



# 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:**

- |   |  |  |  |   |  |   |  |
|---|--|--|--|---|--|---|--|
| <b>1.</b>   | <b>2.</b>  | <b>3.</b>  | <b>4.</b>  | <b>5.</b>   | <b>6.</b>  | <b>7.</b>   | <b>8.</b>  |
| <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  
**January 16, 2024 at 6:00 p.m.**

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## Agenda

<https://zoom.us/j/95075657618?pwd=NzJPUk9iOEFuL280YXV2UmxOLzczUT09>

Meeting ID: 950 7565 7618

Passcode: 531hp6

### 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, Michelle Wilkes (Kitchen & Bus Aide)
- B. Resignation, Kayler Olson (Custodian)

### Staff Reports (I)

- C. Jason Raether, Activities Director
- D. Michael Wilson, K1-12 Principal
- E. Levi Collins, Superintendent
- F. Karsen Floerchinger, Business Manager

### Board Report (I)

- A. Board Evaluation
- B. Board Training Hours

### Old Business (A)

- A. Consideration of Football Scoreboard Quotes

### New Business (A)

- A. Consideration of District B Budget Amendment Resolution
- B. Consideration of Memorandum of Understanding
- C. Consideration of Recommendation for Custodian, Rocket Durham
- D. Consideration of Recommendation for SY2023-2024 Spring Coaches
- E. Consideration of Recommendation for SY2024-2025 Fall Coaches
- F. Consideration of Recommendation of Required Policy Updates

- G. Consideration of Recommendation of Recommended Policy Updates, 1<sup>st</sup> Reading
- H. Consent Agenda
  - a. Minutes of Regular Board Meeting, December 18, 2023
  - b. Business Claims
  - c. Student Activity Account
  - d. Sub List

## **Annual Superintendent Evaluation**

*Possible Executive Session*

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

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

## **Announcements (I)**

- A. Regular School Board Meeting – February 20, 2023
- B. Upcoming Events

## **Adjournment (A)**

**7:30**

## REGULAR MONTHLY MEETING

### Informational (I)

- A. Resignation, Michelle Wilkes (Kitchen & Bus Aide)  
From: **Michelle Wilkes** <[m\\_wilkes89@yahoo.com](mailto:m_wilkes89@yahoo.com)>  
Date: Wed, Jan 10, 2024 at 7:45 AM  
Subject: Resignation  
To: Levi Collins <[levi.collins@cascade.k12.mt.us](mailto:levi.collins@cascade.k12.mt.us)>

To whom it may concern,

This is my official notice of resignation effective immediately as I can no longer perform my job duties.

Thank you

Michelle Wilkes

- B. Resignation, Kayler Olson (Custodian)

### Staff Reports (I) (Appendix A)

- A. Jason Raether, Activities Director – *Appendix A, Section I (pg. 3)*
- B. Michael Wilson, K1-12 Principal – *Appendix A, Section II (pg. 14)*
- C. Levi Collins, Superintendent – *Appendix A, Section III (pg. 15)*
- D. Karsen Floerchinger, Business Manager – *Appendix A, Section IV (pg. 16)*

### Board Report (I) (Appendix B)

- A. Board Evaluation
- B. Board Training Hours – *Appendix B, Section I (pg. 18)*

## Old Business (A) (Appendix C)

### A. Consideration of Football Scoreboard Quotes

**Category:** Facilities/Athletics

**Presented by:** Jason Raether/Levi Collins

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

**Facts to Consider:** At the October meeting, the Board approved the purchase of a new scoreboard for the football field. Quotes were provided at the November meeting for the Board to consider, but the motion was tabled.

**Sample Motion:** I move to approve the purchase of \_\_\_ scoreboard.

## New Business (A) (Appendix D)

### A. Consideration of District B Budget Amendment Resolution

**Category:** Finance

**Presented by:** Karsen Floerchinger

**Attachments:** Budget Amendment Resolution, Budget Amendment Timeline – *Appendix D, Section I (pg. 22)*

**Facts to Consider:** OPI has provided notice of HB 36 (2023 Legislative session) that revises the funding for significant enrollment increases. HB 36 modifies section 20-9-166, MCA, to allow significant enrollment increase (SEI) payments as described below. It also repeals 20-9-314, MCA, which provided procedures for determining eligibility and the amount of increased average number belonging (ANB) due to unusual enrollment increase. Based upon the OPI calculations for FY2024, LE0102 Cascade H S is eligible for a Significant Enrollment Increase payment of \$12,544.00.

In general, the SEI payment eligibility process is described in the bill as follows:

- School districts that experience an enrollment increase based on the October enrollment count in the current year converted to ANB must be greater than the budget limitation ANB for the fiscal year three years prior by 110%.
- The SEI payment is described in HB 36 as an amount that is the difference between 80% of the district's total per-ANB entitlement for that fiscal year using the most current October enrollment count minus the "absorption factor", and 80% of the district's initial per-ANB entitlement for that fiscal year.
- The absorption factor is defined as an ANB amount rounded to the nearest whole number equal to the sum of five ANB plus 3% of the district's budget limit ANB for that fiscal year.

**Superintendent Recommendation:** Approve and adopt the District B Budget Amendment for FY2024.

**Sample Motion:** I move to approve and adopt the District B Budget Amendment for FY2024.

### B. Consideration of Memorandum of Understanding

**Category:** Personnel/Policy

**Presented by:** Levi Collins

**Attachments:** Memorandum of Understanding – *Appendix D, Section II (pg. 24)*

**Facts to Consider:** With the resignation of the JH/HS Science teacher, a community member reached out to administration expressing interest in the position. After an informal interview with the individual, the administration found them to be a great candidate for the vacancy. The individual does not have a teaching license, but has a Masters of Education and experience in a similar field. Per the CBA, "Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience. All teaching shall have been in consecutive years in fully accredited schools. Consideration for non-consecutive years may be made for teachers who left teaching to further their education, i.e. earning a Master's Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent." Administration proposed an MOU to the CEA asking for a one-time waiver to the stipulation of granting years on a 1:1 basis in a teaching position at a fully accredited school, to offer the individual a contract amount that would include their years of experience in a similar field.

**Superintendent Recommendation:** Approve the Memorandum of Understanding with the CEA.

**Sample Motion:** I move to approve the Memorandum of Understanding with the CEA.

### C. Consideration of Recommendation for Custodian, Rocket Durham

**Category:** Personnel

**Presented by:** Levi Collins

**Facts to Consider:** Mr. Durham has been working as a substitute custodian and is being recommended to fill the full-time position.

**Superintendent Recommendation:** Hire Rocket Durham as custodian for SY2023-2024.

**Sample Motion:** I move to approve the recommendation to hire Rocket Durham as custodian for SY2023-2024.

### D. Consideration of Recommendation for SY2023-2024 Spring Coaches

**Category:** Personnel

**Presented by:** Jason Raether

**Facts to Consider:**

Christa Hardy – HS Track Head  
Connor Schulte – HS Track Assistant  
Heather Lewis – HS Track Assistant  
Ken Brady – HS Track 2<sup>nd</sup> Assistant  
Tina Mann – JH Track Head

JD Yarger – JH Wrestling Assistant  
Raven Hensely – JH Wrestling Assistant Volunteer  
Jason Coates – JH Wrestling Assistant Volunteer

**Superintendent Recommendation:** Hire the spring coaches, as listed, for SY2023-2024.

**Sample Motion:** I move to approve the recommendation to hire the spring coaches, as listed, for SY2023-2024.

**E. Consideration of Recommendation for SY2024-2025 Fall Coaches**

**Category:** Personnel

**Presented by:** Jason Raether

**Facts to Consider:**

Savannah Collins – JH Volleyball Head  
Nick Ethridge – JH Boys Basketball Head  
Travis Edmundson – JH Girls Basketball Head

**Superintendent Recommendation:** Hire the fall coaches, as listed, for SY2024-2025.

**Sample Motion:** I move to approve the recommendation to hire the fall coaches, as listed, for SY2024-2025.

**F. Consideration of Recommendation for Required Policy Updates**

**Category:** Policy

**Presented by:** Levi Collins

**Attachments:** Required Policies – *Appendix D, Section III (pg. 25)*

**Facts to Consider:**

[MTSBA Model Policy 1400 – Board Meetings](#). This policy was updated to accurately state the requirements by which a board of trustees may convene an emergency meeting.

[MTSBA Model Policy 1420 – Board Meeting Procedure](#). This policy was updated to reflect the changes in the law from [HB 890](#). The policy now outlines the process for Class 1 and 2 districts to complete and maintain recordings of school board meetings as will be required starting July 1, 2024. **Do not include optional language.**

[MTSBA Model Policy 1511 – Code of Ethics](#). This policy was updated to remove the reference to the National School Boards Association.

[MTSBA Model Policy 1610 – Goals and Objectives](#). This policy was updated to reflect the changes in the accreditation standards at [10.55.601 ARM](#) and [10.55.701 ARM](#). The policy now outlines how the board of trustees shall conduct and complete the integrated strategic action plan as required by rule.

[MTSBA Model Policy 2151F – Assumption of Risk Form](#). This form was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The form can now be used for extracurricular activities, athletics, clubs, and events.

[MTSBA Model Policy 2320 – Field Trips and Excursions](#). This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now cross references Policy 8132 to detail how parents consent to school trips.

[MTSBA Model Policy 3141 – Non-Resident Enrollment](#). This policy was replaced in its entirety to reflect the changes in the law from [HB 203](#). The previous policy shall not be retained. The new policy details the process for nonresident students to enroll in a district when required by law and when extenuating circumstances do not exist. The policy now outlines how districts may establish application deadlines, priority processes, and standards for capacity as permitted by law. The policy should be carefully reviewed with applicable options selected and information inserted prior to adoption. The related MTSBA Model Policy 7008 will remain in place for the remainder of this school year but will be addressed in policy updates distributed in 2024. **Include optional language.**

[MTSBA Model Policy 3305 – Seclusion and Restraint](#). This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now includes methods for parental consent for health intervention or screening.

[MTSBA Model Policy 3310F – Risk Assessments](#). This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now includes methods for parental consent for health intervention or screening.

[MTSBA Model Policy 3410 – Student Health and Examinations](#). This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now includes methods for parental consent for health intervention or screening.

[MTSBA Model Policy 3410F – Medical Consent Form](#). This form was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The form now includes methods for parental consent for health intervention or screening.

[MTSBA Model Policy 3413F2 – Immunization Religious Exemption Form](#). This form was updated to reflect the changes in law from [HB 715](#). This form was previously distributed to districts on October 12, 2023.

[MTSBA Model Policy 3431 – Emergency Treatment](#). This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#) through authorization to act in an emergency situation consistent with Policies 3305 and 3310P.

[MTSBA Model Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms](#). This procedure and form were updated to reflect the changes in the law from [HB 676](#) and [SB 518](#) by ensuring video and audio recordings are clearly listed as directory information, when applicable.

[MTSBA Model Policy 5121 – Applicability of Personnel Policies and Professional Development](#). This policy was updated to reflect the changes in rule at [10.55.723 ARM](#) requiring collaboration with staff on mentoring and induction for inclusion in the integrated strategic action plan.

[MTSBA Model Policy 5223 – Personal Conduct](#). This policy was updated to clearly state the expectations for staff to comply with ethical standards governing public employees in Montana law.

[MTSBA Model Policy 5330 – Maternity and Paternity Leave](#). This policy was updated to clarify the use of accumulated leave for an employee on maternity or paternity leave. **6 weeks**

[MTSBA Model Policy 7320 – Purchasing](#). This policy was updated to comply with Montana law governing non-discrimination in public bidding procedures. **\$15,000**

[MTSBA Model Policy 8110 – Bus Routes and Schedules](#). This policy was updated to comply with standards governing trustee approval of bus routes and installation of crossing arms on buses.

[MTSBA Model Policy 8125 – School Bus Emergencies](#). This policy was updated to comply with standards to complete school bus emergency drills for students.

[MTSBA Model Policy 8132 – Activity Trips](#). This policy was updated to reflect the changes in the law from [HB 676](#) and [SB 518](#). The policy now outlines how parents will be provide the opportunity to consent to trips and rooming assignments and details the process for districts to use activity specific transportation methods and lodging. **Include optional language.**

[MTSBA Model Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds](#). This policy was updated to comply with new guidance and interpretations of regulations governing school nutrition and food services procurement.

**Superintendent Recommendation:** Approve and adopt the required policy updates, as listed. **Do not include optional language.**

**Sample Motion:** I move to approve and adopt the required policy updates, as listed.

#### G. Consideration of Recommendation for Recommended Policy Updates, 1<sup>st</sup> Reading

**Category:** Policy

**Presented by:** Levi Collins

**Attachments:** Recommended Policies – *Appendix D, Section IV (pg. 81)*

**Facts to Consider:**

[MTSBA Model Policy 1240 – Duties of Individual Trustees](#). This policy was updated to clarify the legal requirement for trustee visits to schools and cross reference with Policy 1520.

[MTSBA Model Policy 1520 – Board Staff Communications](#). This policy was updated to clarify the options staff have to raise concerns in the district, communicate with trustees, and establish a method for collaborative trustee visits to schools.

[MTSBA Model Policy 3310P2-Academic Honesty and Responsible Use of Resources](#) - This procedure was developed to assist districts in managing student use of technology, including artificial intelligence, in a responsible and academically relevant manner.

[MTSBA Model Policy 5231 – Personnel Records](#). This policy was updated to require staff to maintain an accurate and up to date mailing address with the school district.

**Superintendent Recommendation:** Approve the 1<sup>st</sup> reading of the recommended policies, as listed.

**Sample Motion:** I move to approve the 1<sup>st</sup> reading of the recommended policies, as listed.

#### H. Consent Agenda (A) (Appendix E)

A. Minutes of Regular Board Meeting, December 18, 2023 – *Appendix E, Section I (pg. 87)*

B. Business Claims – *Appendix E, Section II (pg. 91)*

C. Student Activity Account – *Appendix E, Section III (pg. 105)*

D. Sub List – *Appendix E, Section IV (pg. 106)*

## Annual Superintendent Evaluation

*Possible Executive Session*

## Board Meeting Evaluation (I)

A. Complete evaluation and turn into Mr. Collins

## Announcements (I)

A. Regular School Board Meeting, January 16, 2023

B. Upcoming Trainings

a. HR Symposium – February 6, 13, 20<sup>th</sup> (Virtual/On-Demand) - \$150/person

b. School Budget Virtual Symposium – March 5, 12, 26<sup>th</sup> (Virtual/On-Demand) - \$150/person

c. Collective Bargaining Training – TBD

d. Strategic Governance Leadership Conference – TBD