



# CASCADE

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



### Cascade School's Mission:

*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.*

#### **By promoting excellence for all students through:**

- *Engaging curriculum with rigor and relevance*
- *High-quality instruction*
- *21st Century technology*
- *Personal and academic pride*

#### **Cascade Schools will strive to:**

- *Deliver an academic program that inspires and motivates every student to value education for his/her lifetime.*
- *Customize and individualize our educational program to meet every student's strengths and needs.*
- *Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st Century.*
- *Strategically focus resources on student's achievement and identify wants and needs of the Cascade community.*
- *Connect our curriculum and assessment data to the common core standards.*



**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 Meeting of the Cascade Board of Trustees  
Cascade Public Schools Conference Room #123  
321 Central Avenue West, Cascade MT 59421  
**February 15, 2022 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. FFA Ag Issues Presentation

### 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. Facility Committee Report
- B. Board Training Hours
- C. Board Evaluation

### New Business (A)

- A. Resolution Calling for Election, District 3
- B. Resolution Calling for Election, District B
- C. Consideration of Recommendation for Coaches
- D. Consideration of Adoption of SY2022-2023 Calendar
- E. Consideration of Approval of Invitation for Bids, JH/HS Building HVAC Installation Project
- F. Consideration of Approval of Window Replacement Project
- G. Recommended Policy Adoptions from MTSBA Review – 2<sup>nd</sup> Reading
- H. Consideration of Recommendation of Board Self-Evaluation – 2<sup>nd</sup> Reading
- I. Consent Agenda
  - a. Minutes Regular Board Meeting, January 18, 2022

- b. Business Claims
- c. Student Activity Account
- d. Sub List

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

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

### **Announcements (I)**

- A. Regular School Board Meeting – March 15, 2022
- B. Upcoming Events

### **Adjournment (A)**

**7:30**

## REGULAR MONTHLY MEETING

### Informational

- A. FFA Ag Issues

### Staff Reports (Appendix A)

- A. Michelle Price, Elementary Principal – *Appendix A, Section I (pg. 3)*
  - a. FastBridge Data
  - b. Para Coverage
  - c. Reading Night
- B. Nichole Pieper, High School Principal – *Appendix A, Section II (pg. 10)*
- C. Sonja Mazaira, AD
- D. Rick Miller, Superintendent – *Appendix A, Section III (pg. 18)*
  - a. International Teachers
  - b. Health Clinic
  - c. Board Norms
- E. Karsen Drury, Business Manager – *Appendix A, Section IV (pg. 26)*
  - a. General Fund Budgets
  - b. SY2022 Spring ANB Report
  - c. 2022 Election Information

### Board Report (Appendix B)

- A. Facility Committee Report – *Appendix B, Section I (pg. 41)*
- B. Board Training Hours – *Appendix B, Section II (pg. 42)*
- C. Board Evaluation – *Appendix B, Section III (pg. 43)*

### New Business (A) (Appendix C)

#### A. Resolution Calling for Election, District 3

**Category:** Trustees

**Presented by:** Karsen Drury

**Attachments:** Resolution – *Appendix C, Section I (pg. 54)*

**Facts to Consider:** The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. Historically, Cascade School District has always cancelled the General Fund levy portion of an election.

**Superintendent Recommendation:** Approve the resolution calling for an election for District 3.

**Sample Motion:** I move to approve the resolution calling for an election for District 3.

#### B. Resolution Calling for Election, District B

**Category:** Trustees

**Presented by:** Karsen Drury

**Attachments:** Resolution – *Appendix C, Section I (pg. 55)*

**Facts to Consider:** The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. Historically, Cascade School District has always cancelled the General Fund levy portion of an election.

**Superintendent Recommendation:** Approve the resolution calling for an election for District B.

**Sample Motion:** I move to approve the resolution calling for an election for District B.

#### C. Consideration of Recommendation for Coaches

**Category:** Personnel

**Presented by:** Sonja Mazaira

**Facts to Consider:**

Christa Hardy – HS Track Head Coach  
Connor Schulte – HS Track Assistant Coach  
Heather Lewis – HS Track Assistant Coach  
Mike Moore – HS Golf Head Coach

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

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

**D. Consideration of Adoption of SY2022-2023 Calendar**

**Category:** Calendar

**Presented by:** Rick Miller

**Attachments:** School Calendar SY2022-2023 – *Appendix C, Section II (pg. 56)*

**Facts to Consider:** The Calendar Committee has met to set the calendar for SY2022-2023 and has created 3 versions. The calendars were sent out to the staff for input. The results were compiled and are listed in the appendices. The calendar committee met again to create a 4<sup>th</sup> option of the calendar and have created version to include the following:

Calendar D

- Staff start August 17th and students on August 22nd.
- Wednesday and Thursday off for Thanksgiving.
- One week off for Christmas.
- Monday off after Easter Sunday.
- School ends before Memorial Day for students and staff.

**Superintendent Recommendation:** Approve and adopt the calendar as presented for SY2022-2023.

**Sample Motion:** I move to approve and adopt calendar as presented for SY2022-2023.

**E. Consideration of Approval of Invitation for Bids, JH/HS Building HVAC Installation Project**

**Category:** Policy

**Presented by:** Facility Committee

**Attachments:** Invitation to Bid – *Appendix C, Section III (pg. 57)*

**Facts to Consider:** In June, the Board approved the project to install HVAC in the elementary building that would provide air circulation and air conditioning to the classrooms. The project was completed by MacDonald Heating and Cooling and was completed over the summer. The HVAC system included ductless heating and cooling systems and improved the indoor air quality in the classrooms through filtering, purification and other air cleaning, fans and control systems. The district used ESSER II funds to fund the project. The facility committee now proposes to install the same system throughout the JH and HS buildings, to include 21 classrooms/rooms. The project is expected to exceed \$80,000, which means the District is required to open the project for bids.

*Per Policy 7320, "Whenever it is in the interest of the District, the District will execute a contract for any building furnishing, repairing, or other work for the benefit of the District. If the sum of the contract work exceeds Eighty Thousand Dollars (\$80,000), the District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids as per 18-4-307, MCA. Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids."*

**Superintendent Recommendation:** Approve the invitation for bids for the JH/HS Building HVAC Installation Project.

**Sample Motion:** I move to approve the invitation for bids for the JH/HS Building HVAC Installation Project.

**F. Consideration of Approval of Window Replacement Project**

**Category:** Facilities

**Presented by:** Facilities Committee

**Attachments:** Bid – *Appendix C, Section IV (pg. 58)*

**Facts to Consider:** In June 2021, the Board approved the Invitation for Bid to replace windows in the building. One company submitted a bid, TC Glass. The facilities committee proposes to accept the bid from TC Glass. The detailed bid can be found in the appendices. The committee chose from 4 glass options, deciding on solar cool gray for bathrooms and solar gray for all others.

**Superintendent Recommendation:** Accept the bid from TC Glass for the window replacement project.

**Sample Motion:** I move to accept the bid from TC Glass for the window replacement project.

**G. Recommended Policy Adoptions from MTSBA Review – 2<sup>nd</sup> Reading**

**Category:** Policy

**Presented by:** Policy Committee

**Attachments:** Policies – *Appendix C, Section V (pg. 60)*

**Facts to Consider:** The Policy Committee has continued reviewing the proposed and required changes to the Policy Manual from MTSBA. Below are the recommended and optional policies that the Committee has proposed for adoption. Recommended and optional policies may only be adopted after the second reading.

**Recommended and Optional Policies Not Previously Adopted:**

[Policy 5125 – Whistle Blowing and Retaliation \(REC\)](#)

[Policy 7225 – Crowdfunding \(OP\)](#)

[Policy 7425F – Fundraising Notice \(REC\)](#)

[Policy 7535 – Electronic Signatures \(REC\)](#)

[Policy 7550 – Indirect Cost Reimbursement \(OP\)](#)

[Policy 8102 – Contracting for Transportation Services \(REC\)](#)

[Policy 8310 – Memorials \(OP\)](#)

[Policy 8450F – AED Incident Report Form, Notification Letter, Service Log \(OP\)](#)

[Policy 8460 – Naming of School District Facilities \(OP\)](#)

**Policy Committee Recommendation:** Approve and adopt the second reading of recommended and optional policies, as listed.

**Sample Motion:** I move to approve and adopt the second reading of recommended and optional policies, as listed.

**H. Consideration of Recommendation of Board Self-Evaluation – 2<sup>nd</sup> Reading**

**Category:** Policy

**Presented by:** Policy Committee

**Attachments:** Policy 1620; Board Self Evaluation – *Appendix C, Section VI (pg. 74)*

**Facts to Consider:** Per Policy 1620 – Evaluation of Board, at the conclusion of each year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations. In order to perform the annual evaluation, the Policy Committee has chosen an evaluation document they would like to include in the policy manual as Policy 1620F – Board Evaluation Form.

**Policy Committee Recommendation:** Approve and adopt the second reading of Policy 1620F – Board Evaluation Form.

**Sample Motion:** I move to approve and adopt the second reading of Policy 1620F – Board Evaluation Form.

**I. Consent Agenda (Appendix D)**

- A. Minutes of Regular Board Meeting, January 18 2022– *Appendix D, Section I (pg. 97)*
- B. Business Claims – *Appendix D, Section II (pg. 102)*
- C. Student Activity Account – *Appendix D, Section III (pg. 113)*
- D. Sub List – *Appendix D, Section V (pg. 114)*

**Board Meeting Evaluation (I)**

- A. Complete evaluation and turn into Mr. Miller

**Announcements (I)**

- A. Regular School Board Meeting, March 15, 2022
- B. Upcoming Trainings:
  - a. MTSBA School Budget Symposium – Virtual: March 8, 15, 22, 2022

**Adjournment (A)**