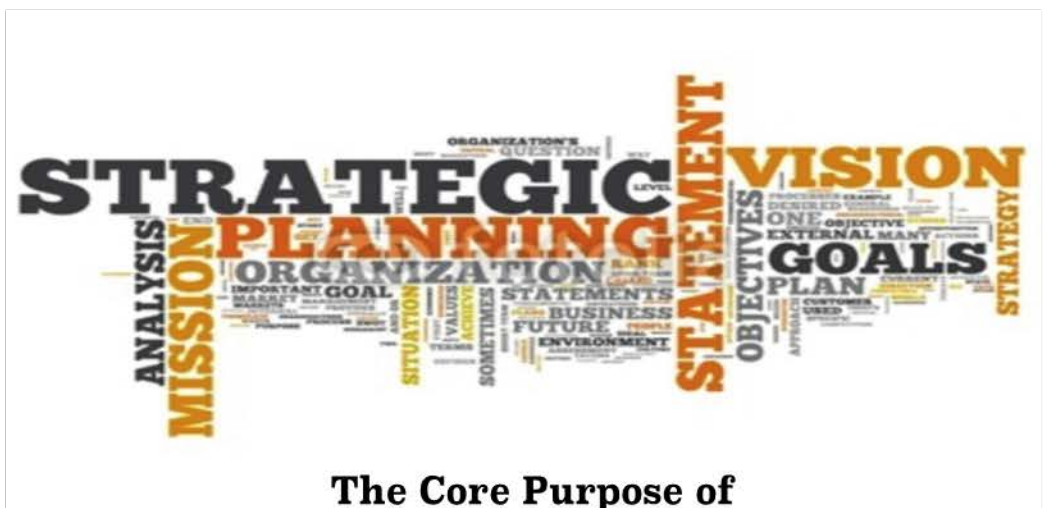




CASCADE

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.
Commit to a vision of high expectations for student achievement and quality instruction. Define clear goals for that vision.	Share 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.	Accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.	Collaborative relationships with staff and the community. Establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals.	Data savvy. Embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.	Align and sustain resources, such as professional development, to meet district goals.	Lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.	Take part in team development and training to build shared knowledge, values and commitments for their improvement efforts.



CASCADE PUBLIC SCHOOLS

Regular Monthly Meeting of the Cascade Board of Trustees
Cascade Public Schools Conference Room #123
321 Central Avenue West, Cascade MT 59421
September 14, 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, Andrea Ethridge

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. Policy Committee Report
- B. Technology Committee Report
- C. Board Training Hours
- D. Board Evaluation
- E. MTSBA Connect: The Demonstration of Support, Unity, Courage, and Focus During Polarized Times

New Business (A)

- A. Designation of NCLRC Board Representative
- B. Required Policy Updates & Revisions from MTSBA Review
- C. Recommended Policy Updates & Revisions from MTSBA Review – First Reading
- D. Termination of Obsolete Policies
- E. Required Policy Updates & Revisions (New)
- F. Recommended Policy Updates & Revisions (New) – First Reading
- G. Recommendation for Advisor Pay Addition – Student Council, National Honor Society
- H. Recommendation for COVID-19 Leave, Classified Personnel

- I. Consent Agenda
 - a. Minutes Regular Board Meeting, August 17, 2021
 - b. Business Claims
 - c. Student Activity Account
 - d. Student Attendance Agreements
 - e. Sub List

Board Meeting Evaluation (I)

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

Announcements (I)

- A. Regular School Board Meeting, October 19, 2021
- B. Upcoming Events
 - a. MCEL – October 20-22nd (changed to all virtual attendance – no in-person)

Adjournment (A)

7:30

REGULAR MONTHLY MEETING

Informational

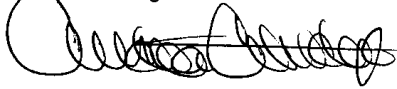
A. Letter of Resignation, Andrea Ethridge (XCELL Director)

Dear Cascade School Board and administration,

Please take this as my letter of resignation for my position as 21st CCLC Director. I am giving my two weeks from today's date 8/24/21. I have absolutely loved my job working with the kids and being at the school. I will do whatever I can to help with the transition of a new director.

Sincerely,

Andrea Ethridge



Staff Reports

- A. Michelle Price, Elementary Principal
 - a. Math Night
 - b. FastBridge data will be presented at the October Board Meeting.
 - c. PIR 09/10/21 finalized details for Math Night, whole group planning time for interventions
 - d. PIR 9/24/21 FastBridge and classroom data review.
- B. Nichole Pieper, High School Principal
 - a. FastBridge data will be presented at the October Board Meeting.
 - b. Student Council & National Honor Society Advisors
- C. Sonja Mazaira, AD
- D. Rick Miller, Superintendent
 - a. Strategic Plan
- E. Karsen Drury, Business Manager
 - a. General Fund Budgets

PRIOR YEARS

CASCADE PUBLIC SCHOOLS

Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: August 2017, 2018, 2019, 2020

Month	Year	Fund		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
August	2020	101	General	\$ 18,184.18	\$ 72,356.35	\$ 1,445,690.00	\$ 1,445,690.00	\$ 137,333.65	5%
August	2020	201	General	\$ 16,301.88	\$ 69,844.70	\$ 1,014,350.00	\$ 1,014,350.00	\$ 944,505.30	7%
August	2019	101	General	\$ 108,753.46	\$ 170,717.44	\$ 1,415,556.00	\$ 1,415,556.00	\$ 1,244,838.56	12%
August	2019	201	General	\$ 70,875.75	\$ 123,245.32	\$ 989,292.00	\$ 989,292.00	\$ 866,046.68	12%
August	2018	101	General	\$ 104,646.11	\$ 128,987.86	\$ 1,339,509.00	\$ 1,339,509.00	\$ 1,210,521.14	10%
August	2018	201	General	\$ 80,292.22	\$ 107,022.71	\$ 1,022,939.00	\$ 1,022,939.00	\$ 915,916.29	10%
August	2017	101	General	\$ 35,642.11	\$ 67,665.54	\$ 1,312,763.00	\$ 1,312,763.00	\$ 1,245,107.46	5%
August	2017	201	General	\$ 24,810.15	\$ 58,233.62	\$ 1,063,555.00	\$ 1,063,555.00	\$ 1,005,321.38	5%
4 YR AVERAGE									8%

CURRENT YEAR

CASCADE PUBLIC SCHOOLS

Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: August 2021

Month	Year	Fund		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
August	2021	101	General	\$ 21,195.45	\$ 78,898.54	\$ 1,430,304.03	\$ 1,430,304.03	\$ 1,351,405.49	6%
August	2021	201	General	\$ 20,450.01	\$ 73,516.60	\$ 1,017,084.98	\$ 1,017,084.98	\$ 943,568.38	7%
Grand Total:				\$ 41,645.46	\$ 152,415.14	\$ 2,447,389.01	\$ 2,447,389.01	\$ 2,294,973.87	7%

Board Report (Appendix A)

- A. Policy Committee Report – *Appendix A, Section I (page 3)*
- B. Technology Committee Report – *Appendix A, Section II (page 5)*
- C. Board Training Hours – *Appendix A, Section III (page 6)*
- D. Board Evaluation – *Appendix A, Section IV (page 7)*
- E. MTSBA Connect: The Demonstration of Support, Unity, Courage, and Focus During Polarized Times - Lance Melton – *Appendix A, Section V (page 16)*

New Business (A) (Appendix B)

A. Designation of NCLRC Board Representative

Category: Personnel

Presented by: Rick Miller

Attachments: NCLRC School Board Rep Appointment Form – *Appendix B, Section I (pg. 20)*

Facts to Consider: Each year, the Board must appoint one representative to serve on the Northcentral Learning Resource Center Advisory Board (NCLRC). The NCLRC is the Special Education Co-op that the district is a member of. Historically, the Board has always appointed the Superintendent as the representative.

Superintendent Recommendation: Appoint Rick Miller as the NCLRC Advisory Board representative.

Sample Motion: I move to approve the recommendation to appoint Rick Miller as the NCLRC Advisory Board representative.

B. Required Policy Updates & Revisions from MTSBA Review

Category: Policy

Presented by: Policy Committee

Attachments: Policies – *Appendix B, Section II (pg. 21)*

Facts to Consider: The Policy Committee started reviewing the Policy Manual in its entirety and discovered that there were several gaps in the manual where our policies were not up to date and in compliance with MTSBA model policies. The Policy Committee opted to have MTSBA do an entire review of the Policy Manual and find the discrepancies. The Policy Committee has begun reviewing the proposed and required changes to the Policy Manual from MTSBA. Below are the policies that need to be updated and/or adopted in the 1000 & 2000 series.

Required Changes to Existing Policies if Previously Adopted

[Policy 1000 – Legal Status, Operation and Organization](#)

Outdated policy needing current updates: Updated language references goals and handbooks.

[Policy 1105 – Membership](#)

Outdated policy needing current updates: Add legal name, update verbiage, added and updated legal references.

[Policy 1420 – School Board Meeting Procedure](#)

Outdated policy needing current updates: Updates to legal references, remove additional language in first paragraph (lines 9-15), add additional language (lines 17-19).

[Policy 1240 – Duties of Individual Trustees](#)

Update legal references.

[Policy 1310 – District Policy and Procedures](#)

Update legal references.

[Policy 1400 – Board Meetings](#)

Update legal references.

[Policy 1441 – Audience Participation](#)

Update policy to required model.

[Policy 1700 – Uniform Complaint Procedure](#)

Update policy to required model.

[Policy 2150 – Suicide Awareness and Prevention](#)

Updated language for two hours of training the first year (lines 14-16).

[Policy 2160P – Title I Parent Involvement](#)

Updated language for equitability.

[Policy 2161P – Special Education](#)

Updated language regarding annual application and legal references.

[Policy 2162 – Section 504 of the Rehabilitation Act of 1973](#)

Updated legal references.

[Policy 2168 – Distance Learning Courses](#)

Updated legal and cross references.

[Policy 2311 – Instructional Materials](#)

Updated language and legal references.

[Policy 2314 – Learning Materials Review](#)

Updated language to include reference to Policy 1700.

[Policy 2510 – School Wellness \(Alternate 2\)](#)

Model language includes informing and updating the public every three year. Cascade has additional bullet for goals. Update legal references.

Required Policies Not Previously Adopted

[Policy 1610 – Annual Goals and Objectives](#)

Policy Committee Recommendation: Approve and adopt the updates and revisions as proposed by MTSBA to the required policies, as listed.

Sample Motion: I move to approve and adopt the updates and revisions as proposed by MTSBA to the required policies, as listed.

C. Recommended Policy Updates & Revisions from MTSBA Review – First Reading

Category: Policy

Presented by: Policy Committee

Attachments: Policies – *Appendix B, Section III (pg. 57)*

Facts to Consider: The Policy Committee started reviewing the Policy Manual in its entirety and discovered that there were several gaps in the manual where our policies were not up to date and in compliance with MTSBA model policies. The Policy Committee opted to have MTSBA do an entire review of the Policy Manual and find the discrepancies. The Policy Committee has begun reviewing the proposed and required changes to the Policy Manual from MTSBA. Below are the policies that need to be updated and/or adopted in the 1000 & 2000 series.

Recommended Changes to Existing Policies if Previously Adopted

[Policy 1113 – Vacancies](#)

Delete redundancy in first two paragraphs.

[Policy 1512 – Conflict of Interest](#)

Policy Split: Affinity and consanguinity became 1512F.

[Policy 1512F – Relationships Defined and Chart](#)

Policy Split: Affinity and consanguinity became 1512F.

[Policy 2110 – Objectives](#)

Remove legal reference.

[Policy 2151 – Interscholastic Activities](#)

Reference to MHSAs as HAS. Model language doesn't reference MHSAs in 4th paragraph.

[Policy 2320 – Field Trips, Excursions, and Outdoor Education](#)

Updated language for valid first-aid and legal references.

[Policy 2334 – Release Time for Religious Instruction](#)

Updated language – students may not have absence counted when attending religious activities. Option 1.

[Policy 2410 – High School Graduation Requirements](#)

Model policy includes MCA for meetings and quorum.

[Policy 2500 – English Language Learner Program](#)

Updated language LEP to ELL.

Recommended/Optional Policies Not Previously Adopted

[Policy 1113P – Vacancies](#)

[Policy 1135 – School Board Advocacy](#)

[Policy 1135P – School Board Advocacy](#)

[Policy 1620 – Evaluation of Board](#)

[Policy 1630 – Utilization of Montana School Boards Association](#)

Policy Committee Recommendation: Approve the first reading of the updates and revisions as proposed by MTSBA to the recommended policies, as listed.

Sample Motion: I move to approve the first reading of the updates and revisions as proposed by MTSBA to the recommended policies, as listed.

D. Termination of Obsolete Policies

Category: Policy

Presented by: Policy Committee

Attachments: Policies – *Appendix B, Section IV (pg. 74)*

Facts to Consider: The following policies are being recommended for termination by MTSBA and the Policy Committee. The policies no longer exist in the MTSBA Model Policy Series.

Termination of Policies

[Policy 1114 – Student Participation](#)

[Policy 1312 – Administrative Procedures](#)

Policy Committee Recommendation: Terminate the obsolete policies as listed.

Sample Motion: I move to approve the recommendation to terminate the obsolete policies, as listed.

E. Required Policy Updates & Revisions (New)

Category: Policy

Presented by: Rick Miller & Policy Committee

Attachments: Policies – *Appendix B, Section V (pg. 74)*

Facts to Consider: The following policies are new required updates, revisions and additions from MTSBA.

Required Changes to Policies Previously Adopted

[Policy 3130 – Students of Legal Age](#)

Updated to include a new provision to ensure consistency with laws governing homeless students and compliance with court orders.

[Policy 3225P – Sexual Harassment Grievance Procedure – Students \(R\)](#)

Updated to include new language to further assist districts in compliance with the new Title IX sexual harassment regulations.

[Policy 5012P – Sexual Harassment Form For Employees \(R\)](#)

Updated to include new language to further assist districts in compliance with the new Title IX sexual harassment regulations.

[Policy 5120P – Fingerprint Background Handling Procedure \(R\)](#)

New model documents that completely replace existing documents in order to comply with new standards and auditing requirements of the Montana Department of Justice. The FBI issued new guidance for state departments of justice to comply with when processing fingerprints and confidential criminal justice information.

[Policy 5120F – Determination of Eligibility For Hire](#)

New model documents that completely replace existing documents in order to comply with new standards and auditing requirements of the Montana Department of Justice. The FBI issued new guidance for state departments of justice to comply with when processing fingerprints and confidential criminal justice information.

[Policy 5120F – Privacy Act Statement](#)

New model documents that completely replace existing documents in order to comply with new standards and auditing requirements of the Montana Department of Justice. The FBI issued new guidance for state departments of justice to comply with when processing fingerprints and confidential criminal justice information.

[Policy 5120F – Re-dissemination of Criminal History Report Form](#)

New model documents that completely replace existing documents in order to comply with new standards and auditing requirements of the Montana Department of Justice. The FBI issued new guidance for state departments of justice to comply with when processing fingerprints and confidential criminal justice information.

[Policy 5122 – Fingerprints and Background Investigations](#)

Updated language to include all substitutes fingerprinted compliance with DOJ standards in 5120P.

[Policy 5122F – Applicant Rights and Consent to Fingerprint Form](#)

New model documents that completely replace existing documents in order to comply with new standards and auditing requirements of the Montana Department of Justice. The FBI issued new guidance for state departments of justice to comply with when processing fingerprints and confidential criminal justice information.

[Policy 5228P – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers \(R\)](#)

New models replacing current documents to reflect implementation of Commercial Driver's License Drug and Alcohol Clearinghouse. These models comply with Federal Motor Carrier Clearinghouse rule requiring FMCSA-regulated employers, medical review officers, substance abuse professionals, third-party administrators, and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations.

[Policy 5232 – Child Abuse, Neglect and Sex Trafficking Reporting](#)

Updated to include new language to comply with Sections 20-7-1311 and 20-7-1316, MCA, which outline steps to help educate Montana school officials about child sexual abuse and human trafficking.

[Policy 5328P – Family Medical Leave](#)

Updated to include a new provision to address updated guidance regarding situations when both spouses are employees of the district.

Required New Policies Not Yet Adopted

[Policy 7220 – Use of Federal Title I Funds](#)

New models developed to assist district with the requirement that Title I funds are only used to supplement and not supplant state and local funds.

[Policy 7220P – Use of Federal Title I Funds Methodology](#)

New models developed to assist district with the requirement that Title I funds are only used to supplement and not supplant state and local funds.

Policy Committee Recommendation: Approve and adopt the new required updates, revisions and additions to the policies, as listed.

Sample Motion: I move to approve the recommendation to approve and adopt the new required updates, revisions and additions to the policies, as listed.

F. Recommended Policy Updates & Revisions (New) – First Reading

Category: Policy

Presented by: Rick Miller & Policy Committee

Attachments: Policies – *Appendix B, Section VI (pg. 123)*

Facts to Consider: The following policies are new required updates, revisions and additions from MTSBA.

Recommended New Policies Not Yet Adopted

[Policy 5228F – Acknowledgment of Receipt Form](#)

[Policy 5228F2 – Request for Records Form](#)

Policy Committee Recommendation: Approve the first reading of the new recommended policies, as listed.

Sample Motion: I move to approve the first reading of the new recommended policies, as listed.

G. Recommendation for Advisor Pay Addition – Student Council, National Honor Society

Category: Policy/Finance

Presented by: Rick Miller

Attachments: Extra and Co-Curricular Compensation Matrix – *Appendix B, Section VII (pg.125)*

Facts to Consider: The administration is recommending that the advisors of Student Council and National Honor Society be added to the Extra and Co-Curricular Compensation Matrix as listed in the Coaches/Sponsors/Advisors/Activities/Athletic Handbook. Currently, these advisors do not receive compensation for the time dedicated to the clubs outside of their contracts. The administration recommends adding them to the Compensation Matrix at a starting stipend of \$1,065.00 each, increasing based on the longevity clause.

Superintendent Recommendation: Approve the recommendation to add Student Council and National Honor Society advisors to the Extra and Co-Curricular Compensation Matrix at \$1,065 starting stipend.

Sample Motion: I move to approve the recommendation to add Student Council and National Honor Society advisors to the Extra and Co-Curricular Compensation Matrix at \$1,065 starting stipend.

H. Recommendation for COVID-19 Leave, Classified Personnel

Category: Policy/Finance

Presented by: Rick Miller

Attachments: Policy 1910F1 – Employee Request Form – Emergency Paid Sick Leave – *Appendix B, Section VIII (pg. 126)*

Facts to Consider: The administration would like to grant each Classified employee school-paid leave regarding COVID-19. Each employee will be allocated ten (10) COVID-19 leave days (pro-rated by FTE) from 08/11/2021 – 06/30/2021 to use for the following COVID-19 related absences:

- Employee is COVID positive
- Employee has symptoms of COVID and is awaiting test results
- Employee is quarantined as a close contact to a COVID positive individual
- Child is COVID positive and requires employee/parent to stay home (2/3 pay – can supplement with sick time)
- Child is quarantined and requires employee/parent to stay home (2/3 pay – can supplement with sick time)
- Child's school or daycare is closed due to COVID (2/3 pay – can supplement with sick time)

Employees must complete 1910F1 – Employee Request Form – Emergency Paid Sick Leave and must comply with all requirements outlined on the form, including providing applicable government order or documentation from medical provider corresponding to reasons for using COVID-19 leave. Forms must be submitted to the District Clerk prior to the end of the pay period.

Superintendent Recommendation: Approve the recommendation for COVID-19 Leave for Classified Personnel.

Sample Motion: I move to approve the recommendation to approve the recommendation for COVID-19 Leave for Classified Personnel.

I. Consent Agenda (Appendix C)

A. Minutes of Regular Board Meeting, August 17, 2021– *Appendix C, Section I (pg. 129)*

B. Business Claims – *Appendix C, Section II (pg. 133)*

C. Student Activity Account – *Appendix C, Section III (pg. 152)*

D. Student Attendance Agreements – *Appendix C, Section IV (pg. 153)*

E. Sub List – *Appendix C, Section V (pg. 154)*

Board Meeting Evaluation (I)

- A. Complete evaluation and turn into Mr. Miller

Announcements (I)

- A. Regular School Board Meeting, October 19, 2021
- B. Upcoming Trainings:
 - a. MCEL – October 20-22nd (changed to all virtual attendance – no in-person)

Adjournment (A)