



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. |
| 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
June 28, 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)

Staff Reports (I)

- A. Michelle Price, Elementary Principal
- B. Rick Miller, Superintendent
- C. Karsen Drury, Business Manager

Board Report (I)

- A. Negotiations Committee Report
- B. Board Training Hours

New Business (A)

- A. 2022 MTSBA Association Business Ballot
- B. Consideration of Recommendation for Middle School Teacher, Lynn Formell
- C. Consideration of Recommendation for Bus Driver, Luke James
- D. Consideration of Recommendation for Cook, Armando Romero
- E. Consideration of Scoreboard Replacement Quotes
- F. Consideration of Classified Salary Matrix Amendments
- G. Consideration of Transportation Supervisor Contract, Wiley Aker
- H. Consideration of Recommendation of Bus Routes, SY2022-2023
- I. Consideration of Recommendation for Early K Program
- J. Consideration of Annual MSGIA Property and Liability Insurance Renewal FY2022-2023
- K. Consideration of Annual MSGIA Workers Compensation Renewal FY2022-2023
- L. Consideration of Annual MTSBA Membership Renewal FY2022-2023

- M. Stockmens Bank Signature Updates
- N. Resolution to Decommission Obsolete Property
- O. Resolution to Cancel Stale or Outstanding Warrants
- P. Resolution to Close Activity Account, Class of 2022
- Q. Resolution to Open Activity Account, Class of 2026
- R. Resolution to Transfer to Compensated Absences Fund
- S. Resolution to Transfer to Interlocal Agreement Fund
- T. Consent Agenda
 - a. Minutes of Regular Board Meeting, May 17, 2022
 - b. Business Claims
 - c. Student Activity Account
 - d. Sub List
 - e. Student Attendance Agreements
 - f. Individual Transportation Contracts

Board Meeting Evaluation (I)

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

Announcements (I)

- A. Regular School Board Meeting – July 19, 2022
- B. Upcoming Events

Adjournment (A)

7:30

REGULAR MONTHLY MEETING

Informational

Staff Reports (Appendix A)

- A. Michelle Price, Elementary Principal – *Appendix A, Section I (pg. 3)*
- B. Sonja Mazaira, AD
- C. Rick Miller, Superintendent
- D. Karsen Drury, Business Manager
 - a. May General Funds

PRIOR YEARS

CASCADE PUBLIC SCHOOLS
 Statement of Expenditure - Budget vs. Actual Report
 For the Accounting Period: May 2018, 2019, 2020, 2021

Month	Year	Fund		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
May	2021	101	General	\$ 198,816.88	\$ 1,195,163.55	\$ 1,445,690.00	\$ 1,445,690.00	\$ 250,526.45	83%
May	2021	201	General	\$ 111,128.22	\$ 772,307.56	\$ 1,014,350.00	\$ 1,014,350.00	\$ 342,042.44	76%
May	2020	101	General	\$ 286,986.70	\$ 1,200,262.07	\$ 1,415,556.00	\$ 1,415,556.00	\$ 215,293.93	85%
May	2020	201	General	\$ 173,930.36	\$ 829,520.95	\$ 989,292.00	\$ 989,292.00	\$ 159,771.05	84%
May	2019	101	General	\$ 353,400.53	\$ 1,226,773.30	\$ 1,339,509.00	\$ 1,339,509.00	\$ 112,735.70	92%
May	2019	201	General	\$ 270,534.13	\$ 958,964.76	\$ 1,022,939.00	\$ 1,022,939.00	\$ 63,974.24	94%
May	2018	101	General	\$ 314,774.30	\$ 1,177,806.57	\$ 1,312,763.00	\$ 1,312,763.00	\$ 134,956.43	90%
May	2018	201	General	\$ 247,393.85	\$ 984,010.56	\$ 1,063,555.00	\$ 1,063,555.00	\$ 79,544.44	93%
4 YR AVERAGE									87%

CURRENT YEAR

CASCADE PUBLIC SCHOOLS
 Statement of Expenditure - Budget vs. Actual Report
 For the Accounting Period: May 2022

Month	Year	Fund		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
May	2022	101	General	\$ 203,962.83	\$ 1,211,574.41	\$ 14,303,304.03	\$ 1,430,304.03	\$ 218,729.62	85%
May	2022	201	General	\$ 137,655.12	\$ 885,142.46	\$ 1,017,084.98	\$ 1,017,084.98	\$ 131,942.52	87%
Grand Total:				\$ 341,617.95	\$ 2,096,716.87	\$ 15,320,389.01	\$ 2,447,389.01	\$ 350,672.14	86%

- b. June All Fund Budgets – will be available at the meeting to ensure most accurate and current figures.

Board Report (Appendix B)

- A. Negotiations Committee Report – *Appendix B, Section I (pg. 11)*
- B. Board Training Hours – *Appendix B, Section II (pg. 12)*

New Business (A) (Appendix C)

A. 2022 MTSBA Association Business Ballot

Category: Board

Presented by: John Rumney

Attachments: 2022 MTSBA Ballot & Instructions – *Appendix C, Section I (pg. 14)*

Facts to Consider: The Annual Meeting (held in a hybrid format on June 9, 2022) is typically where the membership votes on the items that require a vote of the membership. Although we had great participation and discussion during this year's Annual Meeting and near unanimity of informal support on all items to be voted on by the membership, we did not meet the quorum requirements to conduct business of the Association.

The MTSBA Bylaws provide an alternative process for conducting voting on Association issues (other than at membership meetings) as follows:

ARTICLE III, SECTION 7. VOTING BETWEEN MEETINGS OF MEMBERS. Voting at times other than at annual or special meetings shall be on ballots distributed by the Executive Director as authorized by the Board of Directors. Such ballots shall contain a full explanation of the question presented, shall indicate the number of votes to be cast by the member school district, shall instruct the manner in which the ballot is to be marked and shall be mailed to the chairperson of each member school board by the Executive Director at least thirty (30) days in advance of the deadline for returning the marked ballots. All ballots cast must be signed by the chairperson of the member school board and shall be tallied by the Executive Director. The results of the balloting shall be provided to the membership via mail and/or electronic means.

ARTICLE XII – CONDUCTING BUSINESS THROUGH ELECTRONIC MEANS. The Association may conduct any business via technology and/or other electronic means. Therefore, any reference in these Bylaws to written notice, mailings, signatures, distribution of information, conducting meetings or otherwise conducting any business of the Association shall be construed to specifically authorize such conduct in whole or in part through technological means. Such authority shall include but shall not be construed as being limited to: video and conference calls, electronic ballots, electronic meetings, and elections.

The Board must review and vote on the issues in the attachments.

B. Consideration of Recommendation for Middle School Teacher, Lynn Formell

Category: Personnel

Presented by: Rick Miller

Facts to Consider: Mrs. Formell has worked in the District as a substitute and a paraprofessional. She is now being recommended to fill the Middle School Teacher position. The applicant hired previously has turned down the position.

Superintendent Recommendation: Hire Lynne Formell as Middle School Teacher for SY2022-2023.

Sample Motion: I move to approve the recommendation to hire Lynn Formell as Middle School Teacher for SY2022-2023.

C. Consideration of Recommendation for Bus Driver, Luke James

Category: Personnel

Presented by: Rick Miller

Facts to Consider: Mr. James is being recommended for the position of a route bus driver. Mr. James does not currently have his CDL, so offer of the position is contingent upon completion and passage of all state & District requirements.

Superintendent Recommendation: Hire Luke James as route bus driver for SY2022-2023, contingent upon completion and passage of all state & District requirements.

Sample Motion: I move to approve the recommendation to hire Luke James as route bus driver for SY2022-2023, contingent upon completion and passage of all state & District requirements.

D. Consideration of Recommendation for Cook, Armando Romero

Category: Personnel

Presented by: Rick Miller

Facts to Consider: Mr. Romero has been working as a sub in the kitchen for several months and has agreed to go full time.

Superintendent Recommendation: Hire Armando Romero as cook for SY2022-2023.

Sample Motion: I move to approve the recommendation to hire Armando Romero as cook for SY2022-2023.

E. Consideration of Scoreboard Replacement Quotes

Category: Facilities

Presented by: Sonja Mazaira

Attachments: Scoreboard Quotes – *Appendix C, Section II (pg. 20)*

Facts to Consider: MHS implemented shot clocks for high school basketball beginning the 2022-2023 school year. The scoreboards we currently have are outdated and do not support the required functions to comply with the new rules &

regulations. In order to be in compliance, the scoreboards must be replaced. The scoreboards will be purchased with Interlocal Fund monies.

Sample Motion: I move to approve the purchase of the replacement scoreboards.

F. Consideration of Classified Salary Matrix Amendments

Category: Personnel

Presented by: Negotiations Committee

Attachments: Classified Staff Pay Matrix – *Appendix C, Section III (pg. 22)*

Facts to Consider: Per Policy 5140 “The Board will determine the salary and wages for classified personnel.” The matrix has been revised to reflect the proposed increase in the bus driver wages from a base of \$14.50 per hour to \$20.00 per hour, with no longevity or yearly wage increase.

Upon approval, the revisions to the classified matrix will take effect July 1, 2022.

Negotiations Committee Recommendation: Approve the classified salary matrix amendments, as presented.

Sample Motion: I move to approve the classified salary matrix amendments, as presented.

G. Consideration of Transportation Supervisor Salary, Wiley Aker

Category: Personnel

Presented by: Negotiations Committee

Facts to Consider: Proposed salary of Transportation Supervisor, Wiley Aker, for SY2022-2023 with all existing terms and a salary of \$46,000.

Negotiations Committee Recommendation: Approve the salary of the Transportation Supervisor, Wiley Aker, for SY2022-2023.

Sample Motion: I move to approve the salary of the Transportation Supervisor, Wiley Aker, for SY2022-2023.

H. Consideration of Recommendation of Bus Routes, SY2022-2023

Category: Policy

Presented by: Rick Miller

Facts to Consider: Under ARM 10.7.101, all bus routes must be approved yearly. By the fourth Monday in July, a county transportation committee must act to approve or not approve all bus routes established by Districts. Routes are subject to change before county approval.

Attachments: Bus Routes SY2023 – *Appendix C, Section IV (page 23)*

Superintendent Recommendation: Approve the Bus Routes for SY2022-2023.

Sample Motion: I move to approve the Bus Routes for SY2022-2023.

I. Consideration of Recommendation for Early K Program

Category: Policy

Presented by: Rick Miller

Facts to Consider: As per Policy 3100, Board approval of the Early K Program is required to receive funding for the program, pursuant to the district’s calculation of ANB as reported to OPI.

Superintendent Recommendation: Approve the Early K Program for SY2022-2023.

Sample Motion: I move to approve the Early K Program for SY2022-2023.

J. Consideration of Annual MSGIA Property and Liability Insurance Renewal FY2022-2023

Category: Finance

Presented by: Karsen Drury

Facts to Consider: MSGIA has been the District’s insurance provider for many years. See Appendix for breakdown and details.

Attachments: MSGIA Property & Liability Insurance Renewal – *Appendix C, Section V (pg. 24)*

Superintendent Recommendation: Approve the MSGIA Property & Liability Insurance Renewal for FY2022-2023.

Sample Motion: I move to approve the MSGIA Property & Liability Insurance Renewal for FY2022-2023.

K. Consideration of Annual MSGIA Workers Compensation Renewal FY2022-2023

Category: Finance

Presented by: Karsen Drury

Facts to Consider: MSGIA has been the District’s insurance provider for many years. See Appendix for breakdown and details. See Appendix for breakdown and details.

Attachments: MSGIA Worker’s Compensation Insurance Renewal – *Appendix C, Section VI (pg. 62)*

Superintendent Recommendation: Approve the MSGIA Property & Liability Insurance Renewal for FY2022-2023.

Sample Motion: I move to approve the MSGIA Property & Liability Insurance Renewal for FY2022-2023.

L. Consideration of Annual MTSBA Membership Renewal FY2022-2023

Category: Finance

Presented by: Rick Miller

Facts to Consider: MTSBA has been the District’s legal representative for many years, providing the District with many valuable resources such as policy maintenance, strategic planning and legal representation.

Attachments: MSGIA Property & Liability Insurance Renewal – *Appendix C, Section VII (pg. 73)*

Superintendent Recommendation: Approve the MSGIA Property & Liability Insurance Renewal for FY2022-2023.

Sample Motion: I move to approve the MSGIA Property & Liability Insurance Renewal for FY2022-2023.

M. District Account Authorization Update

Category: Finance

Presented by: Karsen Drury

Attachments: Resolution Letter– *Appendix C, Section VIII (pg. 74)*

Facts to Consider: The Board needs to update the District accounts by adding new superintendent, Levi Collins.

Superintendent Recommendation: Approve the updates for the District accounts.

Sample Motion: I move to approve the updates for the District accounts.

N. Stockmens Bank Signature Updates

Category: Finance

Presented by: Karsen Drury

Attachments: Resolution Letter – *Appendix C, Section IXI (pg. 75)*

Facts to Consider: The Board needs to update the Stockmens Bank accounts by adding new superintendent, Levi Collins.

Superintendent Recommendation: Approve the signature updates for the Stockmens Bank accounts.

Sample Motion: I move to approve the signature updates for the Stockmens Bank accounts.

O. Resolution to Decommission Obsolete Property

Category: Finance

Presented by: Karsen Drury

Attachments: Resolution to Decommission Obsolete Property

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.”* Annual disposal of outdated and degrading equipment in need of clean up and disposal. The obsolete sale is TBD.

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:

Miscellaneous outdated supplies, curriculum and equipment.

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, July 12, 2022

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.

P. Resolution to Cancel Stale or Outstanding Warrants

Category: Finance

Presented by: Karsen Drury

Facts to Consider: A “cancelled warrant” occurs when a district determines a warrant which was previously issued is not valid. The board must authorize cancellation of a warrant. A warrant may be canceled even if the warrant is not in possession of the district. Generally, a warrant is canceled if it was lost, is stale dated, or was issued in payment for goods which were returned to the vendor. A canceled warrant is often followed by a replacement warrant. A board of trustees may cancel a warrant which has been issued for at least one year, however the district’s liability for payment of a contractual obligation does not terminate until the time specified in law (20-9-223, MCA). The contractual obligation generally continues for 8 years if based on an instrument in writing. See 27-2-201, MCA. A “replacement warrant” is usually issued to replace an original warrant lost by the payee. The first warrant is usually canceled by the board and a replacement warrant issued.

Claims:

11577 - \$100.00 – 02/16/2021

Payroll:

11272 - \$782.63 – 05/28/2021

11310 - \$452.75 – 06/30/2021

11322 - \$435.67 – 06/30/2021

Student Accounts:

11238 - \$200.00 – 3/26/2021

11263 - \$345.56 – 05/03/2021

11264 - \$100.00 – 05/03/2021

Voided (duplicate or misprints):

Claims: 11284, 11367, 11816, 11891, 12063, 12116, 12120, 12121, 12124, 12137, 12143

Payroll: 11613

Student Accounts: 11254, 11278, 11281, 11324, 11336, 11342, 11401, 11428, 11463, 11552

Superintendent Recommendation: Cancel the stale dated warrants as listed.

Sample Motion: I move to approve the recommendation to cancel the stale dated warrants as listed.

Q. Resolution to Close Activity Account, Class of 2022

Category: Finance

Presented by: Karsen Drury

Facts to Consider: The graduating class fund is closed at the end of each year. If there are remaining monies, the graduating class designates how the monies are spent or where the monies are to be transferred. The remaining balance is \$356.22, of which the Class of 2022 donated to the Art fund.

Superintendent Recommendation: Close the Class of 2022 activity account.

Sample Motion: I move to approve the recommendation to close the Class of 2022 activity account.

R. Resolution to Open Activity Account, Class of 2026

Category: Finance

Presented by: Karsen Drury

Facts to Consider: It is required that the board approve any fund added to the activity fund.

Superintendent Recommendation: Open Class of 2026 activity account

Sample Motion: I move to approve the recommendation to open Class of 2026 activity account.

S. Resolution to Transfer to Compensated Absences Fund

Category: Finance

Presented by: Karsen Drury

Facts to Consider: Authorized by Section 20-9-512 MCA, for the purpose of financing the accumulated sick leave and vacation pay that non-teaching or administrative school district employee is entitled to upon termination of employment. Funded using budgeted General Fund transfers. Funds in excess of limit must be returned to General Fund.

Superintendent Recommendation: Approve the resolution to transfer year end monies from the General Funds to the Compensated Absences Funds, if necessary.

Sample Motion: I move to approve the recommendation to transfer year end monies from the General Funds to the Compensated Absences Funds, as authorized by 20-9-512, MCA.

T. Resolution to Transfer to Interlocal Agreement Fund

Category: Finance

Presented by: Karsen Drury

Facts to Consider: Per Policy 1007FE, *“Montana law (20-3-363, MCA) allows the boards of trustees of any two or more school districts to enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts. Each participating district of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the district’s general fund, budgeted funds other than the retirement fund or debt service fund, or non-budgeted funds other than the compensated absence liability fund. Transfers to the interlocal cooperative fund from each participating school district’s general fund are limited to an amount not to exceed the direct state aid in support of the respective school district’s general fund.”*

Superintendent Recommendation: Approve the transfer year end monies from the general funds to the interlocal agreement fund.

Sample Motion: I move to approve the recommendation to transfer year end monies from the general funds to the interlocal agreement fund.

U. Consent Agenda (Appendix D)

- A. Minutes of Regular Board Meeting, May 17, 2022 – *Appendix D, Section I (pg. 77)*
- B. Minutes of Organizational Board Meeting, May 17, 2022 – *Appendix D, Section I (pg. 82)*
- C. Business Claims – *Appendix D, Section II (pg. 84)*
- D. Student Activity Account – *Appendix D, Section III (pg. 95)*
- E. Sub List – *Appendix D, Section V (pg. 97)*
- F. Student Attendance Agreements – *Appendix D, Section VI (pg. 98)*
- G. Individual Transportation Contracts – *Appendix D, Section VII (pg. 99)*

Board Meeting Evaluation (I)

- A. Complete evaluation and turn into Mr. Collins

Announcements (I)

- A. Regular School Board Meeting, July 19, 2022
- B. Upcoming Trainings:

Adjournment (A)