Great Falls High School District of Cascade County **until 2:30 P.M.**, October 28, 2026.

Details and specifications may be obtained from the Athletic Department, Great Falls Public Schools, 1100 4th Street South, Great Falls, MT 59405 or obtained by calling Mr. Mike Henneberg at (406) 268-6084. Sealed proposals must be received prior to proposal opening time. Late proposals will not be accepted.

The Board of Trustees reserves the right to reject any and all proposals, and to award the contract to the organization considered to be the best suited to the needs of the School District, and to waive informalities. All proposals will be considered at time of opening. The Athletic Department reserves the right to contact providers for clarification or additional information. **ALL COMMUNICATION REGARDING THIS RFP MUST BE DIRECTED TO MIKE HENNEBERG AT THE ATHLETIC DEPARTMENT OF GREAT FALLS PUBLIC SCHOOLS AT (406) 268-6084.**

Gordon Johnson
Board Chairperson
Great Falls Public Schools

ATTEST: Luke Diekhans, Director of Business Operations

INDEX

Cover Letter

Index

1.0 Proposal Introduction

Schedule of Events

2.0 Proposal Requirements

3.0 Proposal Specifications

1.0 INTRODUCTION

Date: October 12, 2026

To Whom It May Concern:

Great Falls Public Schools is enclosing a proposal for Athletic Trainer Services. All responses to this proposal are due by 2:30 P.M., October 28, 2026.

Great Falls Public Schools
c/o Luke Diekhans
PO Box 2429
Great Falls, MT 59403

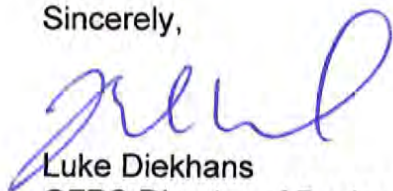
Bid must be submitted for each position separately; C.M. Russell (Head Trainer and Assistant Trainer).

This RFP will be awarded as a 3-year Contract with the option for two (2) one-year renewals upon mutual agreement.

The Great Falls Public Schools thanks you in advance for your interest and response.

If you have any questions, please contact me (406) 268-6050.

Sincerely,



Luke Diekhans
GFPS Director of Business Operations

SCHEDULE OF EVENTS

- Last day for vendor questions 5:00 PM October 24, 2026
- Proposal due by October 28, 2026, at 2:30 P.M.
- Evaluations of vendors November 2, 2026
- Complete reference check
- Select successful vendor after evaluation
- Board action to approve vendor November 9, 2026

2.0 PROPOSAL REQUIREMENTS

Luke Diekhans, Director of Business Operations, Great Falls Public Schools, 1100 4th Street South, Great Falls, MT 59405, must receive sealed proposals by 2:30 P.M. of the date and time listed in the cover letter.

Proposals must meet all specifications and requirements or they will not be considered.

2.1 PRE-PROPOSAL MEETING

In lieu of a pre-proposal conference, Athletics/Activities Director, Mike Henneberg will answer questions that are received by 5:00 PM October 26, 2026. Please call, or e-mail questions to:

Mike Henneberg
Athletic Director
Great Falls Public Schools
1100 4th Street South
Great Falls, Montana 59405
Phone: (406) 268-6084 / (406) 268-6083
Fax: (406) 268-6067
E-mail: mike_henneberg@gfps.k12.mt.us

2.2 PROPOSAL CHANGES OR AMENDMENTS

The District may change the proposal as a result of questions submitted by vendors. The Director of Business Operations, in agreement with the Athletic Director, will issue all addendums to the Proposal on our website at www.gfps.k12.mt.us.

2.3 PERIOD OF VALIDITY OF PROPOSAL

The vendor must certify that its proposal will remain in effect for ninety (90) days after the proposal due date.

2.4 QUANTITY

The District reserves the right to purchase more or less quantity that originally listed or purchase additional equipment up to ninety (90) days. If this requirement cannot be met, please specify allowance date.

2.5 PROPOSAL COORDINATOR

Upon release of this proposal, all communications concerning this acquisition must be directed to Athletic Director, Mike Henneberg or his representative. The phone and e-mail are:

Mike Henneberg
Athletic Director
Great Falls Public Schools
1100 4th Street South
Great Falls, Montana 59405
Phone: (406) 268-6084 / (406) 268-6083
Fax: (406) 268-6067
E-mail: mike_henneberg@gfps.k12.mt.us

Failure to observe this requirement may result in the disqualification of the vendor from further consideration.

2.6 PROPOSAL RESPONSE DATE AND LOCATION

Luke Diekhans, Director of Business Operations, Great Falls Public Schools, 1100 4th Street South, Great Falls, MT 59405, must receive sealed proposals by 2:30 P.M. of the date and time listed in the cover letter. Proposals arriving after the deadline will be returned unopened. Vendors are solely responsible for ensuring that Proposals are

delivered on time to the Business Department. **Please submit three (3) copies of your proposal. A separate proposal should be submitted for each high school.**

NOTICE: The District assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Late Proposals will not be accepted, nor will additional time be granted to individual vendors unless the District extends the required submittal date to all vendors.

Proposals must address all requirements in the Proposal. Failure to do so may result in the Proposal being rejected as non-responsive.

2.7 COST OF PREPARING PROPOSAL

The District will not be liable for costs incurred by vendors in preparation and presentation of proposals submitted in response to this proposal or in the participation of demonstration.

2.8 ERRORS IN PROPOSAL

Vendors are responsible for errors and omissions in the proposal and any such errors and omissions will not serve to diminish their obligation to the District.

2.9 MULTIPLE PROPOSALS

Vendors may submit more than one proposal in response to this proposal. However, each Proposal must be a separate, complete package, which can be considered independently of any other Proposals from the same Vendor.

2.10 CLARIFICATION OF PROPOSALS

The District reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's proposal.

Such requests for clarification shall be made at the sole discretion of the District, and the District's retention of this right shall in no way reduce the responsibility of vendors to submit complete, accurate and clear proposals.

2.11 REJECTION OF PROPOSALS

The District reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals. If it is determined that a

person or firm has used inside information in submitting a proposal in response to this proposal, then the proposal will be rejected.

2.12 PROPOSAL DISPOSITION

All materials submitted in response to the proposal, except for proprietary material become the property of the District upon delivery to the Director of Business Operations.

2.13 INCORPORATION OF PROPOSAL AND PROPOSAL IN CONTRACT

This proposal and the vendor's response, including all promises, warranties, commitments and representations made in the successful proposal shall be binding and incorporated by reference in the District's contract with the vendor.

2.14 READABILITY

Vendors are advised that the District's ability to conduct a thorough evaluation of proposals is dependent on the vendor's ability and willingness to submit proposals, which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is essential, and is the vendor's responsibility.

2.15 PRIME CONTRACT RESPONSIBILITY

If a vendor's proposal includes hardware, software, or services to be provided by other entities, it is mandatory for the proposing vendor to be able to act as prime contractor for the procurement of all of the products proposed to meet the mandatory specifications. In this role, the prime contractor must be the sole point of contact for any and all charges resulting from the purchase of the proposed hardware, software, and services for the initial procurement, as well as any additional items that are proposed to be supplied directly by the Vendor. The primary vendor must take full responsibility for the demonstration, delivery, and acceptance testing of all of the items proposed to be supplied directly by the vendor. The prime contractor must also provide maintenance and warranty for its products and pass through warranties of other vendors.

The vendor's proposal must clearly indicate the hardware, software, or services, which are not marketed or maintained by his/her firm.

2.16 CERTIFICATION OF PROPOSAL

The submission of the proposal shall indicate the intention of the vendor to adhere to the provisions described in this proposal.

2.17 WITHDRAWAL OF PROPOSALS

Vendors may withdraw their proposals in person or in writing, provided that such request must be received by the District prior to the scheduled closing time for filing proposals.

2.18 FINANCIAL REQUIREMENT

Each Vendor's financial proposal must include all costs associated with delivering and installing a system that meets the specifications of Section 3.0. Any other costs beyond those associated with meeting the specifications in Section 3.0 must be separately identified as supplemental. Each Vendor's financial proposal must certify that the price submitted in this proposal is inclusive of all hardware, software, delivery, installation, maintenance, training, service, and any other components.

Vendors may propose prices for future purchases of components that remain constant for the term of the contract or proposed prices, which increase over time. If the proposed prices are related to a percentage increase or decrease from a price list published by the Vendor, the price list must be included, and the vendor must describe the number and names of different price lists that are published.

2.19 PROTEST

All questions, inquiries and protests must be submitted to the Business Department in writing within 72 hours after award of proposal. Upon receipt of the protest, the Director of Business Operations shall suspend award of the proposal until the protest is resolved. The Business Department will gather all necessary information regarding proposal documentation. The Superintendent or designee will evaluate the protest. If such resolution does not occur to the mutual satisfactions of all parties involved, the Board will decide final action in awarding the dispute.

2.20 SPECIFICATIONS

Only the District may determine what product is best suited and meets specifications outlined in this Proposal. Items that do not meet specifications will be rejected.

2.21 INSURANCE

Upon request, Great Falls Public Schools may require proof of insurance that is required by State Law.

2.22 DEBARMENT/EXCLUDED PARTIES LIST SYSTEM (EPLS)

The information below is from the 2010 Compliance Supplement – Part 3 – Requirement – Procurement/Suspension/Debarment:

When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity is not suspended or debarred or otherwise excluded. This verification will be accomplished by checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA). (2 CRF Section 180.300)

2.23 BASIS OF EVALUATION

The evaluation committee will review and evaluate the RFP's according to the following criteria based on a total number of 100 points as follows:

- | | |
|--|-----------|
| 1. Ability to staff head and/or assistant athletic trainer | 35 Points |
| 2. Certified Trainers | 10 Points |
| 3. Additional Sports Health and Training Services | 15 Points |
| 4. Cost to District | 30 Points |
| 5. References | 10 Points |

TOTAL	100 Points
--------------	-------------------

2.24 VENDOR AUTHORIZATION

Vendor Name _____

Vendor Address _____

City _____ State _____ Zip _____

Vendor Phone Number _____

Vendor Fax Number _____

E-mail Address _____

TAX ID # _____

Authorized Signature _____

A CURRENT W-9 MUST BE SUBMITTED WITH THE PROPOSAL

GREAT FALLS PUBLIC SCHOOLS SOURCE OF PAYMENT. DO YOU ACCEPT THESE FORMS OF PAYMENT?

Purchase Orders ☐ YES ☐ NO

Electronic Pay ☐ YES ☐ NO

2.25 REFERENCES

Please provide a minimum of three (3) references that are using or have used supplies and/or services that you will be providing. Please include company name, location where the supplies and/or services were provided, contact person(s), contact telephone number, e-mail address and a complete description of the supplies and/or services provided and the dates of service.

3.0 SPECIFICATIONS

Bids must be submitted for each school separately: C.M. Russell (Head Trainer and Assistant Trainer).

This RFP will be awarded as a 3-year Contract with the option for two (2) one-year renewals upon mutual agreement.

Athletic Trainers

Starting Date: January 1, 2027

Ending Date: last day of Spring sports, 2029

Services will start on the first day of practice for football and will end on the last day of competition for track, tennis, softball and baseball in May. Training services may be requested for individual sport camps, and if approved, contracts will be provided and funded, by per the individual sport camp agreement.

All training supplies will be provided by Great Falls Public School District (tape, splints, pre-wrap and other needed items).

Trainers will be covered by Great Falls Public School District liability insurance for all services provided on campers and during activities.

Head Athletic Trainer

The head trainer has the following qualifications and responsibilities:

1. Be certified by the National Athletic Trainers Association
2. Reports to the building principal and Athletic Director (the assistant athletic trainer at Great Falls High School will report to the head athletic trainer).
3. Responsible for:
 - a. Prevention of athletic trauma or conditions that adversely affect the health or performance of the student-athlete.
 - b. Administration and management of concussion test and protocol.
 - c. Management of the athletic trauma or other medical problems that affect the athlete (first aid, evaluation, treatment, rehabilitation, etc.)
 - d. Counseling of the athlete in various health-related areas such as nutrition, stress management, and personal health habits.
 - e. Maintain training supplies and equipment inventory and arrange to order needed materials.
 - f. Maintain participant records for physicals, parent consents, injury reports, etc., to include updates to the Dragonfly record management platform.
 - g. Establish and enforce training room policies and procedures as approved by the Principal and Athletic Director.
 - h. Communicate with parents, coaches, and physicians regarding participant injuries.

Assistant Trainer

The general duties of the assistant trainer are as follows:

1. Open and/or close the training room in absence of the Head Trainer.
2. Enforce training room rules and procedures.
3. Assist in the supervision of the training room (athletes, supplies, records, student trainees, etc.).
4. Know the emergency procedures for each activity.
5. Administration and management of concussion test and protocol.
6. Assist the Head Trainer with emergency situations or handle those situations in the absence of the Head Trainer.
7. Follow proper training room procedures as directed by the Head Trainer or a physician.
8. Be familiar with training room supplies and inventory.
9. Use proper taping and wrapping techniques.
10. Assist with maintenance of training room and equipment.
11. Training in CPR and First Aid.

12. The assistant trainer may travel, as requested. If necessary, the cost of travel/stay will be incurred by the individual sport for which training is being provided.
13. Will report to the Head Trainer, Building Principal, and Athletic Director.
14. Provide coverage of athletic events as assigned by the head trainer or District Athletic Director.

The following guidelines outline the minimum coverage by the trainer:

1. When a head and assistant trainer are employed, responsibilities for specific sport practice and competition coverage will be divided between the head and assistant trainer in agreement with the Building Principal and Athletic Director.
2. Athletic trainers will only be available on holidays when advance arrangements have been made by the coach. Holiday coverage by the trainer is optional (Sundays are treated as holidays.)
3. Trainers may be requested to administer EMERGENCY first aid if other medical emergencies arise at a practice or competition.
4. In the situation of a cross-town contest, the two (2) trainers involved may cooperatively agree to provide coverage by only one trainer (with the exception of football).
5. Each team shall have a coach designated to accompany an injured athlete to the hospital if a parent is not available.
6. Trainers should be notified of schedule changes by the coach and Building Coordinator.
7. Athletic trainers may be requested to provide training services to Spirit Squads on the days of competition.
8. Since trainers cannot cover all activities, there are times when coaches are responsible for the safety needs of the athletes. This requires a basic knowledge of first aid and standard emergency procedures.

Fall Sports:

1. Football – Available to JV, sophomore, and freshman players in the training room during hours posted or by appointment with the trainer.
2. Volleyball – Available in the training room during posted hours or by appointment. Cover home games.
3. Soccer – Available in the training room during posted hours or by appointment. Cover home games.
4. Flag Football – Available in the training room during posted hours or by appointment. Cover home games.
5. Tournament coverage as determined and agreed on through school's processes. If necessary, the cost of travel/stay will be incurred by the individual sport for which training is being provided.
6. Cross Country – Available in the training room during hours posted or by appointment. Available during hosted competitions.
7. Golf - Available in the training room during hours posted or by appointment.

8. Coverage of practice and competition is limited to one session per day, per individual trainer except during fall pre-season practices.

Winter Sports:

1. Available in the training room to all sports (wrestling, basketball, and swimming) during hours posted or by appointment.
2. Wrestling – All varsity practice sessions and home matches.
3. Boys' Basketball – Available in the training room during posted hours or by appointment. Cover home games.
4. Girls' Basketball – Available in the training room during posted hours or by appointment. Cover home games.
5. Swimming – Available in the training room during posted hours or by appointment. Work with Great Falls High School head athletic trainer for coverage of meets.
6. Tournament coverage as determined and agreed on through school's processes. If necessary, the cost of travel/stay will be incurred by the individual sport for which training is being provided.

Spring Sports:

1. Available in the training room for all sports (track, softball, baseball, tennis) during posted hours or by appointment.
2. Track and Field – Available in the training room during posted hours or by appointment. Cover home meets.
3. Softball – Available in the training room during posted hours or by appointment. Cover home games.
4. Baseball – Available in the training room during posted hours or by appointment. Cover home games.
5. Tennis – Available in the training room during posted hours or by appointment. Cover home matches, as needed.
6. Tournament coverage as determined and agreed on through school's processes. If necessary, the cost of travel/stay will be incurred by the individual sport for which training is being provided.

In an effort to provide our students with the best possible sports training environment, Great Falls Public Schools is often in need of additional sports health and training services. The ability and willingness to provide those additional services will be a big part of the evaluation of the vendor's proposal. Some of those additional services the vendors can consider in their proposal are listed below:

1. When requested, serve as a resource to the school-wide in-season and out-of-season strength and conditioning programs with the emphasis on the training and conditioning of multi-sport athletes.
2. Support of our individual school's Health Occupation classes.
3. Provide oversight of pre- and post-concussion testing and protocols for all student-athletes in Great Falls Public high schools.

4. Providing approved medical provider coverage at all Great Falls Public Schools varsity football games and other events upon request, i.e., State Soccer Tournament or State Wrestling Tournament.
5. Provide in-service training to coaches and student-athletes informing them of the most updated information on all aspects of sports training including, but not limited to, sleep, recovery, nutrition, injury prevention, impact of drugs and alcohol on performance, etc.

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Action

AGENDA ITEM NUMBER: VII. B.

CABINET MEMBER: Heather Hoyer

TOPIC

Second Reading of Revised Board Policies 2410 – *High School Graduation Requirements*; 5321 – *Leaves of Absence*; and 5321R – *Conditions for Use of Sick Leave*.

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

A committee consisting of Superintendent Heather Hoyer, Director of Business Operations Luke Diekhans, Director of Human Resources Heather Spurzem, 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, Craig Duff, and Paige Henning have been meeting to discuss and make changes where necessary on the policies mentioned above.

DISCUSSION

Policy 2410 Language Changes as recommended by the Committee and MTSBA
 Policy 5321 Language Changes as recommended by the Committee and MTSBA
 Policy 5321R Language Changes as recommended by the Committee and MTSBA

The first reading of the Board Policies listed above was at the September 21, 2026 regular board meeting.

FISCAL IMPLICATIONS

None

RECOMMENDATION

The District Board is requested to approve revised Board Policies 2410 – *High School Graduation Requirements*; 5321 – *Leaves of Absence*; and 5321R – *Conditions for Use of Sick Leave* as presented.

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

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INSTRUCTION

2410

High School Graduation Requirements

The Board of Trustees shall award a high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District and the Office of Public Instruction as outlined in 10.55.904-906 ARM and §20-7-1330, MCA. The official transcript will indicate the specific courses taken and level of achievement.

The Board of Trustees shall establish graduation requirements which, as a minimum, satisfy those established by the Board of Public Education (10.55.904, 905 & 906, ARM and §20-7-1330, MCA). Generally, any change in graduation requirements promulgated by the Board of Education will become effective for the next class to enter ninth (9th) grade. Exceptions to this general rule may be made where it is determined by the Board of Trustees that the proposed change in graduation requirements will not have a negative effect on students already in grades nine through twelve (9-12). The Board of Trustees shall approve graduation requirements as recommended by the Superintendent.

To graduate from Great Falls Public Schools, a student must have satisfactorily completed the last quarter prior to graduation as a Great Falls Public School student. ~~Highly unusual exceptions~~ Variances of this policy may be considered by the principal. ~~such as a student exchange program in a recognized school.~~

The Board grants the Superintendent or his/her designee the authority to waive specific course requirements beyond the minimum expectation set by the State of Montana based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians. In addition, the Superintendent or designee can determine that a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the District's curriculum and assessment requirements, which are aligned with the content standards stated in the education program.

~~A student who possesses a disabling condition shall satisfy those competency requirements which are incorporated into the individualized education program ("IEP"). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.~~

A student may be denied participation in graduation ceremonies in accordance with § 20-5-201(3), MCA. In such instances the diploma will be awarded after the official ceremony has been held.

Cross References:

Policy 1005FE Proficiency Based Learning

1	Policy 2333	Participation in Commencement Exercises
2	Policy 2410R	Publication of Graduation Requirements
3	Policy 2600	Work Based Learning
4	Policy 3125	Homeless Students
5	Policy 3310	Student Discipline
6		
7	<u>Legal Reference:</u>	
8	§ 20-1-102, MCA	<i>Legislative Goals for Public Elementary and Secondary Schools</i>
9	§ 20-3-322(3), MCA	Meetings and Quorum
10	§ 20-5-201, MCA	Duties and Sanctions
11	§ 20-7-1330, MCA	<i>Graduation Requirements for Youth who Experience Disruption In</i>
12		<i>Education – Legislative Intent</i>
13	10.55.904, ARM	Basic Education Program Offerings - High School
14	10.55.905, ARM	Graduation Requirements
15	10.55.906, ARM	<i>High School Credit</i>
16		
17	<u>Policy History:</u>	
18	Adopted on:	July 1, 2000
19	Revised on:	January 28, 2002
20	Revised on:	January 12, 2015
21	Revised on:	August 21, 2023
22	<i>Revised on:</i>	

PERSONNEL

5321

Leaves of Absence

Sick Leave

“Immediate family” is defined as an employee’s father, mother, sister, brother, spouse, son, daughter, step-son, step-daughter, spouse’s father, spouse’s mother, grandchildren, grandparents, brother’s spouse, sister’s spouse, spouse’s sister, spouse’s brother, child’s spouse, step-child’s spouse.

~~Staff covered by a collective bargaining agreement shall be granted sick leave according to the terms of the current collective bargaining agreement.~~

Employees not covered by a collective bargaining agreement *or handbook* shall be granted sick leave benefits in accordance with § 2-18-618, MCA. ~~“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or a member of his or her immediate family. The employees’ immediate family shall be defined as father, mother, sister, brother, spouse, son, daughter, step-son, step-daughter, spouse’s father, spouse’s mother, grandchildren, grandparents, brother’s spouse, sister’s spouse, spouse’s sister, spouse’s brother, child’s spouse, step child’s spouse. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the governing collective bargaining agreements.~~

~~Sick leave may be used by an employee when they are unable to perform job duties because of:~~

- ~~• A physical or mental illness, injury, or disability;~~
- ~~• Maternity or pregnancy related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee’s child;~~
- ~~• Quarantine resulting from exposure to a contagious disease;~~
- ~~• Examination or treatment by a licensed health care provider;~~
- ~~• Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993.~~

~~It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. The administration is authorized to request documentation or evidence supporting a leave request. Abuse of sick leave is cause for discipline up to and including termination.~~

“Sick leave” means a leave of absence with pay for:

- A sickness suffered by an employee or a member of the employee's immediate family; or*
- The time that an employee is unable to perform job duties because of:*
 - A physical or mental illness, injury, or disability;*

- o *Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child;*
- o *Quarantine resulting from exposure to a contagious disease;*
- o *Examination or treatment by a licensed health care provider;*
- o *Short-term attendance, in the District's discretion, to care for a relative or household member who is not a member of the employee's immediate family until other care can be reasonably obtained;*
- o *Necessary care for a spouse, child, or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or*
- o *Death or funeral attendance of an immediate family member or, at the District's discretion, another person.*

Bereavement Leave

~~All staff covered by a collective bargaining agreement shall be granted bereavement leave according to the terms of the current bargaining agreement (CBA) or handbook.~~

Each employee shall be allowed to use *their allotted bereavement leave based on the CBA or handbook of their position*, ~~up to three (3) days~~ at full pay, for absences from school for each occurrence of death in the employee's immediate family or for any other member of the employee's immediate household. This leave allowance is in addition to other leaves allowable in this contract. Immediate family shall be defined as employee's father, step-father, father's brother, father's sister, mother, step-mother, mother's brother, mother's sister, sister, brother, husband, wife, son, daughter, step-children, foster children, daughter-in-law, son-in-law, grandparent, great grandparent, grandchild, brother's spouse, brother's child, sister's spouse, sister's child, spouse's father, spouse's mother, spouse's sister, spouse's brother, or step-child's spouse.

Bereavement leave may be extended by the use of sick leave with prior approval. The Request for Administrative Approval must be completed.

Sick leave may be used for the funeral, memorial service or other related activities of a person outside of the immediate family, as defined above. The administration is authorized to request documentation or evidence supporting a leave request. The Request for Administrative Approval must be completed.

Bereavement leave allowance is not cumulative from year to year. This shall be an emergency leave applicable for the particular occasion only.

Civic Duties Leave

~~Staff covered by a collective bargaining agreement shall be granted civic duty leave according to the terms of the current collective bargaining agreement.~~

1 ~~Leaves for service on either a jury or in the legislature shall be granted in accordance with state~~
2 ~~and federal law. A staff member covered by a collective bargaining agreement, hired to replace~~
3 ~~one serving in the legislature, does not acquire tenure.~~

4
5 ~~An employee not covered by a collective bargaining agreement who is summoned to jury duty or~~
6 ~~subpoenaed to serve as a witness may elect to receive regular salary or to take vacation leave.~~
7 ~~An employee who elects to receive regular salary must remit to the District all juror and witness~~
8 ~~fees and allowances (except for expenses and mileage).~~

9
10 ~~The District may request the court to excuse an employee from jury duty, when an employee is~~
11 ~~needed for proper operation of the school.~~

12
13 Cross Reference:

14 <i>Policy 5321P</i>	<i>Conditions of Use of Sick Leave</i>
15 <i>Policy 5328</i>	<i>Family Medical Leave Act</i>
16 <i>Policy 5329</i>	<i>Long Term Illness/Temporary Disability Leave</i>
17 <i>Policy 5329P</i>	<i>Long Term Illness/Temporary Disability Leave</i>
18 <i>Policy 5330</i>	<i>Maternity and Paternity Leave</i>

19
20 Legal Reference:

21 42 USC §2000e	Equal Employment Opportunities
22 § 2-18-601(15), MCA	Definitions
23 § 2-18-618, MCA	Sick Leave
24 § 2-18-619, MCA	Jury Duty – Service as Witness
25 § 39-2-104, MCA	Mandatory Leave of Absence for Employees Holding Public
26	Office
27 § 49-2-310, MCA	Maternity Leave - Unlawful Acts of Employers
28 § 49-2-311, MCA	Reinstatement to Job Following Pregnancy - Related to Leave of
29	Absence
30 <i>Title 39, Chapter 31</i>	<i>Collective Bargaining for Public Employees</i>

31
32 Policy History:

33 Adopted on:	July 1, 2000
34 Revised on:	February 8, 2010
35 Revised on:	August 23, 2010
36 Revised on:	June 11, 2018
37 Revised on:	June 27, 2022
38 <i>Revised on:</i>	

Conditions for Use of Sick Leave

“Immediate family” is defined as an employee’s father, mother, sister, brother, spouse, son, daughter, step-son, step-daughter, spouse’s father, spouse’s mother, grandchildren, grandparents, brother’s spouse, sister’s spouse, spouse’s sister, spouse’s brother, child’s spouse, step-child’s spouse.

Sick Leave Requests

Employee requests to utilize accrued sick leave must be submitted in writing, or electronically, to the employee’s immediate supervisor.

An employee’s immediate supervisor may deny an employee’s sick leave request if justified by the circumstances. Denial of sick leave should not result in requiring an employee to work when the employee is unable to perform job duties because of physical or mental illness, injury, or disability.

Sick leave is paid at the employee’s regular rate of pay at the time leave is taken and must be used in quarter-hour increments.

Medical Certification

The District requires medical certification, after three (3) consecutive days, to confirm the appropriate use of sick leave, including the need to care for an ill or injured immediate family member. A licensed physician or another licensed health care provider competent to treat and diagnose the particular illness or condition, must provide medical certification.

Medical certification should include information regarding need for the leave, length of the leave, and the timing of the leave.

All medical information obtained through certification or medical examinations must be maintained as confidential in secured, separate files from the usual personnel files.

Accrual and Use of Sick Leave Credits

Staff covered by a collective bargaining agreement or handbook shall accrue and may use their sick leave credits according to the current collective bargaining agreement or handbook.

Employees not covered by collective bargaining agreement or handbook and serving in positions that are permanent full-time, seasonal full-time, or permanent part-time temporary are eligible to earn sick leave credits. Sick leave credits accrue from the first day of employment at a rate that is in accordance with §2-18-618, MCA. Staff must be continuously employed for the qualifying

period of ninety (90) calendar days in order to use sick leave. Sick leave may not be advanced or be taken retroactively. Unless there is a break in service, an employee only serves the qualifying period once. After a break in service, an employee must again complete the qualifying period to use sick leave. A seasonal employee's accrued sick leave credits may be carried over to the next season if management has a continuing need for the employee or, alternatively, may be paid out as a lump sum for accrued sick leave credits when the season ends.

Employees, whether classified or certified, simultaneously employed in two (2) or more positions, will accrue sick leave credits in each position according to the number of hours or the proration of the contract (in the case of certified) worked. Leave credits will be used only from the position in which the credits are earned and with the approval of the supervisor or appropriate authority for that position. Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave credits will not accrue for those hours exceeding forty (40) hours in a workweek that are paid as overtime hours or are recorded as compensatory time hours.

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay exceeding fifteen (15) working days, the amount of time on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a break in service, and the employee will not lose any accrued sick leave credits or lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-day qualifying period.

No limit exists for sick leave accrual.

Calculation of Sick Leave Credits

~~Staff covered by a collective bargaining agreement or handbook shall earn sick leave credits at the rate stated in the current collective bargaining agreement or handbook.~~

~~Full-time employees not covered by a collective bargaining agreement or handbook shall earn sick leave credits at the rate of one (1) one day per month equivalent to the employee's scheduled workday. Sick leave credits shall be prorated for part-time employees who have worked the qualifying period. The payroll office will refine this data by keeping records per hour worked.~~

Sick Leave Lump Sum Payment Upon Termination for Classified Employees

When a classified or certified employee not covered by a collective bargaining agreement or handbook terminates from the District, the employee is entitled to cash compensation for unused sick leave credit equal to one-fourth (1/4) of the compensation the employee would have received if the employee had used the credits, provided the employee has worked the qualifying period. The value of unused sick leave is computed based on the employee's salary rate at the time of termination. *An employee may voluntarily donate all or a portion of their unused sick leave to another employee in their group according to the salary schedule. Employees receiving donated sick leave must be in need of sick leave hours.*

Industrial Accident

An employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits. Use of sick leave must be coordinated with receipt of Worker's Compensation benefits on a case-by-case basis by contacting the Montana Schools Group Workers' Compensation Risk Retention Program (WCRRP).

Sick Leave Substituted for ~~Annual~~ Vacation Leave

An employee, who qualifies for use of sick leave while taking approved annual vacation leave, or personal leave may be allowed to substitute accrued sick leave credits for annual leave credits. Medical certification of the illness or disability may be required.

Cross Reference:

<i>Policy 5321</i>	<i>Leaves of Absence</i>
<i>Policy 5328</i>	<i>Family Medical Leave</i>
<i>Policy 5329</i>	<i>Long Term Illness/Temporary Disability Leave</i>
<i>Policy 5329P</i>	<i>Long Term Illness/Temporary Disability Leave</i>
<i>Policy 5330</i>	<i>Maternity and Paternity Leave</i>

Legal References:

<i>§ 2-18-601(15), MCA</i>	<i>Definitions</i>
<i>§ 2-18-618, MCA</i>	<i>Sick Leave</i>
<i>§ 49-2-311, MCA</i>	<i>Reinstatement to Job Following Pregnancy</i>
<i>Title 39, Chapter 31</i>	<i>Collective Bargaining for Public Employees</i>
<i>42 U.S.C. 2000e</i>	<i>Equal Employment Opportunities</i>

Policy History:

<i>Adopted on:</i>	<i>July 1, 2000</i>
<i>Revised on:</i>	<i>August 23, 2010</i>
<i>Revised on:</i>	<i>June 11, 2018</i>
<i>Revised on:</i>	

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Report

AGENDA ITEM NUMBER: IX. A.

CABINET MEMBER: Luke Diekhans

TOPIC

Review of Building & Grounds 2026 Summer Projects and Building Walkthrough Process

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

This is an annual update to the Board members.

DISCUSSION

Brent Cutler, Facilities Supervisor, and Jack Norris, Assistant Facilities Director, will update the District Board on projects completed during the summer of 2026 along with the general operations of their program. Luke Diekhans will update the Board on the Building Walkthrough Process for the 2026-27 school year.

FISCAL IMPLICATIONS

Included in report.

RECOMMENDATION

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

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

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

GREAT FALLS PUBLIC SCHOOLS

MEETING DATE: October 12, 2026

CATEGORY: Report

AGENDA ITEM NUMBER: IX. B.

CABINET MEMBER: Heather Hoyer

TOPIC

First Reading of Revised Board Policies 3416 – *Administering Medication to Students*, 5227 – *Employee Substance Use*, and 8205 – *Food Service*.

STRATEGIC PLAN

Stewardship and Accountability

BACKGROUND

A committee consisting of Superintendent Heather Hoyer, Director of Business Operations Luke Diekhans, Director of Human Resources Heather Spurzem, 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, Craig Duff, and Paige Henning have been meeting to discuss and make changes where necessary on the policies mentioned above.

DISCUSSION

Policy 3416 Language Changes as recommended by the Committee and MTSBA
 Policy 5227 Language Changes as recommended by the Committee and MTSBA
 Policy 8205 Language Changes as recommended by the Committee and MTSBA

FISCAL IMPLICATIONS

None

RECOMMENDATION

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

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

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Great Falls School District

STUDENTS

3416

Administering Medicines to Students

“Medication” means *prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are a medicine, including inhaled bronchodilators, inhaled corticosteroids, autoinjectable epinephrine, and epinephrine nasal spray*, prescribed by a licensed physician as defined in §37-3-102, MCA, a physician assistant who has been authorized to prescribe medications as provided in §37-20-404, MCA, or an advanced practice registered nurse with prescriptive authority as provided in §37-8-202(1)(h), MCA. *This definition also includes over-the-counter medications controlled by the U.S. Food and Drug Administration that are either prescribed by a licensed healthcare provider and/or authorized through parental consent.*

Administering Medication

The Board permits administration of medication to students in schools in its jurisdiction. Pursuant to the completion of the District’s medication form signed by the parent and a licensed healthcare provider, the school nurse (who has successfully completed specific training in administration of medication), may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication – Students with Individual Health Care Plans

In the event of an emergency, a school nurse or trained staff member, exempt from the nursing license requirement under § 37-8-103(1)(c), MCA, may administer emergency medication to any student in need thereof on school grounds, in a school building, at a school function, or on a school bus according to a standing order of an authorized physician or a student’s private physician. In the event that emergency medication is administered to a student, the school nurse or staff member shall call 9-1-1 and notify the student’s parents/ guardians.

Any prescribed emergency medications kept at school will be documented on a student’s Individual Health Care Plan and/or Emergency Care Plan. Reference Policy 3418.

Stock Epinephrine

The District may maintain a stock supply of ~~auto-injectable~~ epinephrine to be administered by school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirement stated in §20-5-420 (2), MCA.

Stock Opioid Antagonist

1 The District may maintain a stock supply of an opioid antagonist to be administered by school
2 nurse or other authorized personnel to any student or nonstudent as needed for an actual or
3 perceived opioid overdose in compliance with §20-5-426, MCA.
4

5 If the District stocks a supply of an opioid antagonist, the following requirements apply:
6

- 7 • The Superintendent or designee shall develop a protocol related to the training of school
8 employees, the maintenance and location of the opioid antagonist, and immediate and
9 long-term follow-up to the administration of the medication, including making 9-1-1
10 emergency call.
- 11 • The opioid antagonist must be prescribed by a physician, advanced practice registered
12 nurse, or a physician assistant. The school must be designated as the patient, and each
13 prescription for an opioid antagonist must be filled by a licensed pharmacy.
- 14 • The school shall provide training to authorized personnel. The training must include
15 causes of opioid overdose, recognition of signs and symptoms of opioid overdose,
16 indications for the administration of an opioid antagonist, administration technique and
17 the need for immediate access to a certified emergency responder. Training must be
18 provided by a school nurse, certified emergency responder, or other health care
19 professional.
- 20 • The opioid antagonist must be kept in a secure and easily accessible location.
- 21 • A school nurse or other authorized personnel may, in good faith, administer the opioid
22 antagonist to any student or nonstudent who is experiencing a potential life-threatening
23 opioid overdose based on the protocol developed by the school.
- 24 • If a school stocks an opioid antagonist that has been prescribed to the school, that school
25 shall inform parents or guardians about the potential use of the opioid antagonist in an
26 opioid overdose emergency. The school shall make the protocol available upon request.
- 27 • Neither the District, nor its employees and agents, are liable as a result of an injury
28 arising from the administration of an opioid antagonist, including an expired opioid
29 antagonist, to a student or nonstudent unless an act or omission is the result of gross
30 negligence, willful or wanton misconduct, or an intentional tort.

31 32 Administration of Glucagon 33

34 A parent, an individual who has executed a caretaker relative educational authorization affidavit
35 pursuant to §20-5-503, MCA, an individual who has executed a caretaker relative medical
36 authorization affidavit pursuant to §40-6-502, MCA, or a guardian of a diabetic student may
37 designate an adult to administer glucagon to their child in an emergency situation. Written proof
38 of the designation and acceptance of the designation by the parent-designated adult must be filed
39 with the District.
40

41 “Parent-designated adult” means a District employee, selected by a parent, an individual who has
42 executed a caretaker relative educational authorization affidavit pursuant to §20-5-503, MCA, an
43 individual who has executed a caretaker relative medical authorization affidavit pursuant to §40-
44 6-502, MCA, or a guardian of a diabetic student, who voluntarily agrees to administer glucagon
45 to the student.
46

1 The parent-designated adult must be trained in recognizing hypoglycemia and the proper method
2 of administering glucagon. Training must be provided by a health care professional, as defined in
3 §33-36-103, MCA, or a recognized expert in diabetic care selected by the parent, an individual
4 who has executed a caretaker relative educational authorization affidavit, an individual who has
5 executed a caretaker relative medical authorization affidavit, or a guardian. Written
6 documentation of the training received by the parent-designated adult must be filed with the
7 District.

8
9 The glucagon must be provided by the parent, and individual who had executed a caretaker
10 relative educational authorization affidavit, an individual who has executed a caretaker relative
11 medical authorization affidavit, or a guardian of the diabetic student.

12 Assisting Students with Self-Administration of Medication

14
15 A building principal or school administrator may authorize, in writing, any employee:

- 16
17 • To assist in self-administration of any medication that may lawfully be sold over the
18 counter without a prescription to a student with the written consent of a student's parent
19 or guardian; and;
- 20 • To assist in self-administration of a prescription medication to a student in compliance
21 with written instructions of a medical practitioner and with the written consent of a
22 student's parent or guardian.

23
24 Any school employee authorized, in writing, by the school administrator or principal, or who has
25 been delegated by the school nurse may assist with self-administration of medications, may only
26 rely on the following techniques:

- 27
28 • Making oral suggestions, prompting, reminding, gesturing, or providing a written guide
29 for self-administering medications;
- 30 • Handing to a student a prefilled, labeled medication holder or a labeled unit dose
31 container, syringe, or original marked and labeled container from a pharmacy;
- 32 • Opening the lid of a container for a student;
- 33 • Guiding the hand of a student to self-administer a medication;
- 34 • Holding and assisting a student in drinking fluid to assist in the swallowing of oral
35 medications; and
- 36 • Assisting with removal of a medication from a container for a student with a physical
37 disability that prevents independence in the act.
- 38 • Designated staff may also follow other guidance or restrictions previously provided in
39 writing to the school by the student's parent, an individual who has executed a caretaker
40 relative educational authorization affidavit, or guardian is on file; as long as guidance is
41 congruent with medical orders on file and Board Policy.

42
43 At the appropriate time for a student to take their medication, they will report to the school office
44 where a designated staff member will assist them with self-administration. For middle school
45 and high school students, it is the student's responsibility to report to the office when it is time to

1 take the medication. However, if the student requires additional care, special accommodations
2 will be made and included in the Individual Health Care Plan.

3 Medication administration training will be provided annually by a school nurse. A list of
4 individuals who have been authorized to assist with self-administration of medication will be
5 maintained by each school.

6 7 Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication 8

9 Students with allergies or asthma may be authorized by the building principal or Superintendent,
10 in consultation with medical personnel, to possess and self-administer emergency medication
11 during the school day, during field trips, school-sponsored events, or while on a school bus. The
12 student shall be authorized to possess and self-administer medication if the following conditions
13 have been met:

- 14
15 • A parent or guardian or individual who has executed a caretaker relative educational
16 authorization affidavit has submitted a signed authorization affidavit for self-
17 administration of medication, acknowledging that the District and its employees are not
18 liable for injury resulting from the students self-administration of medication.
- 19 • The student must have the prior written approval of his/her primary healthcare provider.
20 The written notice from the student's primary care provider must specify the name and
21 purpose of the medication, the prescribed dosage, frequency with which it may be
22 administered, and the circumstances that may warrant its use.
- 23 • Documentation that the student has demonstrated to the healthcare practitioner and the
24 school nurse, if available, the skill level necessary to use and administer the medication.
- 25 • Documentation of a doctor approved written treatment plan for managing asthma, severe
26 allergies, or anaphylaxis episodes of the student and for medication use by the student
27 during school hours, such as a district Emergency Health Care Plan.

28
29 Authorization granted to a student to possess and self-administer medication shall be valid for
30 the current school year only and must be renewed annually.

31
32 If provided by the parent, an individual who has executed a caretaker relative educational
33 authorization affidavit, or guardian, and in accordance with documentation provided by the
34 student's doctor, backup medication must be kept at a student's school in a predetermined
35 location or locations to which the student has access in the event of an asthma, severe allergy, or
36 anaphylaxis emergency.

37
38 Immediately after using epinephrine during school hours, a student shall report to the school
39 nurse or other adult at the school who shall provide follow up care, including making a 9-1-1
40 emergency call.

41 42 Emergency Use of Stock Albuterol 43

44 The District may maintain a supply of stock albuterol and single-use disposable holding
45 chambers to be administered by a school nurse or other authorized personnel to a student or
46 nonstudent as needed for respiratory distress. This Policy may not be interpreted to relieve a

1 student's parent or guardian of providing a student's medication or create an expectation that a
2 school will have stock albuterol available.

3 4 Definitions

5
6 "Stock albuterol" means quick-relief asthma medication that is approved by the United States
7 food and drug administration for the treatment of respiratory distress. The term includes albuterol
8 medication delivered through a metered dose inhaler or dry-powder inhaler that includes a spacer
9 or holding chamber that attaches to a metered dose inhaler to improve the delivery of medication.

10
11 "Authorized personnel" means an employee or agent identified by the District who is approved
12 by the District administration to administer a stock medication in a school setting or at a related
13 activity.

14
15 "Respiratory distress" means a person's inability to breathe adequately, including the perceived
16 or actual presence of associated symptoms such as coughing, wheezing, or shortness of breath.

17 18 Additional Requirements

19
20 The Superintendent or designee shall develop a protocol related to the training of school
21 employees, the maintenance and location of the stock albuterol, and the immediate and long-term
22 follow-up to the administration of the medication, including determining when to make a 9-1-1
23 emergency call.

24
25 The stock albuterol must be prescribed by a physician, advanced practice registered nurse, or
26 physician assistant. The school must be designated as the patient and each prescription for stock
27 albuterol must be filled by a licensed pharmacy.

28
29 The District may enter into an agreement with a manufacturer of bronchodilators or spacers, a
30 third party supplier of bronchodilator or spacers, or a health care office to obtain bronchodilators
31 or spacers at no charge, at market price, or at a reduced price, and may accept gifts, grants, or
32 donations to purchase bronchodilators or spacers for emergency use.

33
34 Authorized personnel shall complete an annual asthma education program approved by the
35 department of public health and human services. The training must include causes of respiratory
36 distress, recognition of signs and symptoms of respiratory distress, indications for the
37 administration of albuterol, administration techniques, and the need for immediate access to a
38 certified emergency responder.

39
40 The stock albuterol must be kept in a secure and easily accessible location.

41
42 The District will inform parents or guardians about the potential use of stock albuterol in
43 respiratory distress emergency and will make the protocol available on request.

1 The District will document the use of stock albuterol following an event and report the use to the
2 department of public health and human services within three (3) days in a reporting format
3 determined by the department.

4
5 The District will submit an annual report to the department of public health and human services
6 summarizing the use of stock albuterol during each school year in a reporting format determined
7 by the department.

8 9 Self-Administration and Possession of Other Medications

10
11 Students may self-administer and possess other medications as long as authorized by a licensed
12 healthcare provider through written order and stated in the student's Individualized Health Care
13 Plan. The building administrator, school nurse, and appropriate staff will be notified of a
14 student's plan to possess and self-administer medications.

15
16 Students are not authorized to self-carry or possess controlled medication during school hours.

17 18 Handling and Storage of Medications

19
20 The Board requires that all medications, including those approved for keeping by students for
21 self-medication, be first delivered by a parent, an individual who has executed a caretaker
22 relative educational authorization affidavit, or other responsible adult to a nurse or employee
23 assisting with self-administration of medication. A designated school employee:

- 24
25 • All medications, prescription and nonprescription, will be stored in their original
26 containers.
- 27 • Must examine any new medication to ensure it is properly labeled with dates, name of
28 student, medication name, dosage, and physician's name;
- 29 • Must develop a medication administration plan, if administration is necessary for a
30 student, before any medication is given by school personnel;
- 31 • Must record on the student's individual medication record the date a medication is
32 delivered and the amount of medication received;
- 33 • Must store medication requiring refrigeration at 36° to 46° F;
- 34 • Must store ~~prescribed medicinal preparations~~ *all student medications* in a securely locked
35 storage compartment; and
- 36 • Must store controlled substances in a separate compartment, secured and locked at all
37 times.
- 38 • All non-emergency medication must be kept in a locked nonportable container, stored in
39 its original container with the original prescription label. Epinephrine, naloxone, and
40 student emergency medication may be kept in portable containers and transported by the
41 school nurse or other authorized personnel.
- 42 • Must notify the Superintendent or designee, District nurse and parent or guardian of any
43 medication error and document it on the medication administration record.
- 44 • *Rescue medication will be stored in a secure location identified by the nurse or designee.*
45

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. Food is not allowed to be stored in refrigeration units with medications.

Disposal of Medication

School personnel must try to return any unused, discontinued, or obsolete medication to the parent or guardian. Any medication not repossessed by a parent or guardian within seven-(7)-day period of notification by school authorities will be properly disposed of by a school nurse, in the presence of a witness. Disposal will be documented by a school nurse.

Proper Disposal of Syringes, Lancets, etc.

Some health situations require the use of hypodermic needles, syringes, lancets, etc. Medical sharps must be disposed of in an approved sharps container. Building administrators should contact the school nurse when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps containers is the responsibility of the school nurse in accordance with the Montana Infectious Waste Management Act and the manufacture guidelines specific to the container.

Cross Reference:

Policy 3416F	Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication
Policy 3418	Life Threatening Allergies/Medical Conditions
Policy 3431	Emergency Treatment

Legal Reference:

§ 20-5-412, MCA	Definition – parent-designated adult administration of glucagon - training
§ 20-5-420, MCA	Self-administration or possession of asthma, severe allergy, or anaphylaxis medication
§ 20-5-421, MCA	Emergency use of epinephrine in school setting
§ 20-5-426, MCA	Emergency use of an opioid antagonist in School setting – limit on liability
§ 37-8-103(1)(c), MCA	Exemptions – limitations on authority conferred
§ 75-10-1001, et seq.	Infectious Waste Management Act
10.55.701(s), ARM	Board of Trustees
24.159.1604, ARM	Tasks Which May Be Routinely Assigned to an Unlicensed Person in Any Setting When a Nurse-Patient Relationship Exists
37.111.812, ARM	Safety Requirements

Policy History:

Adopted on:	July 1, 2000
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1	Revised on:	January 13, 2020
2	Revised on:	August 23, 2021
3	Revised on:	May 23, 2022
4	Revised on:	September 8, 2025
5	<i>Revised on:</i>	

PERSONNEL

5227

~~Drug, Marijuana and Alcohol-Free Workplace~~ *Employee Substance Use*

All District workplaces are drug, marijuana and alcohol-free workplaces. All employees are prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one which is:

- Not legally obtainable;
- Being used in a manner different than prescribed;
- Legally obtainable, but has not been legally obtained; or
- Marijuana or marijuana paraphernalia that is possessed or consumed on the grounds of any property owned or leased by a school district, a public or private preschool, school, or postsecondary school or in a school bus;
- Marijuana smoked in a location where smoking tobacco is prohibited;
- Marijuana consumed in a manner that endangers others; or
- Referenced in federal or state-controlled substance acts.

As a condition of employment, each employee shall:

- *Employees are personally responsible for their own medication. Personal medication must be secure in a drawer or cabinet.*
- Abide by the terms of the District policy respecting a drug- and alcohol-free workplace;
- Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
- Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees; and
- Inform employees of available drug and alcohol counseling, rehabilitation, re- entry, and any employee assistance programs.

1 District Action Upon Violation of Policy

2
3 An employee who violates this policy may be subject to disciplinary action, including
4 termination. Alternatively, the Board may require an employee to successfully complete an
5 appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.
6

7 The Board shall take disciplinary action with respect to an employee convicted of a drug offense
8 in the workplace, within thirty (30) days after receiving notice of the conviction. An employee
9 who fails to report within thirty (30) days a conviction of a drug offense will be subject to
10 immediate termination.

11 Should District employees be engaged in the performance of work under a federal contract or
12 grant, or under a state contract or grant, the Superintendent shall notify the appropriate state or
13 federal agency from which the District receives contract or grant moneys of the employee's
14 conviction, within ten (10) days after receiving notice of the conviction.
15

16 Cross Reference:

17 Policy 5228 Drug and Alcohol Testing for District School Bus Drivers
18 Policy 5228P Drug and Alcohol Testing for District School Bus Drivers
19 Policy 3340 Student Chemical Use
20

21 Legal Reference:

22 41 U.S.C. §§ 702,703,706 Drug-free workplace requirements for Federal grant recipients
23 Initiative 190 – "Montana Marijuana Regulation and Taxation Act." January 1, 2021
24

25 Policy History:

26 Adopted on: July 1, 2000
27 Revised on: May 14, 2018
28 Reviewed on: March 26, 2019
29 Revised on: March 8, 2021
30 *Revised on:*
31

4
5 Food Services

6
7 The District shall provide school meals which meet or exceed the nutritional standards required
8 by state and federal school lunch programs.

9
10 Meal Charge Policy

11
12 For the purpose of this policy, parent includes guardian, caretaker, relative and any adult
13 responsible for the care of the child.

14
15 The goal of the Great Falls Schools District is to provide students with healthy meals each day.
16 However, unpaid charges place a large financial burden on our Food Services Department. The
17 intent of this policy is to establish uniform meal account procedures throughout the Great Falls
18 School District and to ensure compliance with federal reporting requirements for the USDA
19 Child Nutrition Program, and to provide oversight and accountability for the collection of
20 outstanding student meal balances. The provisions of this policy pertain to regular and reduced
21 priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does
22 not require that a student who pays for regular priced meals be served a meal without payment,
23 the Great Falls Public Schools provides this policy as a courtesy to those students in the event
24 that they forget or lose their lunch money, or have an unpaid balance in their lunch account.

25
26 *Full pay and reduced-price qualified students will be provided with a reimbursable meal at the*
27 *district's standard rate and charged to the students' account.*

28
29 ~~Full Pay and Reduced Elementary students will pay for meals at the district's published standard~~
30 ~~rate. An elementary student may charge up to \$10 per student account. Once this limit is reached,~~
31 ~~the principal will be notified and the student will be offered a designated menu alternate at no~~
32 ~~charge.~~

33
34 ~~Full Pay and Reduced Middle school students may charge up to \$10 per account. If this amount~~
35 ~~is reached, the principal will be notified and the student may go to the office to request a lunch~~
36 ~~voucher, in which the office will need to be reimbursed by the parent.~~

37
38 ~~High School Students must pay at the cash register for all meals and a la carte purchases. When a~~
39 ~~student's account balance reaches zero, no a la cart items or meals can be charged. The student~~
40 ~~may request a lunch voucher from the principal or counselor, in which the office will need to be~~
41 ~~reimbursed. The cashier will refer violations of this section of the policy to the principal.~~

42
43 Free meal benefit- Free status students will be allowed to receive a breakfast and lunch each day.
44 A la carte purchases must be prepaid or have cash at time of purchase. (Milk is considered ala
45 carte.)
46

1 Parents are responsible for meal payment to the food service program. Account records are
2 available for parents and students by setting up an account at myschoolbucks.com. Parents and
3 students may also check with the food service staff at the school *or at the District Offices*.

4
5 Students/parents may pay for meals in advance via myschoolbucks.com, *with cash*, or with a
6 check payable to GFPS Food Services. A sufficient fund balance should be maintained in
7 accounts to minimize the possibility that a child may be without meal money on any given day.
8 ~~Any remaining funds~~ *Balances* for a particular student will be carried over to the next school
9 year. If a student is without meal money on a consistent basis, the administration will investigate
10 the situation more closely and take further action as needed, *which may include outstanding*
11 *funds being turned into collections*. If financial hardship exists, parents and families are
12 encouraged to apply for free or reduced price meals for their child.

13
14 *Negative balances are communicated to parents/guardians via electronic notices, as a minimum*
15 *form of communication.*

16
17 Cross Reference:

18 Policy 8200 Food Services

19 Policy 8210 Procurement Policy for School Food Purchases

20
21 Policy History:

22 Adopted on: June 26, 2017

23 Revised on: