



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 end 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 a 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
February 20, 2024 at 6:00 p.m.

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, Karen Matteson (Librarian)
- B. Resignation, Brenda Langenderfer (Sub Custodian)

Staff Reports (I)

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

Board Report (I)

- A. Board Evaluation
- B. Board Training Hours

New Business (A)

- A. Resolution Calling for Election, District 3
- B. Resolution Calling for Election, District B
- C. Consideration of Recommendation for HVAC Projects
- D. Consideration of Recommendation for Window Replacement Project
- E. Consideration of Recommendation for Long-Term Substitute Teacher, Carly Schulte
- F. Consideration of Recommendation for Long-Term Substitute Teacher, Jeanne McKamey
- G. Consideration of Recommendation for SY2023-2024 Spring Coaches
- H. Consideration of Recommendation of Recommended Policy Updates, 2nd Reading
- I. Consent Agenda

Board Meeting Evaluation (I)

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

Announcements (I)

- A. Regular School Board Meeting – March 19, 2024
- B. Upcoming Events

Adjournment (A)

7:30

REGULAR MONTHLY MEETING

Informational (I)

- A. Letter of Resignation, Karen Matteson (Librarian)
- B. Resignation, Brenda Langenderfer (Sub 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. 9)*
- C. Levi Collins, Superintendent – *Appendix A, Section III (pg. 16)*
- D. Karsen Floerchinger, Business Manager – *Appendix A, Section IV (pg. 17)*

Board Report (I) (Appendix B)

- A. Board Evaluation - *Appendix B, Section I (pg. 19)*
- B. Board Training Hours – *Appendix B, Section I (pg. 23)*

New Business (A) (Appendix C)

A. Resolution Calling for Election, District 3 & B

Category: Trustees

Presented by: Karsen Floerchinger

Attachments: Election Resolution – *Appendix C, Section I (pg. 25)*

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.

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

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

B. Resolution Calling for Election, District B

Category: Trustees

Presented by: Karsen Floerchinger

Attachments: Election Resolution – *Appendix C, Section I (pg.26)*

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.

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 HVAC Projects

Category: Facilities

Presented by: Levi Collins

Attachments: LONG TechQuotes – *Appendix C, Section II (pg. 27)*

Facts to Consider: The District has received quotes from LONG to complete facility HVAC upgrades including the replacement of cabinet wall heaters and the installation of 2 Fujitsu VFR Heating and Cooling Systems for the JH/HS building. These projects are budgeted to be paid for with the remaining ESSER III funding that expires in September 2024.

Superintendent Recommendation: Approve the HVAC projects.

Sample Motion: I move to approve the HVAC projects.

D. Consideration of Recommendation for Window Replacement Projects

Category: Facilities

Presented by: Levi Collins

Attachments: TC Glass Quotes– *Appendix C, Section III (pg. 30)*

Facts to Consider: The District has received a quote from TC Glass to replace and install windows in the Elementary building. This project is budgeted to be paid for with the remaining ESSER III funding that expires in September 2024.

Superintendent Recommendation: Approve the window replacement project.

Sample Motion: I move to approve the window replacement project.

E. Consideration of Recommendation for Long-Term Substitute Teacher, Carly Schulte

Category: Personnel

Presented by: Levi Collins

Attachments: Long-Term Substitute Contract – *Appendix C, Section IV (pg. 31)*

Facts to Consider: Mrs. Schulte has agreed to fill the vacancy of the HS Science Teacher as a MTDA facilitator until we are able to fill the position permanently. Per policy 5314, "A substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive teaching days. If the absence of the regular, licensed, or authorized teacher continues for more than 35 consecutive teaching days, the board of trustees shall place a licensed teacher under contract or seek an emergency authorization of employment." Mrs. Schulte will be performing these duties on a part-time basis, splitting the school week with another long-term substitute.

As done in past practice, the administration has calculated a daily rate of pay for Mrs. Schulte based on the Certified Pay Matrix.

Superintendent Recommendation: Hire Carly Schulte as Long-Term Substitute Teacher for SY2023-2024.

Sample Motion: I move to approve the recommendation to hire Carly Schulte as Long-Ter Substitute Teacher for SY2023-2024.

F. Consideration of Recommendation for Long-Term Substitute Teacher, Jeanne McKamey

Category: Personnel

Presented by: Levi Collins

Attachments: Long-Term Substitute Contract – *Appendix C, Section IV (pg. 32)*

Facts to Consider: Mrs. McKamey has agreed to fill the vacancy of the HS Science Teacher as a MTDA facilitator until we are able to fill the position permanently. Per policy 5314, “A substitute teacher may be employed to carry on a teacher’s duties not to exceed 35 consecutive teaching days. If the absence of the regular, licensed, or authorized teacher continues for more than 35 consecutive teaching days, the board of trustees shall place a licensed teacher under contract or seek an emergency authorization of employment.” Mrs. McKamey will be performing these duties on a part-time basis, splitting the school week with another long-term substitute.

As done in past practice, the administration has calculated a daily rate of pay for Mrs. McKamey based on the Certified Pay Matrix.

Superintendent Recommendation: Hire Jeanne McKamey as Long-Term Substitute Teacher for SY2023-2024.

Sample Motion: I move to approve the recommendation to hire Jeanne McKamey as Long-Ter Substitute Teacher for SY2023-2024.

G. Consideration of Recommendation for SY2023-2024 Spring Coaches

Category: Personnel

Presented by: Jason Raether

Facts to Consider:

Savannah Collins – JH Track Assistant

Liz Edmundson – JH Track Volunteer Assistant

Lynn Formell – JH Track Volunteer Assistant

Kourtney Holten – HS Golf Assistant

Mike Moore – HS Golf Volunteer Assistant

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.

H. Consideration of Recommendation for Recommended Policy Updates, 2nd Reading

Category: Policy

Presented by: Levi Collins

Attachments: Recommended Policies – *Appendix C, Section V (pg. 33)*

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 and adopt the 2nd reading of the recommended policies, as listed.

Sample Motion: I move to approve the 2nd reading of the recommended policies, as listed.

I. Consent Agenda (A) (Appendix D)

A. Minutes of Regular Board Meeting, January 16, 2024 – *Appendix D, Section I (pg. 39)*

B. Business Claims – *Appendix D, Section II (pg. 43)*

C. Student Activity Account – *Appendix D, Section III (pg. 57)*

D. Sub List – *Appendix D, Section IV (pg. 58)*

Board Meeting Evaluation (I)

A. Complete evaluation and turn into Mr. Collins

Announcements (I)

- A. Regular School Board Meeting, February 20, 2024
- B. Upcoming Trainings
 - a. School Budget Virtual Symposium – March 5, 12, 26th (Virtual/On-Demand) - \$150/person
 - b. Collective Bargaining Training – TBD
 - c. Strategic Governance Leadership Conference – TBD