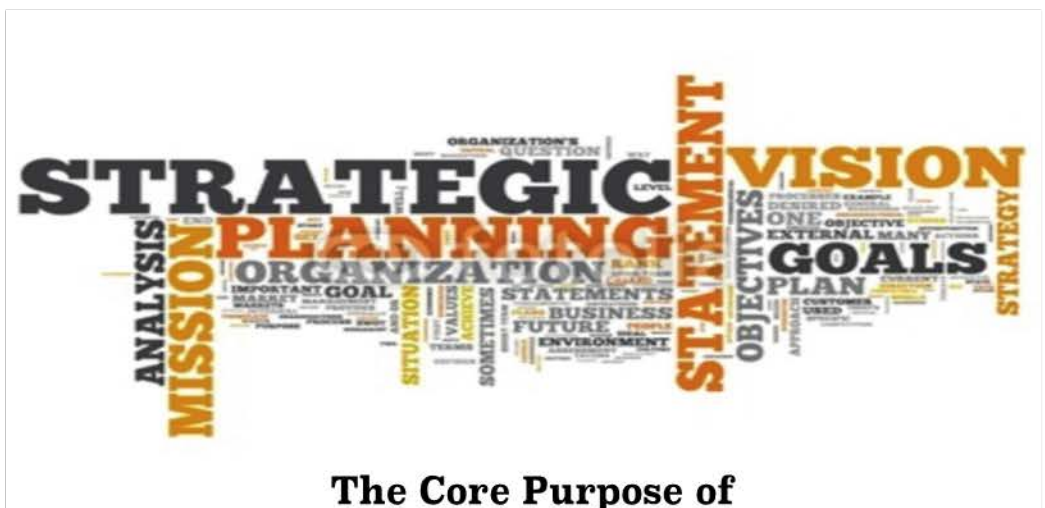




# CASCADE

PUBLIC SCHOOLS MT. DIST. 3&B  
HOME OF THE BADGERS



### The Core Purpose of Cascade Public School District:

*Through collective efforts of our community and school,  
we strive to be an innovative educational system  
committed to excellence and focused on  
developing responsible citizens.*

*Approved by the Cascade Board of Trustees January 2016*



**Align your governance with the 8 characteristics of effective school boards through MTSBA model policy:**

1.	2.	3.	4.	5.	6.	7.	8.
<b>Commit</b> to a vision of high expectations for student achievement and quality instruction. Define clear goals for that vision.	<b>Share</b> strong beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.	<b>Accountability driven,</b> spending less time on operational issues and more time focused on policies to improve student achievement.	<b>Collaborative</b> relationships with staff and the community. Establish a strong communications structure to inform and engage both internal and external stakeholders in setting end achieving district goals.	<b>Data savvy.</b> Embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.	<b>Align and sustain resources,</b> such a professional development, to meet district goals.	<b>Lead as a united team</b> with the superintendent, each from their respective roles, with strong collaboration and mutual trust.	<b>Take part in team development and training</b> to build shared knowledge, values and commitments for their improvement efforts.



# CASCADE PUBLIC SCHOOLS

Regular Monthly & Annual Budget Meeting of the Cascade Board of Trustees  
Cascade Public Schools Conference Room #123  
321 Central Avenue West, Cascade MT 59421  
**August 17, 2021 at 6:00 p.m.**

## Agenda

<https://us02web.zoom.us/j/82056304529?pwd=VHFieTY5T3loQzArY0c1d3RPTGpWZz09>

Meeting ID: 820 5630 4529

Passcode: 43f71f

### Call to Order

**6:00**

Reading of Notice Regarding Public Comment and procedures to be followed when addressing the Board.

### Pledge of Allegiance

### Public Comment on Non-Agenda Items

Members of the community are given opportunity to make brief comments to the Board on any matters not included in the agenda. By law the Board cannot deliberate, debate or take any action on any matter presented during Public Comment. **Comments about any staff, student, or member of public are not allowed due to rights of privacy laws.**

Public Comment on action (A) agenda items is to be addressed when the item is being considered on the agenda. Informational and Staff Reports are reported to Board of Trustees as information only.

## **REGULAR MONTHLY MEETING**

### **Informational (I)**

- A. Letter of Resignation, Julie Small

### **Staff Reports (I)**

- A. Michelle Price, Elementary Principal
- B. Nichole Pieper, JH/HS Principal
- C. Sonja Mazaira, AD
- D. Rick Miller, Superintendent
- E. Karsen Drury, Business Manager

### **Board Report (I)**

- A. Transportation Committee Report
- B. Finance Committee Report
- C. Board Training Hours
- D. Board Evaluation

### **New Business (A)**

- A. Consideration of Recommendation for HS Social Studies Teacher, Amanda Brown
- B. Consideration of Recommendation for XCELL Assistants
- C. Consideration of Recommendation for Cook, Joanne Vinson
- D. Consideration of Recommendation for Fall Coaches SY2021-2022
- E. Consideration of Recommendation for SY2021-2022 Advisors
- F. Consideration of Recommendation for Bus Driver Recruitment Bonus
- G. Consideration of Resolution to Decommission Obsolete Property
- H. Recommended Policy Updates & Revisions – 2<sup>nd</sup> Reading
- I. Consideration of Adoption of FY2022 Elementary Final Budget

- J. Consideration of Adoption of FY2022 High School Final Budget
- K. MTSBA Region 5 Director Ballot
- L. Consent Agenda
  - a. Minutes Regular Board Meeting, July 20, 2021
  - b. Business Claims
  - c. Student Activity Account
  - d. Student Attendance Agreements
  - e. Sub List

### **Superintendent Evaluation (possible executive session)**

#### **Board Meeting Evaluation (I)**

- A. Complete the evaluation and turn into Mr. Miller

#### **Announcements (I)**

- A. Regular & Budget School Board Meeting, September 14, 2021
- B. Upcoming Events

#### **Adjournment (A)**

**7:30**

## REGULAR MONTHLY MEETING

### Informational

- A. Letter of Resignation, Julie Small (HS Social Studies)

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**JULIE SMALL-SORCE**

409 26<sup>th</sup> Ave NE  
Great Falls, MT 59404  
Julie.small@cascade.k12.mt.us  
618-335-4423

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**CASCADE PUBLIC SCHOOL BOARD**

CASCADE • 321 MAIN ST • CASCADE, MT

July 23<sup>rd</sup>, 2021

Dear Cascade Public School Board and Administration,

Due to circumstances beyond my control, I regretfully have to resign from the Social Studies High School Teaching position that was so graciously offered me in the Spring of 2021. I thank you for the patience and understanding that has been extended to me in the situation that occurred.

I wish the new Social Studies candidate all the luck and success in the world as well as the Cascade students and school.

Sincerely,

Julie Small-Sorce

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### Staff Reports

- A. Michelle Price, Elementary Principal
- B. Nichole Pieper, High School Principal
- C. Sonja Mazaira, AD
- D. Rick Miller, Superintendent
  - a. COVID-19
- E. Karsen Drury, Business Manager
  - a. FY2021 Trustees Financial Summary

### Board Report (Appendix A)

- A. Transportation Committee Report – *Appendix A, Section I (page 3)*
- B. Finance Committee Report – *Appendix A, Section II (page 4)*
- C. Board Training Hours – *Appendix A, Section III (page 5)*
- D. Board Evaluation – *Appendix A, Section IV (page 6)*

## New Business (A) (Appendix B)

### A. Consideration of Recommendation for HS Social Studies Teacher, Amanda Brown

**Category:** Personnel

**Presented by:** Rick Miller

**Facts to Consider:** My name is Amanda Brown, I am moving from Fairfield with my 2 daughters. I will be teaching High School Social Studies and can't wait to share my love and excitement for History. I graduated from Eastern Washington University with my teaching degree in Social Studies. I have taught for several years and then took a break when my daughters were born. During that time I still coached tennis and volleyball, substituted, reffed volleyball, and other various jobs in the school. I am so excited to be here!

**Superintendent Recommendation:** Hire Amanda Brown as HS Social Studies Teacher for SY2021-2022.

**Sample Motion:** I move to approve the recommendation to hire Amanda Brown as HS Social Studies Teacher for SY2021-2022.

### B. Consideration of Recommendation for XCELL Assistants

**Category:** Personnel

**Presented by:** Rick Miller

**Facts to Consider:** Teresa Ghekiere, Brittany Hruska and Kelly Rumney are being recommended to help in the XCELL program as assistants and homework club aides. Ashtyn Schlotter is being recommended to help in the Ulm XCELL program as an assistant.

**Superintendent Recommendation:** Hire Teresa Ghekiere, Brittany Hruska, Kelly Rumney and Ashtyn Schlotter as XCELL Aides for SY2021-2022.

**Sample Motion:** I move to approve the recommendation to hire Teresa Ghekiere, Brittany Hruska, Kelly Rumney and Ashtyn Schlotter as XCELL Aides for SY2021-2022.

### C. Consideration of Recommendation for Cook, Joanne Vinson

**Category:** Personnel

**Presented by:** Rick Miller

**Facts to Consider:** Mrs. Vinson worked in the kitchen for 6 years previous to her retirement and has worked as a kitchen substitute since then. She has agreed to return to the school as a cook again.

**Superintendent Recommendation:** Hire Joanne Vinson as cook for SY2021-2022.

**Sample Motion:** I move to approve the recommendation to hire Joanne Vinson as cook for SY2021-2022.

### D. Consideration of Recommendation for Fall Coaches SY2021-2022

**Category:** Personnel

**Presented by:** Sonja Mazaira

**Facts to Consider:**

Guilia Weeda – JH Volleyball Head Coach

Justine Woodend – JH Volleyball Assistant Coach

Karen Allen – JH Volleyball Assistant Volunteer

Jason Raether – JH Football Assistant Coach

Mike Nelson – HS Football Assistant Volunteer

Josh Pepos – Football Assistant Volunteer

**Superintendent Recommendation:** Hire the fall coaches, as listed, for SY2021-2022.

**Sample Motion:** I move to approve the recommendation to hire the fall coaches, as listed, for SY2021-2022.

### E. Consideration of Recommendation for SY2021-2022 Advisors

**Category:** Personnel

**Presented by:** Sonja Mazaira

**Facts to Consider:**

Sonja Maziara – Athletic/Activities Director

Christa Hardy – Annual

Jeff Skogley – Band

Connor Schulte – BPA

Jeff Skogley – Choir

Tracy Taft – Concessions

Jennifer Ward – FFA

Jeff Skogley – Class of 2022 Advisor

Karen Matteson – Class of 2022 Advisor

Kelly Rumney – Class of 2023 Advisor

Mike Nelson – Class of 2023 Advisor

**Superintendent Recommendation:** Hire the advisors, as listed, for SY2021-2022.

**Sample Motion:** I move to approve the recommendation to hire the advisors, as listed, for SY2021-2022.

**F. Consideration of Recommendation for Bus Driver Recruitment Bonus**

**Category:** Finance/Transportation

**Presented by:** Rick Miller/Transportation Committee

**Facts to Consider:** The Transportation Committee would like to implement a recruitment bonus for district employees who recruit bus drivers to work in the district. The bus driver must be hired by the Board of Trustees and must have or obtain a MT CDL, pass a background check, complete medical certification, CPR & First Aid, and complete 80 hours of drive time before the bonus is paid to the recruiter. The bonus will be in the amount of \$1,000.00.

**Superintendent Recommendation:** Approve the Bus Driver Recruitment Bonus.

**Sample Motion:** I move to approve the Bus Driver Recruitment Bonus.

**G. Consideration of Resolution to Decommission Property**

**Category:** Finance

**Presented by:** Rick Miller

**Attachments:** Resolution to Decommission Obsolete Property (below)

**Facts to Consider:** Per MCA 20-6-604, *“Whenever the trustees of a district determine that a site, building or any other real or personal property of the district is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district, the trustees may sell or otherwise dispose of the real or personal property in accordance with this section and without conforming to the provisions of 20-6-603. If a decision to sell or dispose of property is made, the trustees shall adopt a resolution to sell or otherwise dispose of the district real or personal property because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district.”*

Property to be decommissioned includes: 2000 MCI Activity Bus

**Superintendent Recommendation:** Approve the Resolution to Decommission Obsolete Property.

**Sample Motion:** I move to approve the Resolution to Decommission Obsolete Property.

**RESOLUTION**

WHEREAS, the Board of Trustees of School Districts 3 & B, Cascade Public Schools, has determined that personal property of the Districts consisting of:

*2000 MCI Activity Bus*

are or are about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the Districts, and

WHEREAS, the Trustees may sell or otherwise dispose of such personal property in accordance with Section 20-6-604, MCA (2017).

THEREFORE, it is hereby resolved that the Board of Trustees of Cascade Public Schools will sell or otherwise dispose of the abandoned, obsolete, undesirable or unsuitable personal property in any reasonable manner determined to be in the best interests of the Districts, and

FURTHERMORE, the effective date of this resolution shall be, September 1, 2021.

Any taxpayer may appeal this resolution of the Trustees at any time prior to the effective date of this Resolution, to the District court by filing a verified petition with the clerk of such court and serving a copy of such petition upon the Districts. The petition must set out in detail the objections to the petitioner to the adoption of this Resolution or to the disposal of the property. The final determination of the matter will be by the court.

**H. Recommended Policy Updates & Revisions – 2<sup>nd</sup> Reading**

**Category:** Policy

**Presented by:** Rick Miller

**Attachments:** Policies – *Appendix B, Section I (pg. 16)*

**Facts to Consider:**

**Recommended Changes to Existing Policies if Previously Adopted**

[MTSBA Model Policy 8130 – Air Quality Restrictions](#)

MTSBA updated this model policy to reflect recent regulatory changes governing air quality in schools.

[MTSBA Model Policy 8200 – Food Services](#)

MTSBA updated this model policy to reflect recent regulatory changes governing school food services.

[MTSBA Model Policy 8301 – District Safety](#)

MTSBA updated this model policy to reflect regulatory changes governing safety requirements in schools and revisions to advised best practices.

[MTSBA Model Policy 8410 – Operation and Maintenance of Facilities](#)

MTSBA updated this model policy to reflect regulatory changes governing the operation of school facilities and revisions to advised best practices.

[MTSBA Model Policy 8421 – Lead Renovation](#)

MTSBA updated this model policy to reflect additional options for informing parents about facility renovations involving lead.

**Recommended New Policies**

[MTSBA Model Policy 8129 – Chemical Safety](#)

MTSBA developed this model policy to assist districts in complying with Montana Code Annotated and regulatory changes governing chemical storage.

[MTSBA Model Policy 8131 – Indoor Air Quality](#)

MTSBA developed this model policy to assist districts in complying with regulatory changes governing ventilation systems and filters inside school buildings.

[MTSBA Model Policy 8302 – Noxious Plant and Animal Control](#)

MTSBA developed this model policy to assist districts in complying with regulatory changes governing the operation of school facilities related to application of herbicide and pesticide and other pest management procedures while reflecting revisions to advised best practices.

[MTSBA Model Policy 8303 – Cleaning and Disinfecting](#)

MTSBA developed this model policy to assist districts in complying with regulatory changes governing health and hygiene requirements in schools and revisions to advised best practices. This model policy will also ensure necessary provisions regarding health and safety are part of the district's permanent manual when emergency policies are terminated.

[MTSBA Model Policy 8502 – School Construction and Repairs](#)

MTSBA developed this model policy to assist districts in complying with regulatory changes governing the construction of new schools or facilities or repairs to existing schools. These regulations provide a checklist for school leaders to follow when completing a construction or repair project to ensure full compliance with health and safety regulations.

**Superintendent Recommendation:** Approve the second reading and adopt the recommended policy updates and revisions as listed.

**Sample Motion:** I move to approve the second reading and adopt the recommended policy updates and revisions as listed.

**I. Consideration of Adoption of FY2022 Elementary Final Budget**

**Category:** Finance

**Presented by:** Karsen Drury

**Attachments:** Elementary Budget - *Appendix B, Section II (page 35)*

**Facts to Consider:** On or before August 20, on the date and at the time and place stated in the notice published pursuant to **20-9-115**, the trustees of each district shall meet to consider all budget information and any attachments required by law.

(2) The trustees may continue the meeting from day to day but shall adopt the final budget for the district and determine the amounts to be raised by tax levies for the district not later than August 25 and before the computation of the general fund net levy requirement by the county superintendent and the fixing of the tax levies for each district. Any taxpayer in the district may attend any portion of the trustees' meeting and be heard on the budget of the district or on any item or amount contained in the budget.

(3) Upon final approval, the trustees shall deliver the adopted budget, including the amounts to be raised by tax levies, to the county superintendent of schools within 3 days.

**Superintendent Recommendation:** Approve and adopt the final Elementary Budget for FY2022.

**Sample Motion:** I move to approve and adopt the final Elementary Budget for FY2022.

**J. Consideration of Adoption of FY2022 High School Final Budget**

**Category:** Finance

**Presented by:** Karsen Drury

**Attachments:** High School Budget - *Appendix A, Section III (page 38)*

**Facts to Consider:** On or before August 20, on the date and at the time and place stated in the notice published pursuant to **20-9-115**, the trustees of each district shall meet to consider all budget information and any attachments required by law.



(2) The trustees may continue the meeting from day to day but shall adopt the final budget for the district and determine the amounts to be raised by tax levies for the district not later than August 25 and before the computation of the general fund net levy requirement by the county superintendent and the fixing of the tax levies for each district. Any taxpayer in the district may attend any portion of the trustees' meeting and be heard on the budget of the district or on any item or amount contained in the budget.

(3) Upon final approval, the trustees shall deliver the adopted budget, including the amounts to be raised by tax levies, to the county superintendent of schools within 3 days.

**Superintendent Recommendation:** Approve and adopt the final High School Budget for FY2022.

**Sample Motion:** I move to approve and adopt the final High School Budget for FY2022

#### **K. MTSBA Region 5 Director Ballot**

**Category:** Board

**Presented by:** Val Fowler

**Facts to Consider:** A quorum was not achieved during the Region 5 meeting held on July 21. Therefore, the election for Region 5 Director will be completed [using this electronic ballot](#).

The MTSBA regional directors serve as the representatives from the 11 MTSBA regions on the MTSBA Board of Directors, along with 7 other municipal directors and 2 Indian School Board Caucus directors.

Incumbent Director Val Fowler is the sole nominee before the region. Please complete [the electronic ballot linked here](#) by **Friday, August 27 at 5:00 pm**.

##### **INSTRUCTIONS FOR VOTING:**

Your Board should place this issue on your August meeting agenda(s), discuss the item referenced above and vote collectively on the regional director position.

Your Board Chair (or the Clerk of the District on the Board's behalf) must fill out the ballot consistent with the Board Chair's directive. In that regard, you will need to provide:

- The NAME of your school district.
- The NAME of the individual submitting the ballot on the District's behalf. NOTE: The individual submitting the electronic ballot on behalf of your District has to either be:
  - (1) your Board Chair, or
  - (2) your District Clerk;
- Fill out the electronic vote according to the position of your Board;
- Insert the Board Chair's name. By doing so, this constitutes and has the legal impact of your Board Chair's legal signature; and
- Submit your District's ballot.

**Superintendent Recommendation:** Vote for incumbent Val Fowler for MTSBA Region 5 Director.

**Sample Motion:** I move to vote for incumbent Val Fowler for MTSBA Region 5 Director.

#### **L. Consent Agenda (Appendix C)**

- A. Minutes of Regular Board Meeting, July 20, 2021– *Appendix C, Section I (pg. 43)*
- B. Business Claims – *Appendix C, Section II (pg. 47)*
- C. Student Activity Account – *Appendix C, Section III (pg. 56)*
- D. Student Attendance Agreements – *Appendix C, Section IV (pg. 57)*
- E. Sub List – *Appendix C, Section V (pg. 58)*

#### **Superintendent Evaluation (possible executive session)**

##### **Board Meeting Evaluation (I)**

- A. Complete evaluation and turn into Mr. Miller.

##### **Announcements (I)**

- A. Regular & Budget School Board Meeting, September 14, 2021, 6:00 pm
- B. Upcoming Trainings:
  - a. Back to School Legal Primer – September 22<sup>nd</sup> in Helena and/or virtual
  - b. MCEL – October 20-22<sup>nd</sup> in Helena and/or virtual

#### **Adjournment (A)**