

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 Vice Chairperson Kreiman on January 10, 2024, at 5:00 pm in the high school library.

Trustees in attendance: Carol Field, Deb Johnson, Ben Woods, Julie Kreiman and Zack Anderson

Trustees absent: Paul Sandry and Dan Elwell

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

There were no comments on non-agenda items.

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

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

- Consideration of Board Meeting Minutes for December 13 & December 20, 2023
- Consideration of All Bill Approval Lists
- Consideration of District Donations
 1. \$4000 Anonymous Donation to Cross Country
 2. Bigfork Innovations Group Donations
 - a. \$1500 Post Season Food Account
 - b. \$2000 Youth Cheer Club
 - c. \$500 Cave Club
- Consideration of Out of District Students
- 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. Substitute Personnel Recommended for Consideration
 - a. Cara Jessop, K-6 Substitute Teacher
 - b. Sandy Glas, K-8 Substitute Teacher
 - c. Debbie Barnett, K-8 Substitute Teacher
 2. Extra-Curricular Personnel Recommended for Consideration
 - a. Heather Epperly, Co-Head Winter Cheer Coach (split stipend)
 - b. Emily Feller, Co-Head Winter Cheer Coach (split stipend)
 - c. Heather Epperly, Elementary Music Advisor
 3. Classified Personnel Recommended for Consideration
 - a. Derek Vann, Custodian

NEW BUSINESS

- A. Innovative Education Tax Credit Money – Superintendent Stack told trustees the Department of Revenue guide and a Daily Interlake article were included in the board packet. He explained the donation is a tax credit and the portal opens January 17th with a \$5 million cap. Mr. Stack asked trustees if they would like him to inform the community about the opportunity. Board discussion followed.

A motion to approve educating the community about the tax credit was made by Trustee Anderson, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- B. Board Policy Updates, Second Reading for Adoption – Superintendent Stack told board members the policies were on the second reading. The board was provided a brief explanation on the

required changes for each. He recommended adoption of Policy 1420 with the knowledge it doesn't go into effect until July 1, 2024. He also explained he is working with local superintendents on language and dates for Policy 3141. Concerns for Policy 3141 include out of district staff children, capping enrollment, tracking students and funding.

1. Policy 1400 Board Meetings
2. Policy 1420 Board Meeting Procedure
3. Policy 1511 Code of Ethics
4. Policy 1610 Goals and Objectives
5. Form 2151F Assumption of Risk
6. Policy 2320 Field Trips and Excursions
7. Policy 3141 Non-Resident Enrollment
8. Policy 3305 Seclusion and Restraint
9. Procedure 3310P Risk Assessments
10. Policy 3410 Student Health and Examinations
11. Form 3410P Medical Consent
12. Form 3413F2 Immunization Religious Exemption
13. Policy 3431 Emergency Treatment
14. Forms and Procedures 3600F1, 3600F2, 3600P Student Records
15. Policy 5121 Applicability of Personnel Policies and Professional Development
16. Policy 5223 Personal Conduct
17. Policy 5330 Maternity and Paternity Leave
18. Policy 7320 Purchasing
19. Policy 8110 Bus Routes and Schedules
20. Policy 8125 School Bus Emergencies
21. Policy 8132 Activity Trips
22. Policy 8210 Procurement Policy for School Food Purchases and Use of Federal Funds

A motion to approve the list of policies except Policy 3141 was made by Trustee Anderson, seconded by Trustee Johnson, and approved by unanimous vote of the elementary and high school trustees.

REPORTS & PRESENTATIONS

4TH Grade – Ms. Guffin went over the details and itinerary for the 4th grade field trip to Great Falls in May. The trip will be funded with Indian Education money. Discussion followed.

COMMITTEE REPORTS

There were no committee reports.

PRINCIPALS' REPORTS

Mr. Hansen's report included the PLC conference in Las Vegas, working on the Portrait of a Graduate, RTI teamwork, working on the accreditation report, ASVAB testing and FVCC collaboration.

Student Ivy Everson talked briefly about the blood drive and postponement of winter formal.

Mr. Appleby spoke about the PLC conference in Las Vegas, 8th grade testing, the Leadership Class, the upcoming middle school dance, WIN time and middle school winter activity day.

Mrs. Clarke talked about PLC work in the elementary, winter benchmark assessing and writing training. She thanked Sandra Swede for her work on the district website.

Mr. Porrovecchio gave a brief update on activities. He said Braeden Gunlock was recognized as the MHSA Athlete of the Week and Makena Morley was selected to the Montana Hall of Fame.

SUPERINTENDENT REPORT

Mr. Stack talked about the work the principals have done on the new accreditation standards. It involves the community as well and will make the school better. He received a 2024-25 school calendar from the union and will bring calendar options to the board soon. He gave an update on the playground. He said

the insurance company inspected it and believes it is in very good condition. The PTA will likely use the funds they raised for playground enhancements. He told the board the lower playground will need to be replaced in the future and the school should prepare for it. He told trustees the maintenance department planned to hire high school students to shovel snow and distribute ice melt. Lastly, he talked about the forecast. He told the board he will cancel school as a last resort. He consults with the Transportation and Maintenance Departments and Trustee Elwell before making decisions regarding closure. He told them if school gets cancelled, he recommends making the day up.

Trustee Field inquired about transportation for the 4th grade Great Falls field trip. Mr. Stack confirmed they will be on buses, but which ones won't be determined until closer to the trip.

FUTURE MEETING SCHEULE

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

- o Wednesday, February 14, 2024
- o Wednesday, March 13, 2024
- o Wednesday, April 10, 2024
- o Wednesday, May 15, 2024

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

Adjourned: 6:00 pm

District Clerk

Chairperson

01/15/24
12:24:02

BIGFORK SCHOOLS
Reconciliation Report for 12/01/23 to 12/29/23

Page: 1 of 1
Report ID: S100R

Statement of Activity Closing Balance	239562.53
Plus Outstanding Checks	3779.19
Minus Outstanding Deposits	0.00

Balance	243341.72
Minus Receipts in Transit	600.00

Statement Balance	242741.72 ✓ LP
Debits	
Checks Cleared	19366.91
Misc Charges	60.16

Total Debits	19427.07
Credits	
Deposits Cleared	12482.64
Misc Earnings	0.00

Total Credits	12482.64



P.O. Box 241826
Omaha, NE 68124

RETURN SERVICE REQUESTED

BIGFORK SCHOOL DISTRICT
PO BOX 188
BIGFORK MT 59911-0188

Statement Ending 12/29/2023

BIGFORK SCHOOL DISTRICT

Page 1 of 6

Account Number: XXXXXXXXXXXX [REDACTED]

Managing Your Accounts

- Client Contact Center 855-342-3400
- Website firstinterstate.com

Credit cards that do real work for business.

Let's put your First Interstate business credit card to work for you.

Apply online or in branch.



Member FDIC. Equal Housing Lender.

Summary of Accounts



Account Type	Account Number	Ending Balance
ANALYZED BUSINESS CHECKING	XXXXXXXXXX [REDACTED]	\$242,741.72

✓ LP

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.

Form with fields for CHECKBOOK BALANCE, ADD ANY DEPOSITS INCLUDING AUTOMATIC DEPOSITS NOT YET ENTERED IN YOUR CHECKBOOK, SUB-TOTAL, SUBTRACT SERVICE CHARGE, SUBTRACT ANY AUTOMATIC LOAN PAYMENTS, and 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 columns: CHECK NO., AMOUNT, CHECK NO., AMOUNT. Includes a SUB TOTAL row.

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.

- (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.

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
12/01/2023	Beginning Balance	\$249,686.15
	7 Credit(s) This Period	\$12,482.64
	31 Debit(s) This Period	\$19,427.07
12/29/2023	Ending Balance	\$242,741.72

Account Activity

Post Date	Description	Debits	Credits	Balance
12/01/2023	Beginning Balance			\$249,686.15
12/01/2023	953205952880 MERCHANT BNKCD DEPOSIT		\$190.00 ✓	\$249,876.15
12/01/2023	CHECK # 34940	\$212.24		\$249,663.91
12/01/2023	CHECK # 34982	\$52.00		\$249,611.91
12/03/2023	953205952880 MERCHANT BNKCD FEE	\$4.95 ✓		\$249,606.96
12/03/2023	953205952880 MERCHANT BNKCD DISCOUNT	\$9.83 ✓		\$249,597.13
12/04/2023	CHECK # 4989	\$100.00		\$249,497.13
12/04/2023	CHECK # 34987	\$100.00		\$249,397.13
12/05/2023	953205952880 MERCHANT BNKCD FEE	\$27.95 ✓		\$249,369.18
12/06/2023	CHECK # 34986	\$100.00		\$249,269.18
12/07/2023	CHECK # 34985	\$80.00		\$249,189.18
12/07/2023	CHECK # 34993	\$100.00		\$249,089.18
12/08/2023	DEPOSIT		\$3,452.00 ✓	\$252,541.18
12/11/2023	CHECK # 34988	\$100.00		\$252,441.18
12/11/2023	CHECK # 34992	\$100.00		\$252,341.18
12/13/2023	CHECK # 34990	\$70.00		\$252,271.18
12/14/2023	Service Charges November 2023	\$17.43 ✓		\$252,253.75
12/14/2023	CHECK # 34994	\$70.84		\$252,182.91
12/14/2023	CHECK # 35004	\$45.98		\$252,136.93
12/15/2023	DEPOSIT		\$134.00 ✓	\$252,270.93
12/16/2023	953205952880 MERCHANT BNKCD DEPOSIT		\$20.00 ✓	\$252,290.93
12/18/2023	BSN SPORTS LLC HRC 1VPUIIUCHD	\$6,248.09 ✓		\$246,042.84
12/18/2023	CHECK # 34995	\$70.84		\$245,972.00
12/18/2023	CHECK # 34998	\$90.84		\$245,881.16
12/18/2023	CHECK # 34999	\$90.84		\$245,790.32
12/18/2023	CHECK # 35000	\$27.14		\$245,763.18
12/18/2023	CHECK # 35002	\$60.00		\$245,703.18
12/18/2023	CHECK # 35003	\$2,806.67		\$242,896.51
12/19/2023	CHECK # 34997	\$55.00		\$242,841.51
12/20/2023	PREMIER HEALTHCA PAYMENT 231219AG5037		\$42.64 ✓	\$242,884.15
12/21/2023	CHECK # 34991	\$70.00		\$242,814.15
12/22/2023	DEPOSIT		\$960.00 ✓	\$243,774.15
12/26/2023	CHECK # 35015	\$90.00		\$243,684.15
12/27/2023	CHECK # 35011	\$87.24		\$243,596.91
12/27/2023	CHECK # 35012	\$5,422.33		\$238,174.58
12/29/2023	DEPOSIT		\$7,684.00 ✓	\$245,858.58
12/29/2023	CHECK # 35007	\$70.84		\$245,787.74
12/29/2023	CHECK # 35013	\$13.58		\$245,774.16
12/29/2023	CHECK # 35016	\$3,032.44		\$242,741.72
12/29/2023	Ending Balance			\$242,741.72

ANALYZED BUSINESS CHECKING-XXXXXXXXXX2409 (continued)

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
4989	12/04/2023	\$100.00	34992	12/11/2023	\$100.00	35003	12/18/2023	\$2,806.67
34940*	12/01/2023	\$212.24	34993	12/07/2023	\$100.00	35004	12/14/2023	\$45.98
34982*	12/01/2023	\$52.00	34994	12/14/2023	\$70.84	35007*	12/29/2023	\$70.84
34985*	12/07/2023	\$80.00	34995	12/18/2023	\$70.84	35011*	12/27/2023	\$87.24
34986	12/06/2023	\$100.00	34997*	12/19/2023	\$55.00	35012	12/27/2023	\$5,422.33
34987	12/04/2023	\$100.00	34998	12/18/2023	\$90.84	35013	12/29/2023	\$13.58
34988	12/11/2023	\$100.00	34999	12/18/2023	\$90.84	35015*	12/26/2023	\$90.00
34990*	12/13/2023	\$70.00	35000	12/18/2023	\$27.14	35016	12/29/2023	\$3,032.44
34991	12/21/2023	\$70.00	35002*	12/18/2023	\$60.00			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/01/2023	\$249,611.91	12/11/2023	\$252,341.18	12/20/2023	\$242,884.15
12/03/2023	\$249,597.13	12/13/2023	\$252,271.18	12/21/2023	\$242,814.15
12/04/2023	\$249,397.13	12/14/2023	\$252,136.93	12/22/2023	\$243,774.15
12/05/2023	\$249,369.18	12/15/2023	\$252,270.93	12/26/2023	\$243,684.15
12/06/2023	\$249,269.18	12/16/2023	\$252,290.93	12/27/2023	\$238,174.58
12/07/2023	\$249,089.18	12/18/2023	\$242,896.51	12/29/2023	\$242,741.72
12/08/2023	\$252,541.18	12/19/2023	\$242,841.51		

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

February 8, 2024

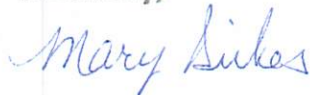
Dear Brenda Clarke,

Please accept this letter as a formal notice of my resignation from my position as a Para-Professional with Bigfork Elementary School District.

My last day will be Wednesday February 14, 2014.

I would like to use this opportunity to thank you for the support you have shown me. Although this was a hard decision for me to make, due to circumstances beyond my control, my family comes first in my life.

Sincerely,



Mary Dirkes

Board Rec

Brenda Clarke <bclarke@bigfork.k12.mt.us>

Tue 1/16/2024 10:31 AM

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:

Board of Trustees:

I would like to recommend Katelyn Harrington as a part-time para professional for Bigfork Schools. Katelyn has a daughter that attends Bigfork Elementary and a mother that works in Bigfork Middle School. She has a Bachelor of Arts in Technical Communications from Eastern Washington University and had worked for Glacier Bank for five years before becoming a stay-at-home mother.

Thank you,
Brenda

Board Rec

Brenda Clarke <bclarke@bigfork.k12.mt.us>

Thu 2/8/2024 9:13 AM

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

Tom,

Please add this to the next Board agenda:

Board of Trustees:

I am pleased to recommend Cyndi Hanson as a Special Education para professional for Bigfork Elementary School. Cyndi is a new Bigfork resident with experience as an assistant teacher in Special Education, working with adults with disabilities, and caretaking of ranches. She has a Bachelor's Degree in Liberal Studies from Long Beach State University, California.

Thank you,
Brenda

Board Rec

Brenda Clarke <bclarke@bigfork.k12.mt.us>

Mon 2/5/2024 10:14 AM

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

Tom,

Please add the following to the next Board agenda:

Board of Trustees:

I would like to recommend Genesis Batiz as a substitute for Bigfork Elementary and Middle Schools. Genesis has family that attends Bigfork Elementary and family that owns a business in the community. She attended FVCC and has background in working with children through her church and daycare.

Thank you,
Brenda Clarke

Board Rec

Brenda Clarke <bclarke@bigfork.k12.mt.us>

Fri 2/9/2024 8:44 AM

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

Tom,

Please add the following to the next Board agenda:

Board of Trustees:

I am pleased to recommend Catherine Mischke as a substitute for Bigfork Elementary School. Catherine is a former Bigfork School District student and currently has a child in our kindergarten program. She has experience working with children in daycare settings and as a caregiver for special needs individuals.

Thank you,
Brenda

Coach Recommendations

Matt Porrovecchio <mattp@bigfork.k12.mt.us>

Mon 2/5/2024 6:22 AM

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 the following coaches for 2024 Bigfork Spring activities.

Middle School Girls Basketball

Volunteer Assistant Mindy Blain

High School Baseball

Assistant Hunter Johnson

High School Track

Assistant Clayton Woll

Assistant Cole Jones

Assistant (50%) Shawna Benson

Assistant (50%) Jim Epperly

Volunteer Assistant Wayne Loeffler

Volunteer Assistant Ryan Nolan

Volunteer Assistant Sarah Kirk

Volunteer Assistant Caleb Seaton

Volunteer Assistant Sam Modderman

High School Tennis

Head Coach Rory Christians

Rory has lead two other Montana high school teams to state championships. He is a seasoned and skilled high school coach. He is the current valley Fellowship of Christian Athletes director.

Assistant Matt Porrovecchio

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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2/5/24

Prom Advisors

Mr. Stack and School Board

It is without reservation that I am recommending Scarlett Sherman and Suzanne Hines as the 2024 Prom Advisors.

Both have experience as prom advisors taking on this task together for the past 5 years, and chaperones. Scarlett and Suzanne bring the organizational skills needed to coordinate this big event.

Thank you for your consideration,

Mark Hansen