

**THE REGULAR MEETING of the BOARD OF TRUSTEES** of Bigfork Elementary School and Bigfork High School, District No 38, Flathead and Lake Counties, was called to order by Chairperson Sandry on August 16, 2023, at 4:59 pm in the high school library.

Trustees in attendance: Carol Field, Ben Woods, Paul Sandry, Dan Elwell, Zack Anderson and Julie Kreiman

Trustees absent: Christina Relyea

Also in attendance were Superintendent Tom Stack, Business Manager Lacey Porrovecchio, Principals Mark Hansen, Brenda Clarke and Charlie Appleby, Activities Director/Special Education Director Matt Porrovecchio, staff members and community members.

#### Pledge of Allegiance

Comments on non-agenda items: Monarae Tuhy asked the trustees if they stand behind the opposition of the Northwoods development. She said Trustee Woods spoke against the development as a trustee of Bigfork School District. Board Chair Sandry told Ms. Tuhy the district has not and will not take a position regarding the development.

A motion to approve the agenda with the addendum was made by Trustee Anderson, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

A motion to approve the consent agenda was made by Trustee Kreiman, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- Consideration of Board Meeting Minutes for July 12 & August 8, 2023
- Consideration of All Bill Approval Lists
- Consideration of Student Activity Reports for June & July, 2023
- Consideration of District Donations
  1. Bigfork Rotary Foundation
    - a. \$1140 Cross Country
    - b. \$1140 Wrestling
    - c. \$1140 Swim
- Consideration of Out of District Students
- Consideration of Records Disposal – Business Office Records
- Consideration of Personnel – *Any offer of employment is contingent upon receipt of satisfactory criminal history background check and for some positions receipt of satisfactory pre-employment screening.*
  1. Classified Personnel Recommended for Consideration
    - a. Jamie Slivka, Part Time Food Service Associate
    - b. Rachel Fischer, Elementary Paraprofessional
    - c. Trisha Knobloch, High School Paraprofessional
  2. Extra-Curricular Personnel Recommended for Consideration
    - a. Erik Heuchert, High School Choir Advisor
    - b. Brian Phillips, High School Pep Band Advisor
    - c. John Hollow, High School Yearbook Advisor
    - d. Josh Feller, High School Student Council Advisor
  3. Extra-Curricular Volunteers Recommended for Consideration
    - a. Tannar Cummings, Middle School Football
    - b. Lindsey Wheeler, 8<sup>th</sup> Grade Volleyball
    - c. Brandy Couture, Girls Soccer
    - d. Jane Sundell, Cross Country
  4. Certified Personnel Recommended for Consideration
    - a. Kecia House, 5-12 Art Teacher

**NEW BUSINESS**

- A. Resignation of Trustee Christina Relyea & Vacancy Declaration – Board Chair Sandry told trustees Dr. Relyea submitted her resignation and is moving out of the state. She was a good board member and will be missed.

A motion to approve the resignation of Trustee Relyea and vacancy declaration was made by Trustee Woods, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary trustees.

- B. Bigfork Elementary District Trustee Appointment & Oath of Office – Board Chair Sandry told trustees Deb Johnson has indicated interest in the school board.

A motion to approve the appointment of Deb Johnson as Bigfork Elementary District Trustee was made by Trustee Anderson, seconded by Trustee Woods, and approved by unanimous vote of the elementary trustees.

Flathead Superintendent of Schools Cal Ketchum swore Deb Johnson in at 5:05 pm.

- C. Professional Learning Communities Update – Superintendent Stack talked about the PLC conference administrators and staff attended in June. He went over the four essential questions and the purpose of collaboration amongst staff. He said a big takeaway from the conference is to focus all meetings on improving student learning. Principal Hansen reported most of his staff has attended a PLC conference. They are focused on extension this year. He said every department is collaborating. Mr. Appleby talked about looking at student data and collaborating with peers. Mrs. Clarke said elementary teachers have common prep time which allows them to collaborate.

- D. Consideration of District Cell Phone Use Policy – Trustee Woods went over the results of the survey sent to parents and staff. Sixty percent were in favor of a cell phone ban. He said the public forum was not well attended with 15 to 20 people in attendance. He made a motion to adopt option 3 of MTSBA policy 3630. Board Chair Sandry asked for public comment.

Deedee Meyer spoke in favor of banning cell phones, mainly for health reasons.

Carrie Garber spoke in favor of the ban.

Mac Kirk asked what teachers thought of banning cell phones. Trustee Woods answered most agree cell phones are a problem in the classroom and would enforce action taken by the board.

Dean Whitehead asked if there were options other than a full ban. Trustee Woods explained the MTSBA policy included 3 options.

Monarae Tuhy asked if students can have their phones on them. Trustee Woods said if they are out, can be taken.

Dean Whitehead asked about phones during extra-curriculars.

Carrie Garber suggested if the school office is open, no phones allowed.

Board discussion followed.

Trustee Woods made an amended motion to move forward with language from Option 2 and Option 3 banning cell phones but allowing grades 9-12 to use cell phones during lunchtime. Trustee Anderson seconded the motion. It was approved by unanimous vote of the elementary and high school trustees.

- E. District Substitute Pay – Superintendent Stack shared with the board the struggle to find employees. He recommended increasing pay for substitute teachers, paraprofessionals, custodians, food service and secretaries. He recommended keeping long term substitutes at the current rate. He explained he would like to do a bigger increase but his recommendation is

similar to the increase the unions received. He said there will be a fiscal impact.

A motion to approve District Substitute Pay as recommended by administration was made by Trustee Anderson, and seconded by Trustee Elwell, and approved by unanimous vote of the elementary and high school trustees.

- F. Glacier Bank Bonds Administration – Business Manager Porrovecchio explained Glacier Bank mailed a late payment notice by accident. When discussing the incident with the bank, they realized they still had former Superintendent Jensen on the district bonds. They said they would require board action to replace Mr. Jensen with current Superintendent Stack.

A motion to approve the administrative update on existing Glacier Bank Bonds was made by Trustee Kreiman, and seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- G. 2023-24 District Handbooks, Second Reading & Adoption – Board Chair Sandry asked trustees if they had changes or amendments for the handbooks. Superintendent Stack said there will likely be language changes regarding cell phones and he will add information regarding required annual notices.

A motion to approve the 2023-24 District Handbooks was made by Trustee Anderson, and seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- H. BAEA Memorandum of Understanding – Superintendent Stack explained the MOU would allow payment of the high school baseball coaches consistent with similar coaching positions.

A motion to approve the BAEA Memorandum of Understanding was made by Trustee Anderson, and seconded by Trustee Elwell, and approved by unanimous vote of the elementary and high school trustees.

- I. 2023-24 Physical Therapy Contract – Special Education Director/Athletic Director Porrovecchio told the board the contract included time for the PT to work with students who don't have IEPs but struggle with fine motor skills. She will work with staff to identify students and activities they can add in the classroom and in PE. Superintendent Stack said this is a one-year contract.

A motion to approve the 2023-24 Physical Therapy Contract was made by Trustee Anderson, and seconded by Trustee Field, and approved by unanimous vote of the elementary and high school trustees.

- J. Elementary & High School 2022-23 Trustee's Reports – Business Manager Porrovecchio went over district taxable values, taxes receivable and protested taxes, final budget recommendations, ending cash balances and the Trustee's Financial Reports. She said the reports are submitted to the state, the auditor and posted to the district webpage along with past reports.

A motion to approve the 2022-23 Elementary Trustee's Report was made by Trustee Kreiman, and seconded by Trustee Woods, and approved by unanimous vote of the elementary trustees.

A motion to approve the 2022-23 High School Trustee's Report was made by Trustee Field, and seconded by Trustee Elwell, and approved by unanimous vote of the elementary and high school trustees.

- K. Elementary & High School 2023-24 Budgets – Business Manager Porrovecchio went over the district budgeted funds. The biggest change was the K-8 debt service fund because the bond was paid off last fiscal year. The local tax requirement for the elementary budgets went down approximately \$334,000. The local tax requirement for the high school budgets went up approximately \$84,000 mostly due to increased enrollment at the high school.

A motion to approve the 2023-24 Elementary Budget was made by Trustee Anderson, and seconded by Trustee Kreiman, and approved by unanimous vote of the elementary trustees.

A motion to approve the 2023-24 High School Budget was made by Trustee Woods, and seconded by Trustee Elwell, and approved by unanimous vote of the elementary and high school trustees.

- L. Elementary & High School Apportionment of Ending Cash Balances – Business Manager Porrovecchio explained the apportionment of ending cash balances says how funds will be handled at the end of the fiscal year for budgeted funds. They are used to fund reserves and to decrease taxes for the ensuing year.

A motion to approve the Elementary Apportionment of Ending Cash Balances was made by Trustee Anderson, and seconded by Trustee Kreiman, and approved by unanimous vote of the elementary trustees.

A motion to approve the High School Apportionment of Ending Cash Balances was made by Trustee Anderson, and seconded by Trustee Elwell, and approved by unanimous vote of the elementary and high school trustees.

**COMMITTEE REPORTS**

There were no committee reports.

**PRINCIPALS' REPORTS**

Mr. Hansen reported on PLC progress over the summer, high school student enrollment at 368, replacing departing teachers, freshman orientation and fall sports.

Mrs. Clarke talked about the coming school year and thanked the board for allowing her and some of her staff to attend the PLC conference in Minnesota.

Mr. Appleby told the board the middle school schedules are going out soon. He talked about Leadership training and orientation.

Mr. Porrovecchio gave a brief report on the start of fall sports and told them the special education department is fully staffed.

Trustee Elwell departed at 6:29.

**SUPERINTENDENT REPORT**

Mr. Stack talked about employee turnover over the summer. He reported the activity bus arrived and is getting wrapped. He said the electric bus should arrive in September and the diesel bus should arrive before Christmas. He gave an update on the summer maintenance projects. He and the board discussed air conditioning in the buildings. He will order 10 AC units and the Facility Committee will meet to talk about other solutions. Lastly, he talked about meeting with Jane Karas at FVCC, along with valley superintendents, to work together on providing more options to high school students. He will keep the board informed as the discussion progresses.

Board Chair Sandry asked everyone to clear the room so the board could go into executive session to discuss the superintendent evaluation. 6:41 pm

**SUPERINTENDENT EVALUATION** – Executive Session may be called pursuant to MCA 2-3-203(3)\*

Closed Session began at: 6:43

Closed Session ended at: 6:48

**SUPERINTENDENT CONTRACT**

A motion to extend the Superintendent Contract through June 30, 2025 was made by Trustee Anderson, and seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school

trustees.

**FUTURE MEETING SCHEULE**

All School Board meetings are held at 5 pm in the high school library, unless otherwise noted.

- o Wednesday, September 13, 2023
- o Wednesday, October 11, 2023
- o Wednesday, November 8, 2023
- o Wednesday, December 13, 2023
- o Wednesday, January 10, 2024
- o Wednesday, February 14, 2024
- o Wednesday, March 13, 2024
- o Wednesday, April 10, 2024

A motion to adjourn was made by Trustee Anderson, seconded by Trustee Woods, and **approved** by unanimous vote of the elementary and high school trustees.

Adjourned: 6:49 pm

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Chairperson

**THE REGULAR MEETING of the BOARD OF TRUSTEES** of Bigfork Elementary School and Bigfork High School, District No 38, Flathead and Lake Counties, was called to order by Chairperson Sandry on August 23, 2023, at 12:01 pm in the district office.

Trustees in attendance: Paul Sandry, Carol Field, Julie Kreiman and Zack Anderson

Trustees absent: Ben Woods, Dan Elwell and Deb Johnson

Also in attendance were Superintendent Tom Stack, Business Manager Lacey Porrovecchio, Principals Mark Hansen, Charlie Appleby and Brenda Clarke.

Pledge of Allegiance

There were no comments on non-agenda items.

A motion to approve the agenda was made by Trustee Field, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

**NEW BUSINESS**

- A. Policy Revisions- Board Chair Sandry explained a second reading is required to adopt a new policy.
  - 1. Removal of Policy 3245 Electronic Communication Devices
  - 2. Policy 3630 Cell Phones and Other Electronic Equipment – Second Reading & Adoption

A motion to remove Policy 3245 Electronic Communication Devices was made by Trustee Field, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

A motion to adopt Policy 3630 Cell Phones and Other Electronic Equipment was made by Trustee Kreiman, seconded by Trustee Field, and approved by unanimous vote of the elementary and high school trustees.

Trustee Field shared about a news clip she saw about a school district in Alabama. They are using magnetic pouches to mitigate cell phone use during the school day. She will pass the information to Superintendent Stack.

**FUTURE MEETING SCHEULE**

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- o Wednesday, January 10, 2024
- o Wednesday, February 14, 2024
- o Wednesday, March 13, 2024
- o Wednesday, April 10, 2024

A motion to adjourn was made by Trustee Field, seconded by Trustee Anderson, and approved by unanimous vote of the elementary and high school trustees.

Adjourned: 12:04 pm

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Chairperson

09/08/23  
10:27:30

BIGFORK SCHOOLS  
Reconciliation Report for 08/01/23 to 08/31/23

Page: 1 of 1  
Report ID: S100R

Statement of Activity Closing Balance	248713.15	
Plus Outstanding Checks	1277.90	
Minus Outstanding Deposits	0.00	
	-----	
Balance	249991.05	
Minus Receipts in Transit	600.00	
	-----	
Statement Balance	249391.05	* ✓ LP
Debits		
Checks Cleared	1170.43	
Misc Charges	48.67	
	-----	
Total Debits	1219.10	
Credits		
Deposits Cleared	9399.30	
Misc Earnings	0.00	
	-----	
Total Credits	9399.30	

\* off \$0.13 for fraudulent microdeposits received in August.  
Bank will remove/return and will balance in September. LP





P.O. Box 241826  
Omaha, NE 68124

RETURN SERVICE REQUESTED

BIGFORK SCHOOL DISTRICT  
PO BOX 188  
BIGFORK MT 59911-0188


# Statement Ending 08/31/2023

BIGFORK SCHOOL DISTRICT

Page 1 of 6

Account Number: XXXXXXXX [REDACTED]

## Managing Your Accounts

 Client Contact Center 855-342-3400

 Website [firstinterstate.com](http://firstinterstate.com)

Make sure we've got the right you.

Name, address, phone, email:  
has anything changed? Just let us know.

Always a good idea to check the contact information we have on file for you and update it if needed.

Update it online or in-branch.



## Summary of Accounts



Account Type	Account Number	Ending Balance
ANALYZED BUSINESS CHECKING	XXXXXXXXXX [REDACTED]	\$249,391.18 ✓



THIS FORM IS PROVIDED TO HELP BALANCE YOUR STATEMENT

HOW TO BALANCE YOUR ACCOUNT

ACCOUNT RECONCILEMENT PRINCIPLES ARE FAIRLY SIMPLE. IT IS NECESSARY TO FIND ITEMS IN YOUR CHECKBOOK WHICH THE BANK HAS NOT YET PROCESSED, AND THOSE ON THE BANK STATEMENT BUT NOT YET IN YOUR CHECKBOOK. TO YOUR CHECKBOOK BALANCE ADD OR SUBTRACT THE OUTSTANDING BANK STATEMENT ITEMS, AND TO THE STATEMENT BALANCE ADD OR SUBTRACT OUTSTANDING CHECKBOOK ITEMS. THE TWO TOTALS SHOULD AGREE.

- 1. SORT CHECKS AND DEPOSITS INTO NUMBER OR DATE ORDER.
2. MARK OFF (✓) EACH ITEM AGAINST YOUR CHECKBOOK. THOSE NOT MARKED WILL BE OUTSTANDING ITEMS. ALSO NOTE ANY BANK OR OTHER CHARGES, OR AUTOMATIC DEPOSITS ON THE STATEMENT, NOT IN YOUR CHECKBOOK.
3. FILL IN THE FOLLOWING FORM FOR EASY RECONCILEMENT.

CHECKBOOK BALANCE
ADD ANY DEPOSITS INCLUDING AUTOMATIC DEPOSITS NOT YET ENTERED IN YOUR CHECKBOOK. (BE SURE TO ENTER THEM)
SUB-TOTAL
SUBTRACT SERVICE CHARGE HERE AND IN YOUR CHECKBOOK IF SAVINGS TRANSFER ACCOUNT, ADD SAVINGS INTEREST
SUBTRACT ANY AUTOMATIC LOAN PAYMENTS OR OTHER AUTOMATIC CHARGES NOT YET ENTERED IN YOUR CHECKBOOK (BE SURE TO SUBTRACT FROM CHECKBOOK)
ADJUSTED CHECKBOOK BALANCE

ADJUSTED STATEMENT BALANCE AND CHECKBOOK BALANCE SHOULD AGREE

CHECKING BALANCE SHOWN ON THIS STATEMENT
IF SAVINGS TRANSFER ACCOUNT ADD SAVINGS BALANCE

ADD DEPOSITS OUTSTANDING NOT YET CREDITED TO YOUR ACCOUNT (INCLUDE ANY AUTOMATIC DEPOSITS EXPECTED, NOT YET CREDITED)
SUB-TOTAL

CHECKS OUTSTANDING WRITTEN BUT NOT YET CHARGED TO YOUR ACCOUNT

Table with 4 columns: CHECK NO., AMOUNT, CHECK NO., AMOUNT. Includes a SUB TOTAL row and a vertical column of circles for marking.

SUBTRACT TOTAL CHECKS OUTSTANDING

ADJUSTED STATEMENT BALANCE

ADJUSTED STATEMENT BALANCE AND CHECKBOOK BALANCE SHOULD AGREE

To report a lost or stolen ATM or First Interstate Debit Card call 1-888-752-3332 between the hours of 7:30 AM – 6:00 PM Mountain Time. Before or after hours call the Lost or Stolen Service at 1-800-342-6599.

Information for Consumer Checking and Savings Account Customers:

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Telephone us or write us at the phone number and/or address on the front of this statement as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- (1) Tell us your name and account number (if any).
(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

Information for Balance Plus Overdraft Checking Customers:

BALANCE SUBJECT TO INTEREST RATE

We figure the interest charge on your account by applying the periodic rate to the "daily balance" of your account for each day in the billing cycle. To get the "daily balance" we take the beginning balance of your account each day, add any new advances and fees, and subtract unpaid interest or other finance charges and any payments or credits. This gives us the daily balance.

WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT
If you think there is an error on your statement, write to us (on a separate sheet) at the address shown on the front of this statement.

- In your letter, give us the following information:
- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance
- We can apply any unpaid amount against your credit limit.

**ANALYZED BUSINESS CHECKING-XXXXXXXXXX2409****Account Summary**

Date	Description	Amount
08/01/2023	Beginning Balance	\$241,210.85
	9 Credit(s) This Period	\$10,256.75
	12 Debit(s) This Period	\$2,076.42
08/31/2023	Ending Balance	\$249,391.18

**Account Activity**

Post Date	Description	Debits	Credits	Balance
08/01/2023	Beginning Balance			\$241,210.85
08/01/2023	CHECK # 34842	\$153.30		\$241,057.55
08/01/2023	CHECK # 34843	\$85.86		\$240,971.69
08/03/2023	953205952880 MERCHANT BNKCD DISCOUNT	\$6.23		\$240,965.46
08/03/2023	953205952880 MERCHANT BNKCD FEE	\$32.90		\$240,932.56
08/09/2023	DEPOSIT		\$834.30	\$241,766.86
08/14/2023	ACH RETURN ENTRY ADJ	\$0.60		\$241,766.26
08/14/2023	Service Charges July 2023	\$8.94		\$241,757.32
08/16/2023	Stream SPE, LTD 0621D 000015882791	\$857.32		\$240,900.00
08/17/2023	ACH RETURN ENTRY ADJ		\$857.32	\$241,757.32
08/18/2023	DEPOSIT		\$380.00	\$242,137.32
08/22/2023	CHECK # 34845	\$719.37		\$241,417.95
08/24/2023	CHECK # 34846	\$10.36		\$241,407.59
08/25/2023	DEPOSIT		\$7,317.00	\$248,724.59
08/27/2023	953205952880 MERCHANT BNKCD DEPOSIT		\$203.00	\$248,927.59
08/29/2023	CHECK # 34847	\$59.32		\$248,868.27
08/29/2023	CHECK # 34849	\$82.90		\$248,785.37
08/30/2023	BIGFORK ELEMENTA OC104927 104927		\$0.05	\$248,785.42
08/30/2023	BIGFORK ELEMENTA OC104928 104928		\$0.08	\$248,785.50
08/30/2023	CHECK # 34848	\$59.32		\$248,726.18
08/31/2023	DEPOSIT		\$605.00	\$249,331.18
08/31/2023	953205952880 MERCHANT BNKCD DEPOSIT		\$60.00	\$249,391.18
08/31/2023	Ending Balance			\$249,391.18

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
34842	08/01/2023	\$153.30	34846	08/24/2023	\$10.36	34849	08/29/2023	\$82.90
34843	08/01/2023	\$85.86	34847	08/29/2023	\$59.32			
34845*	08/22/2023	\$719.37	34848	08/30/2023	\$59.32			

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
08/01/2023	\$240,971.69	08/17/2023	\$241,757.32	08/27/2023	\$248,927.59
08/03/2023	\$240,932.56	08/18/2023	\$242,137.32	08/29/2023	\$248,785.37
08/09/2023	\$241,766.86	08/22/2023	\$241,417.95	08/30/2023	\$248,726.18
08/14/2023	\$241,757.32	08/24/2023	\$241,407.59	08/31/2023	\$249,391.18
08/16/2023	\$240,900.00	08/25/2023	\$248,724.59		

**ANALYZED BUSINESS CHECKING-XXXXXXXXXX2409** (continued)

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**Overdraft and Returned Item Fees**

	<b>Total for this period</b>	<b>Total year-to-date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00

**SURPLUS PROPERTY RESOLUTION**  
**September 13, 2023**

**SURPLUS PROPERTY DISPOSAL**

**Bigfork Elementary School District No. 38**  
**Bigfork High School District No. 38**  
**Flathead and Lake Counties**  
**Bigfork, Montana 59911**

WHEREAS, the trustees of Bigfork Elementary & High School District No. 38 declared surplus property at a business meeting on September 13, 2023;

WHEREAS, the surplus property includes various items from the auto shop, transportation, weight room and food service, list attached;

WHEREAS, the items have been replaced or are no longer needed by the District;

WHEREAS, the District would like to dispose of the items;

THEREFORE, BE IT RESOLVED, the items will be sold and or disposed of after Monday, October 2, 2023.

Approved by the Board of Trustees of Bigfork Elementary and High School District No. 38, Flathead and Lake Counties, on September 13, 2023 at a regular meeting held in the Bigfork High School library.

ATTEST:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

SURPLUS PROPERTY DISPOSAL LIST  
September 13, 2023

Auto Shop

Cold solvent tank/parts washer  
Floor jacks  
Miscellaneous sockets, extensions  
Miscellaneous wrenches  
Compression gauges  
Clutch alignment tools  
Electric drills  
Angle grinders  
Grinder wheels  
Cylinder hones  
Battery charger  
Bench grinder  
Waste oil barrel  
Waste coolant barrel

Transportation

GMC mini bus seats (7)

Weight Room

Bicep curl machine  
Lat pulldown machine

Food Service

Vollrath 4 ft refrigerated salad bar

## Board Recommendation

**Brenda Clarke**

Thu 9/7/2023 1:24 PM

To: Tom Stack <tstack@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>; Alison Wallen <awallen@bigfork.k12.mt.us>

Board of Trustees:

I am pleased to recommend Kathy Standley as a substitute para professional for Bigfork Elementary School. Kathy is retiring this year after 33 years working for Bigfork School District. She has been a Special Education para professional for all of those years. We were fortunate to have her and look forward to her substituting for us in the future.

Thank you,  
Brenda



## Sub Recommendation

Charlie Appleby

Thu 8/17/2023 1:07 PM

To: Tom Stack <tstack@bigfork.k12.mt.us>; Alison Wallen <awallen@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Mr. Stack,

It is my pleasure to recommend Rose Ottosen as a sub in our school district pending her background check. She is most comfortable in the 7-12<sup>th</sup> grades; however she is willing to try younger grades as needed. Rose has been a substitute for Swan River Schools, an adjunct professor in English at FVCC, as well as a youth pastor.

Thank you for your consideration.

Charles Appleby | Middle School Principal

600 Commerce St. | P.O. Box 188 | Bigfork, MT 59911

phone: (406) 837-7412 | fax: (406)-837-7407

[www.bigforkschools.org/our-schools/middle-school/](http://www.bigforkschools.org/our-schools/middle-school/)

***Bigfork Middle School: Be Kind, Be Cool, and Be Compassionate***

## Board Rec

**Brenda Clarke**

Wed 8/30/2023 12:30 PM

To: Tom Stack <tstack@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>; Alison Wallen <awallen@bigfork.k12.mt.us>

Please add the following to the next Board agenda:

I am pleased to recommend Katie Ecklund as a K-12 substitute for Bigfork School District. Katie has a Bachelor's Degree in Political Science from Chapman University and a Master's Degree in Elementary Education. She has twelve years experience in education and has worked as an elementary school teacher, educational technology project facilitator, and professional development consultant. She has family in Bigfork and has built a home here to be closer to them.

Thank you,  
Brenda

9/8/23

Dear Mr. Stack and Board members,

It is my privilege to recommend Kevin Tibbetts as a grade 6-12 substitute teacher. Mr. Tibbetts has experience as a substitute teacher at Havre High and Middle School. He also has experience working with middle school students as their coach in basketball and golf. Mr. Tibbetts is employed by Logan Health and is supporting our students in the weight room under the supervision of Mr. Jordt. He is wanting to become a sub in our district as a way to help build relationships with our students and encourage them to take a healthy approach to life. I believe Mr. Tibbetts' work background will make him a great addition to our substitute teaching pool.

Thank you for your consideration,

Mark Hansen

**AUGUST 4,2023**

**Mr. Stack and School Board Members,**

**I am pleased to recommend Brian Phillips to the position of High School Band Advisor, for the 2023/24 school year. Mr. Phillips is new to Bigfork School this year but has been teaching band in the valley for a number of years. Mr. Phillips comes highly recommended from our previous teacher Mrs. Tunnell.**

**Thank you for your consideration,**

**Mark Hansen**

**Principal**

**Bigfork High School**

## Middle School Volunteer Assistant

**Matt Porrovecchio**

Wed 8/16/2023 12:56 PM

To: Tom Stack <tstack@bigfork.k12.mt.us>

Cc: Alison Wallen <awallen@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>; Shannon Varner <svarner@bigfork.k12.mt.us>; Charlie Appleby <charliea@bigfork.k12.mt.us>

Dear Mr. Stack,

I would like to recommend Mackenzie Holton as 8<sup>th</sup> grade volunteer volleyball assistant. She is returning from last year.

Thank you for your consideration.

Matt Porrovecchio  
Bigfork School District  
Activities Director  
Special Services Director  
(W) 837-7420, (M) 249-3653

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## Volunteer Coach Recommendations

**Matt Porrovecchio**

Wed 9/6/2023 3:38 PM

To: Tom Stack <tstack@bigfork.k12.mt.us>

Cc: Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>; Alison Wallen <awallen@bigfork.k12.mt.us>; Carol Venegas <cvenegas@bigfork.k12.mt.us>

### High School Cross Country Volunteer Coach

Annie Cashmore attended high school at East Aurora High School in New York. She has degrees in elementary education, business, and church ministry from Liberty University in Virginia. Annie has coached soccer, field hockey, and lacrosse. She will be a great addition to the coaching staff.

### Middle School Volleyball Volunteer Coach

Ellie Jordt graduated from Bigfork in 2023. Ellie played volleyball at Bigfork, 3 out of her 4 years were at the varsity level. This summer Ellie helped coach a club volleyball team and comes recommended by the program lead. She will make a great addition to the MS program.

Schuyler Baird was extensive volleyball coaching experience at the high school and middle school level. She will make a great addition to her fathers coaching staff.

Matt Porrovecchio  
Bigfork School District  
Activities Director  
Special Services Director  
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## HS Football Volunteer Assistant Recommendation

**Matt Porrovecchio**

Thu 9/7/2023 1:40 PM

To: Tom Stack <tstack@bigfork.k12.mt.us>

Cc: Alison Wallen <awallen@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Dear Mr. Stack,

I would like to recommend Mr. William (Willie) Douglas on behalf of Head Coach Jim Benn. Coach Douglass has extensive coaching experience dating back to 1958. He has worked at the high school and college level. His background and insights will make him a valued addition to Coach Benn's football program.

Thank you for your consideration.

Matt Porrovecchio  
Bigfork School District  
Activities Director  
Special Services Director  
(W) 837-7420, (M) 249-3653

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