

**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 January 15, 2020, at 5:00 pm in the high school library.

Trustees in attendance: Paul Sandry, Zack Anderson, Dan Elwell, Jessica Martinz, Aaron Parish and Christina Relyea

Trustees Absent: Dana Whitney

Also in attendance were Superintendent Matt Jensen, Business Manager Lacey Porrovecchio, Principals Mark Hansen, Charlie Appleby and Brenda Clarke, staff members and community members.

Pledge of Allegiance

Comments on non-agenda items:

Parent Shawna Schara, spoke on behalf of her husband who couldn't attend, and accused Mr. Jensen of mishandling Mr. Melkioty's departure. She told the trustees her son is a better student because of Mr. Melkioty and wished him the best. Mrs. Schara told trustees they should consider Mr. Jensen the liability.

Board Chair Sandry told Mrs. Schara the board is unable to comment on personnel issues.

Parent Wendy Miller spoke in support of Mr. Melkioty. She said she was not trying to save his job, just the way in which it was handled. She explained her son became a better student because of Mr. Melkioty. She expressed her dissatisfaction with Mr. Jensen. Ms. Miller told trustees they should take the administrative handling of Mr. Melkioty seriously.

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

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

- Consideration of Regular Board Meeting Minutes for December 11, 2019
- Consideration of All Bill Approval Lists
- Consideration of Student Activity Reports for November and December, 2019
- Consideration of Transportation Interlocal Agreement with Creston School District
- Consideration of Acceptance of Anonymous Donations
  1. \$5,000 to High School Swim Program
  2. \$10,000 to High School Wrestling Program
- Consideration of Acceptance of Booster Club 2019 Golf Classic Event Donations
  1. \$8,969.73 to High School Golf Program
  2. \$5,500 to High School Swim Program
  3. \$5,500 to High School Soccer Program
- Consideration of Acceptance of Flathead Lake Lodge Donation
  1. \$2,000 to Elementary Library
- 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. Lori Davis, Paraprofessional
  2. Substitute Personnel Recommended for Consideration
    - a. Lacie Devine, K-8 Substitute Teacher
    - b. Jeannine Reichenbach, K-12 Substitute Teacher
  3. Extra-Curricular Personnel Recommended for Consideration
    - a. Elise Van Valkenburg, Co-Middle School Study Backs
    - b. Patrick Johnston, Co-Middle School Study Backs
    - c. Leslie Stodghill, Special Olympics
  4. Certified Personnel Resignations
    - a. Joe Pitts, June 2020
    - b. Shauna Pitts, June 2020

**SUPERINTENDENT REPORT**

Mr. Jensen told trustees the Office of Public Instruction just completed a 5 year monitoring audit of the special education department. There were no corrections or findings. He complemented Mr. Porrovecchio and the special education department. Mr. Jensen and Mr. Hansen told trustees Bigfork High School received the Academic Excellence Award for 2019 from MHSA for Class B. Mr. Jensen asked the trustees to schedule school visits with the principals. Monday will be the third full day of staff professional development. Lastly, he talked about the general fund levy timeline. He would like to send a letter to the community in February. Trustees Martinz, Relyea and Anderson will help with the letter.

**NEW BUSINESS**

- A. April, 2021 Middle School Close Up Trip and Fundraising – Julie Bonner told the trustees this will be the 6<sup>th</sup> trip to Washington D.C. The trip will be offered to Swan River seventh and eighth graders in addition to our students. Students raise funds at the school carnival, bingo nights and selling raffle tickets.

Board discussion followed.

A motion to approve the April, 2021 Middle School Close Up Trip was made by Trustee Relyea, seconded by Trustee Anderson, and approved by unanimous vote of the elementary trustees.

A motion to approve the Close Up trip fundraising was made by Trustee Anderson, seconded by Trustee Relyea, and approved by unanimous vote of the elementary trustees.

- B. 2020-21 School Year Calendar – Matt Jensen proposed a school calendar starting before Labor Day and ending June 10, 2021. The calendar does not have a snow day, spring break aligns with Kalispell School District and has a late start every Wednesday. The calendar has 179 student days.

Trustee Parish had concerns regarding late start Wednesdays being disruptive for families and all students getting out of school at the same time because of parking lot congestion. Mr. Jensen explained the intent is to have staff on campus to monitor students on Wednesdays if they are dropped off early. The elementary start time could change in the future if parking lot congestion is a problem. Board discussion followed.

A motion to approve the 2020-21 School Year Calendar as recommended was made by Trustee Martinz, seconded by Trustee Elwell, and approved with affirmative votes from Trustees Anderson, Relyea, Sandry, Martinz and Elwell. Trustee Parish opposed.

- C. Records Destruction Document – Lacey Porrovecchio told trustees the district office is continuing to go through old documents. She requested approval to destroy election records per the state Record Retention Schedule.

A motion to approve the Records as proposed was made by Trustee Relyea, seconded by Trustee Martinz, and approved by unanimous vote of the elementary and high school trustees.

- D. High School General Fund Budget Amendment – Lacey Porrovecchio told trustees this is the final piece of the high school general fund budget amendment process. The increase is \$31,449.80 in additional state funds due to the unanticipated enrollment increase.

A motion to approve the High School General Fund Budget Amendment was made by Trustee Elwell, seconded by Trustee Martinz, and approved by unanimous vote of the elementary and high school trustees.

- E. Bigfork Elementary Flex Fund Budget Amendment – Lacey Porrovecchio told trustees this amendment is \$66,847 in additional state funds because the district was awarded the Transformational Learning Grant.

A motion to approve the Bigfork Elementary Flex Fund Budget Amendment was made by Trustee Relyea, seconded by Trustee Anderson, and approved by unanimous vote of the elementary trustees.

- F. Bigfork High School Flex Fund Budget Amendment – Lacey Porrovecchio told trustees this amendment is \$39,751.25 in additional state funds because the district was awarded the Transformational Learning Grant.

A motion to approve the Bigfork High School Flex Fund Budget Amendment was made by Trustee Elwell, seconded by Trustee Relyea, and approved by unanimous vote of the elementary and high school trustees.

- G. Memorandum of Understanding with BAEA – Matt Jensen asked the board to approve an agreement with teachers Joe and Shauna Pitts. Sabbatical leave is not addressed in the collective bargaining agreement. He explained the terms of the agreement.

Trustee Elwell asked about their tenure. Mr. Jensen explained they would lose tenure.

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

- H. Transportation Route 19D – Rob Tracy told trustees this will be a new route to Evergreen School District for a pre-k student in our district.

Community member Suzanne Childers asked for clarification on bus mileage reimbursement rates.

A motion to approve Transportation Route 19D as recommended was made by Trustee Anderson, seconded by Trustee Parish, and approved by unanimous vote of the elementary and high school trustees.

- I. Transportation Route IM20C – Rob Tracy told trustees this will be a morning route for the Intermountain kids. Their school day starts later than the regular school day. The students are able to ride the regular route buses home.

A motion to approve the Transportation Route IM20C as proposed was made by Trustee Anderson, seconded by Trustee Relyea, and approved by unanimous vote of the elementary and high school trustees.

- J. Transportation and Maintenance Snow Removal Vehicles Purchase – Mike McGill & Rob Tracy. Mike McGill asked trustees to approve the purchase of a used dump truck with a snow blade. He explained the many ways he could use a dump truck and estimated it would pay for itself in 3 years. Mr. Jensen told trustees it would be paid one third out of transportation and one third from the general funds. Mike also asked trustees for approval to purchase a used three quarter ton pickup. The newer truck could do some of the plowing and haul the school trailer. It would replace the 1995 Ford. Rob Tracy told the board the current truck is inadequate for the needs of the campus.

Board discussion followed.

A motion to approve moving forward with vehicle purchases as proposed was made by Trustee Martinz, seconded by Trustee Parish, and approved by unanimous vote of the elementary and high school trustees.

- K. Audit Conclusion Governance Letter – Trustee Elwell recapped the audit report given by Jon Mahrt from Denning, Downey & Associates at the Finance Committee meeting last week. He explained the district audit was unqualified, which means a clean opinion, and there were no findings. Lacey Porrovecchio told trustees the secretaries and the ladies in the district office have done a great job making sure we have the documentation needed for the audit.
- L. Intermountain MOU Addendum – Matt Jensen explained the addendum does not change the amount we pay or the number of kids we can have in the program. The addendum allows for a 6-8 program, held in a classroom off of the elementary gym for 2<sup>nd</sup> semester of this school year only. He explained there will likely not be an available classroom next school year.

Board discussion followed.

A motion to approve the Intermountain MOU Addendum as proposed was made by Trustee Anderson, seconded by Trustee Martinz, and approved by unanimous vote of the elementary and high school trustees.

## **COMMITTEE REPORTS**

## REGULAR BOARD MEETING

January 15, 2020

- A. Finance Committee Meeting Update – Trustee Elwell shared the Levy Considerations document discussed at the Finance Committee meeting last week. He also shared a revised version of the Levy Considerations that has percentage ranges instead of dollar amounts. He said it will give the public a general idea on how the funds would be spent if the levies pass. Sixty to seventy percent will go to salary and benefits.

### **PRINCIPAL REPORTS**

Mark Hansen reported on the band concert, Mrs. Tunnel's upcoming return to school, in-school field trips, National Honor Society induction and upcoming finals. Mr. Hansen also asked for volunteer judges for the state speech meet at the end of the month.

Brenda Clarke talked to the trustees about the High Trust Workshop, an author visit in the spring, reading and writing work, and the fire drill held that morning.

Charlie Appleby told the trustees about winter activity day and talked about the takeaways from the fire drill.

### **EXECUTIVE SESSION** Litigation Strategy- Closed session in accordance with Section 2-3-203(4)(a), MCA

Began at: 6:13

Ended at: 6:42

### **FUTURE MEETING SCHEULE**

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

- Wednesday, February 12, 2020
- Wednesday, March 11, 2020
- Wednesday, April 8, 2019

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

Adjourned: 6:42 pm

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District Clerk

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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 January 23, 2020, at 5:00 pm in the elementary conference room.

Trustees in attendance: Paul Sandry, Dana Whitney, Jessica Martinz, Aaron Parish and Christina Relyea

Trustees Absent: Dan Elwell and Zack Anderson

Also in attendance were Superintendent Matt Jensen and Business Manager Lacey Porrovecchio.

Pledge of Allegiance

There were no comments on non-agenda items.

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

**NEW BUSINESS**

- A. Classified Personnel Resignation, Stephanie Davis, Custodian – Mr. Jensen asked the trustees to approve the resignation of Stephanie Davis.

A motion to approve the classified personnel resignation of Stephanie Davis was made by Trustee Martinz, seconded by Trustee Whitney, 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, February 12, 2020
- o Wednesday, March 11, 2020
- o Wednesday, April 8, 2019
- o Wednesday, May 13, 2020

Adjourned: 5:02 pm

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

\_\_\_\_\_  
Chairperson



Montana School Boards Association

863 Great Northern Blvd Ste 301

Helena, MT 59601 United States

Phone: (406) 442-2180

www.mtsba.org

## INVOICE

Invoice Number	0003541
Invoice Date	1/14/2020
Invoice Term	30
Due Date	2/13/2020

Bigfork Public Schools  
Lacey Porrovecchio  
PO Box 188  
Bigfork, MT 59911  
United States

### Memberships

Membership Renew for

Membership Type: Public School District Boards of Trustees

Membership Term: 7/1/2020 - 6/30/2021

Item	Quantity	Price	Total
Public School District Board of Trustees	1	\$6,812.00	\$6,812.00

Total: \$6,812.00  
Tax Total: \$0.00  
Shipping Total: \$0.00  
Grand Total: \$6,812.00  
Payment: \$0.00  
Balance: \$6,812.00

**Thank you for your business!**

Please detach the portion below and return it with your payment.

### REMITTANCE

Please make checks payable to:  
Montana School Boards Association

863 Great Northern Blvd Ste 301  
Helena, MT 59601 United States  
(406) 442-2180

Invoice Number	Order 0003541
Name	
Due Date	2/13/2020
Balance	\$6,812.00
Amount Enclosed	\$





# MTSBA

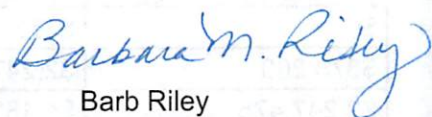
Montana School Boards Association

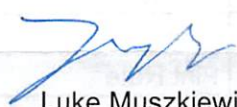
DATE: January 23, 2020


TO: MTSBA Member Trustees (via email)

FROM:

  
Paul Finnicum  
MTSBA President

  
Barb Riley  
MTSBA President-Elect

  
Luke Muszkiewicz  
Vice President

  
Ann Wake  
Past President

Dear fellow trustee,

MTSBA has recently sent your MTSBA membership dues invoice for the fiscal year beginning July 1, 2020, to your business official/clerk. We are grateful for your District's ongoing membership in MTSBA and for the opportunity to help you develop the full potential of each child in your community's public schools and throughout Montana. The common bond of volunteer service that we share as elected trustees brings both tremendous authority and responsibility and is further strengthened through our membership in MTSBA, a highly effective organization governed by and exclusively directed toward serving elected trustees and the students we impact.

The value of membership in MTSBA is compelling and far-reaching, saving member school districts nearly 300% of the annual cost of dues through reduced insurance premiums and saving our districts another 500% of the annual cost of dues through our extensive programs and services. When you add the value of insurance premium savings to our dues based professional consultation, model policies and forms, extensive training opportunities and our full range of publications, we estimate that our members enjoy cumulative savings through MTSBA membership of over \$8 million each year. Add in the impressive progress we have made before the Montana Legislature and the importance and value of MTSBA membership is exponentially significant.

We have included a membership value infographic with additional details to help you make the most of your membership in MTSBA and to ensure your District is taking advantage of the extensive offerings and tremendous savings so that your resources can be devoted to serving the needs of each student.



**Paul  
Finnicum**

President  
Region 3  
Culbertson Trustee



**Barb  
Riley**

President-Elect  
Region 1  
Columbia Falls Trustee



**Luke  
Muszkiewicz**

Vice President  
Helena  
Municipal Director



**Ann  
Wake**

Immediate Past  
President  
Missoula  
Municipal Director



### MTSBA Dues – A Cost-Sensitive Formula Approved by our Members

MTSBA member dues are based on a member-approved formula that is incorporated in the MTSBA Bylaws. Dues for the upcoming year are based on the change in your district's total current spending from fiscal years 2017-18. The following is a chart that identifies the various assessment rates, floors, caps and flat rates in the dues formula as it was most recently approved through the 2019 mail ballot:

#### FY21 Dues Formula for MTSBA Bylaws

FY18 Spending Low	FY18 Spending High	Assessment Rate	Floor	Cap
\$0	\$373,199	Flat Rate	\$379	\$379
\$373,200	\$2,247,474	0.14%	\$379	\$2,480
\$2,247,475	\$4,483,114	0.11%	\$2,480	\$4,189
\$4,483,115	\$6,642,931	0.09%	\$4,189	\$5,154
\$6,642,932	\$10,503,690	0.08%	\$5,154	\$6,812
\$10,503,691	Above Floor, Non AA	0.06%	\$6,812	\$13,320
AA Members	Flat Rate	Flat Rate	\$18,682	\$18,682
Cooperatives	Flat Rate	Flat Rate	\$768	\$768

Again, thank you for your ongoing support and membership in MTSBA. We have done great things together for over 93 years and we look forward to the opportunity to serve you in the coming year.

cc: Business Official/Clerk  
Superintendent



## Board Rec

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

Wed 1/22/2020 12:34 PM

To: Matt Jensen <mattj@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

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**The email account for Brenda Clarke sent out malware on the morning of November 22, 2019. If you clicked the link, downloaded a zip file and opened the contents, your computer may be infected.**

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Matt,

Please add the following to the next Board agenda:

Board of Trustees:

I would like to recommend Mia Dennison as a substitute teacher and/or para professional in Bigfork Elementary School. Mia has children that attend Bigfork Elementary and she has been a volunteer frequently. Mia has experience volunteering in other schools and some daycare experience. She has also worked as a medical records clerk. Mia graduated high school from Cross Creek Academy.

Thank you,

Brenda

Mr.Jensen,

It is my privilege to recommend Dan Siddens as a high school substitute teacher. Mr. Siddens is a recent retiree of 37 years, teaching Chemistry and AP Chemistry at Soquel High School in California. Mr. Siddens would be a welcome addition to our substitute pool and brings a wealth of teaching experience with him.

Thank you for your consideration,

Mark Hansen

Principal

Bigfork High School

**Board Rec**

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

Tue 2/4/2020 3:37 PM

To: Matt Jensen <mattj@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

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**The email account for Brenda Clarke sent out malware on the morning of November 22, 2019. If you clicked the link, downloaded a zip file and opened the contents, your computer may be infected.**

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Matt,

Please add the following to the next Board agenda:

Board of Trustees:

I am pleased to recommend Jo Waddell as a substitute teacher for Bigfork Elementary School. Jo is currently a student teacher in 3rd grade with Jill Morley. She plans to graduate from MSU-Bozeman this May with a Bachelor's degree in Elementary Education. Her parents were both educators in Colorado but she has a long family history in Flathead Valley. Jo is a delight and excited to get experience in substitute teaching.

Brenda

Mr. Jensen,

It is my privilege to recommend Shelley Edgerton as a K-12 substitute teacher. Mrs. Edgerton previously was a substitute teacher and para at Swan River School. Mrs. Edgerton has a Bachelor's degree in English from UCLB. She is also Google certified and has worked in the community engagement field the past 4 years. Shelley would be a welcome addition to our substitution pool.

Thank you for your consideration,

Mark Hansen

Principal

Bigfork High School

**Fw: Jeannie Hayes**

Matt Jensen <mattj@bigfork.k12.mt.us>

Thu 2/6/2020 11:41 AM

To: Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Lacey,

Please add to the agenda.

Matt J

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**From:** Mike McGill <mmcgill@bigfork.k12.mt.us>

**Sent:** Thursday, February 6, 2020 11:35 AM

**To:** Matt Jensen <mattj@bigfork.k12.mt.us>

**Subject:** Jeannie Hayes

Matt,

I would like to recommend Jeannie Hayes to be considered for substitute positions in custodial and food service per her passing the background check and school physical. She has a lot of custodial experience in supermarkets cleaning, housekeeping, working at care centers.

Thanks.





## BIGFORK PUBLIC SCHOOL DISTRICT 38

P.O. Box 188, 600 Commerce Street  
Bigfork, Montana 59911  
Phone: 406.837.7400 Fax: 406.837.7407

Home of the

**VIKES**

and

**VALS**

February 10, 2020

To: Board of Trustees

From: Rob Tracy

Subject: Hans Bodenhamer, Sub Route Driver

I am requesting the Board approve Hans Bodenhamer as a substitute route driver. Hans recently acquired his CDL with the school bus endorsement. As you may be aware, we lost three former sub drivers due to death, retirement and recent illness. Hans is willing to fill this void. My intention is to use him primarily after school for PM routes when other drivers are on activities. This will build his confidence and sharpen his bus driving skills too. When he feels ready, he hopes to be able to drive his own Cave Club and Indian Ed trips which will eliminate the need for a dedicated bus driver. This will also keep the cost of these trips to a minimum.

Sincerely,

  
Rob Tracy

**Fw: Substitute Nurse Recommendation**

Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Mon 2/10/2020 2:12 PM

To: Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

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**From:** Jennifer Knopik <jknopik@bigfork.k12.mt.us>

**Sent:** Monday, February 10, 2020 1:55 PM

**To:** Matt Jensen <mattj@bigfork.k12.mt.us>

**Cc:** Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

**Subject:** Fw: Substitute Nurse Recommendation

I am very excited to recommend Amanda Willis for hire at Bigfork School as one of my substitute nurses.

She is currently an RN and a nursing supervisor for the Montana Children's Center at KRMC and has extensive pediatric experience in the nursing field. She has excellent communication skills and experience working with families as they navigate the health need's of their children. Before working in her current position at the Montana Children's Center, she worked as an RN in the surgery setting, family practice setting, and ER setting.

She will be an excellent addition to our Bigfork School Family in the position of substitute school nurse!!

Thanks so much!

Jennifer Knopik RN

Bigfork School Nurse

1-406-837-7412 ext 4020jknopik@bigfork.k12.mt.us

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, is for the sole use of the intended recipient and may contain confidential and privileged information. If you are not an intended recipient, or the person responsible for delivering this message to an intended recipient, you are hereby notified that reading, copying, using or distributing this message is prohibited. If you are not an intended recipient, please contact the sender by reply email and destroy all copies of the original message from your computer system.

Prom Advisors

Mr. Jensen,

It is without reservation, that I am recommending Scarlett Sherman and Suzanne Hines as the 2020 Prom Advisors.

Both have experience as prom advisors and chaperones. Scarlett and Suzanne bring the organizational skills needed to coordinate this big event.

Thank you for your consideration,

Mark Hansen

**Fw: Jeff Frank**

Matt Jensen <mattj@bigfork.k12.mt.us>

Thu 2/6/2020 11:56 AM

To: Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Please add to the agenda.

Thanks

Matt J

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**From:** Mike McGill <mmcgill@bigfork.k12.mt.us>

**Sent:** Thursday, February 6, 2020 10:24 AM

**To:** Matt Jensen <mattj@bigfork.k12.mt.us>

**Subject:** Jeff Frank

Matt,

I would like to recommend Jeff Frank to be considered for the custodial position per him passing the background check and school physical. When talking to Jeff he is energetic, sees jobs to the end and has trained drivers in all weather conditions not to mention dealing with difficult situations.

Thanks.

## **Big Fork School District #38**

### **1000FE SERIES FLEXIBILITY AND EFFICIENCY**

1000FE	Overview of Flexibility and Efficiency Policies
1001FE	Scanning of the Horizon
1002FE	The District's SMaC Recipe
1002FE-F	SMaC Analysis
1003FE	The District's Technology Program
1004FE	Scaled Innovations
1004FE-F	Scaled Innovations Analysis
1005FE	Proficiency-Based ANB
1006FE	Transfers for School Safety
1007FE	Multidistrict Agreements
1007FE -F1	Model Multidistrict Agreement Form
1008FE	Increase in Over Base Levy Authority Without a Vote
1009FE	Flexible Instructor Licensing
1010FE	Early Enrollment Exceptional Circumstances
1011FE	Cooperative Purchasing
1012FE	Non-voted Levy for Excess IDEA Costs
1013FE	Adult Education
1014FE	Intent to Increase Non-Voted Levy
1014FE-F1	Notice of Intent to Impose an Increase in Levies Form



# Big Fork School District #38

Adopted on:  
Reviewed on:

1000FE

## FLEXIBILITY AND EFFICIENCY

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Revised on:

### Overview of Flexibility and Efficiency Policies

The \_\_\_\_\_ Board of Trustees has adopted and committed to a governance structure that keeps the focus of the Board on students and that increases the District's flexibility and efficiency to maximize the District's resources that are available for the benefit of students and student achievement through available innovations.

In furtherance of this policy, the Board has adopted and implemented the following processes:

- Regular scanning conditions that will impact the District's intended success and the community and students served (*Policy 1001FE*);
- Developing and annually updating the District's SMaC (Specific, Methodical and Consistent) recipe identifying practices that have created a replicable and consistent formula for success (*Policy 1002FE*);
- Developing and annually updating the District's technology platform in coordination with the District's SMaC Recipe (*Policy 1003FE*); and
- Annually reviewing available innovation, flexibility and/or efficiency strategies/policies, documenting the rationale for implementing certain strategies/policies and, likewise, documenting the rationale for deciding that such strategies are not best for the District and the community and students served (*Policies 1004FE-1012FE*).

## Big Fork School District #38

Adopted on:  
Reviewed on:

1001FE

FLEXIBILITY AND EFFICIENCY

Revised on:

### Scanning of the Horizon

At each regular meeting of the Board the agenda will include an opportunity for the Board to engage in future scanning of the horizon to identify external emerging issues and trends (what is being scanned) that are relevant (the reason the District is scanning) to the District's and the students' success over the coming years. This ongoing process assists the Board in identifying barriers or drivers to the District's intended success and developing strategies for drivers to success and solutions to identified barriers to success.

The District will discuss and document ongoing anticipated changes, if any, in the following areas/conditions that will have an impact on the District and on students' success over the coming years:

- Demographics
- Business and Economic Climate
- Science and Technology
- Politics and Social Values
- Legislation and Regulation

In examining each of these areas, the District will discuss and identify current conditions, trends and assumptions about the future (5 years).

# Big Fork School District #38

Adopted on:  
Reviewed on:

1004FE

## FLEXIBILITY AND EFFICIENCY

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Revised on:

### Scaled Innovations

The District is committed to an ongoing process of reviewing available innovation, flexibility and/or efficiency strategies/policies, documenting the rationale for implementing certain strategies/policies and, likewise, documenting the rationale for deciding that such strategies are not best for the District and the community and students served.

The District will, on an annual basis, conduct an analysis of available innovations by using the following 4 Knowledge Based Decision Making (KBDM) questions to gain informed perspective:

1. What do we know about our stakeholder's needs, wants, and preferences that are relevant to this decision?
2. What do we know about the current realities and evolving dynamics of our environment that is relevant to this decision?
3. What do we know about the capacity and strategic position of our district that is relevant to this decision?
4. What are the ethical implications?

## Big Fork School District #38

Adopted on:  
Reviewed on:

1004FE-F

### FLEXIBILITY AND EFFICIENCY

Revised on:

At the \_\_\_\_\_ meeting of the \_\_\_\_\_ School District, the Board of Trustees, using the Knowledge Based Decision Making questions, analyzed and made decisions on the available innovation, flexibility and/or efficiency strategies/policies. The following captures the District's discussions and decisions:

#### Scaled Innovations Analysis

Date of Discussion	Specific innovation, flexibility and/or efficiency strategy	Decision to implement (Y/N)	Rationale for the District's decision
	Proficiency-based ANB for <ul style="list-style-type: none"><li>• Advanced learners</li><li>• Homebound instruction</li><li>• Alternative instruction during discipline</li><li>• General flexibility for families</li><li>• Flipped instruction model</li><li>• Distance learning</li></ul>		
	Transfers for School Safety		
	Multidistrict Agreements		
	Increase in Over Base Levy Without a vote		
	Flexible Licensing		
	Early Enrollment		
	Exceptional Circumstances		
	Cooperative Purchasing		
	Non-voted Levy for Excess IDEA Costs		
	Etc.		

# Big Fork School District #38

Adopted on:  
Reviewed on:

1005FE

## FLEXIBILITY AND EFFICIENCY

Revised on:

### Proficiency-Based ANB

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing proficiency-based ANB.

[OPTION] The District may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction required under Montana law if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB of a pupil who demonstrates proficiency in any content/subject matter will be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

[OPTION] The District may, on a case-by-case basis, provide fractional credit for partial completion of a course for a student who is unable to attend class for the required amount of time.

[OPTION] The District may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.

[OPTION] At the discretion of the District, a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the District's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Examples of acceptable course work include, but are not necessarily limited to, those delivered through correspondence, extension, and distance learning courses, adult education, summer school, work study, specially designed courses, and challenges to current courses.

Legal Reference:	20-1-301, MCA	School fiscal year
	20-9-311(4)(a)(b)(d), MCA	Calculation of average number belonging (ANB) – 3-year averaging
	20-3-324, MCA	Powers and duties
	10.55.906 ARM	High School Credit



# Big Fork School District #38

Adopted on:  
Reviewed on:

1006FE

## FLEXIBILITY AND EFFICIENCY

Revised on:

### Transfers for School Safety

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing transfers of funds to improve school safety and security.

The District may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school safety and security

The transfer of such funds can be for:

1. planning for improvements to school safety, including but not limited to the cost of services provided by architects, engineers, and other consultants;
2. installing or updating locking mechanisms and ingress and egress systems at public school access points, including but not limited to systems for exterior egress doors and interior passageways and rooms, using contemporary technologies;
3. installing or updating bullet-resistant windows and barriers; and
4. installing or updating emergency response systems using contemporary technologies.

Any transfers made under this policy and Montana law are not considered expenditures to be applied against budget authority. Any revenue transfers that are not encumbered for expenditures in compliance with the four reasons stated above, within 2 full school fiscal years after the funds are transferred, must be transferred back to the originating fund from which the revenue was transferred.

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the transferred funds.

Legal Reference:	20-9-503, MCA	Budgeting, tax levy, and use of building reserve fund.
	20-9-236, MCA	Transfer of funds – improvements to school safety and security

# Big Fork School District #38

Adopted on:  
Reviewed on:

1007FE

## FLEXIBILITY AND EFFICIENCY

Revised on:

### Multidistrict Agreements

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing multidistrict agreements whenever possible.

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

The agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

All expenditures in support of the multidistrict agreement may be made from the interlocal cooperative fund as specified in 20-9-703 and 20-9-704. 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. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

Expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the amount of funds transferred.

Examples of flexibility under this policy and Montana Law include but are not limited to:

- A district with a separate high school and elementary budget can enter into an agreement within the district;
- A district may enter into an agreement with any other school district(s) for the sharing of resources, including supplies, services, personnel, etc.

Legal Reference:	20-3-363, MCA	Multidistrict agreements – fund transfers
	20-9-703, MCA	District as prime agency
	2-9-704, MCA	District as cooperating agency

Big Fork School District #38

Adopted on:  
Reviewed on:

1007FE-F1

FLEXIBILITY AND EFFICIENCY

Revised on:

Model Multidistrict Agreement

Model Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between identify participating school districts (collectively hereinafter "Participating District" or "Participating Districts").

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an 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 subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating 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;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, \_\_\_\_\_ shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

- 1           1. To create a multidistrict cooperative for the purpose of **incorporate purpose(s) here;**
- 2           2. To create an interlocal cooperative fund for the purpose of transferring funds from the
- 3 Participating Districts for the purpose(s) stated herein;
- 4
- 5           3. The **identify the district designated as the prime agency** is designated as the prime agency
- 6 and as such shall establish a non-budgeted interlocal cooperative fund for the purpose of the financial
- 7 administration of this Multidistrict Agreement.
- 8
- 9           4. All other Participating Districts are designated as the cooperating agencies and in accordance
- 10 with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by
- 11 district warrant.
- 12
- 13           5. Any and all amounts transferred into the interlocal cooperative fund by any Participating
- 14 District may come from: (a) the respective district's general fund in an amount not to exceed the direct
- 15 state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a
- 16 participating district, except that funds cannot be transferred from the retirement fund or the debt service
- 17 fund; or (c) any non-budgeted fund of a Participating District, except that funds cannot be transferred
- 18 from the compensated absence liability fund.
- 19
- 20           6. Transfers may not be made with funds restricted by federal law unless the transfer is in
- 21 compliant with any restrictions or conditions imposed by federal law.
- 22
- 23           7. Any and all amounts transferred into the interlocal cooperative fund by each Participating
- 24 District must be for the purpose stated herein as mutually agreed upon between the Participating Districts
- 25 in accordance with the terms of this Agreement.
- 26
- 27           8. The term of this Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_.\*
- 28 This Agreement may be extended by mutual approval of each Participating District. However, the term of
- 29 the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative
- 30 fund at year end may be carried over to the subsequent fiscal year.
- 31
- 32           9. The terms of this Agreement may be changed upon mutual written approval of the
- 33 Participating Districts.
- 34
- 35           10. Each Participating District shall agree how the funds shall be disbursed during the current
- 36 fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement. The
- 37 Participating Districts will be provided with a monthly accounting summary of expenditures from the
- 38 prime agency.
- 39
- 40           11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating
- 41 Districts in writing upon \_\_\_\_ days written notice to all Participating Districts. In addition, any
- 42 Participating District may terminate its participation in the multi-district cooperative upon \_\_\_\_ days
- 43 written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in
- 44 its entirety or any Participating District terminates its participation in the multidistrict cooperative, the
- 45 provisions of Paragraph 12 below shall apply.
- 46

1           12.    Upon termination of this Agreement by one or all Participating Districts, the funds of the  
2 district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to  
3 such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding  
4 financial obligations have been paid with said funds to revert back to the original fund(s) from which the  
5 money was transferred as a result of said District(s) participation in the multidistrict cooperative.  
6

7           13.    This Agreement shall be interpreted according to and governed by the laws of the State of  
8 Montana.  
9

10           As agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

11  
12  
13  
14  
15  
16  
17  
18  
19  
20 Attest:  
21  
22  
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24  
25  
26  
27

28   *\* Note: The term of the agreement may be for a period of up to 3 years.*  
29



## Big Fork School District #38

Adopted on:  
Reviewed on:

1009FE

### FLEXIBILITY AND EFFICIENCY

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Revised on:

#### Flexible Instructor Licensing

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of addressing recruitment and retention of staff. Flexibilities in the following areas are available for the District's enhancement of its programs and services to enhance student achievement.

- Internships
  - Available to anyone with a current license and endorsement in one subject who wants to move to a new licensed role/endorsed area.
  - Requirements must be satisfied within 3 years
  - Must include a plan between the intern, the school district and an accredited preparation program
- Provisionally Certified
  - May be issued to an otherwise qualified applicant who can provide satisfactory evidence of:
    - The intent to qualify in the future for a class 1 or class 2 certificate and
    - Who has completed a 4-year college program or its equivalent, and
    - Holds a bachelor's degree from a unit of the Montana university system or its equivalent.
- Substitutes
  - Must have a GED or high school diploma
  - Will have completed 3 hours of training by the district
  - Will have submitted a fingerprint background check  
(All requirements can be waived by the district if the substitute has prior substitute teaching experience in another public school from November 2002 to earlier)
  - May not substitute more than 35 consecutive days for the same teacher, however the same substitute can be used for successive absences of different staff as long as each regular teacher for whom the substitute is covering is back by 35 consecutive teaching days
- Retired Educators
  - School district must certify to OPI and TRS that the district has been unable to fill the position due to no qualified applications or no acceptance of offer by a non-retired teacher
  - No limit on the district
  - Retired teacher must have 30 years of experience in TRS
  - There is a 3 year lifetime limit on the retired individual going to work under this provision

- Class 3 Administrative License
  - Valid for a period of 5 years
  - Appropriate administrative areas include: elementary principal, secondary principal, K-12 principal, K-12 superintendent, and supervisor.
  - Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in the school(s) in which the applicant would be an administrator or would supervise, and qualify as set forth in ARM 10.57.414 through 10.57.418
  - An applicant for a Class 3 administrative license who completed an educator preparation program which does not meet the definition in ARM 10.57.102(2), who is currently licensed in another state at the same level of licensure, may be considered for licensure with verification of five years of successful administrative experience as defined in ARM 10.57.102 as documented by a recommendation from a state accredited P-12 school employer on a form prescribed by the Superintendent of Public Instruction and approved by the Board of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be met by an applicant seeking a superintendent endorsement.
- Class 4 for CTE
  - Valid for a period of 5 years
  - Renewable pursuant to the requirements of 10.57.215, ARM and the requirements specific to each type of Class 4 license.
  - 4A – for licensed teachers without a CTE endorsement
  - 4B – for individuals with at least a bachelor's degree
  - 4C – for individuals with a minimum of a high school diploma or GED
- Class 5 alternatives
  - Good for a maximum of 3 years
  - Requirements dependent upon the alternative the district is seeking
- Emergency authorization of employment
  - Individual must have previously held a valid teacher or specialist certificate or have met requirements of rule 10.57.107, ARM
  - Emergency authorization is valid for one year, but can be renewed from year to year provided conditions of scarcity continue to persist

Legal References:	10.55.716, ARM	Substitute Teachers
	10.55.607, ARM	Internships
	10.57.107, ARM	Emergency Authorization of Employment
	10.57.215, ARM	Renewal Requirements
	10.57.420, ARM	Class 4 Career and Technical Education License
	10.57.424, ARM	Class 5 Provisional License
	19-20-732, MCA	Reemployment of certain retired teachers, specialists and administrators – procedure – definitions

Big Fork School District #38

Adopted on:  
Reviewed on:

1011FE

FLEXIBILITY AND EFFICIENCY

Revised on:

Cooperative Purchasing

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing provisions in law that allow for cooperative purchasing without the formalities of the bidding process.

The District may enter into a cooperative purchasing contract for the procurement of supplies or services with one or more districts. This allows the District to participate in a cooperative purchasing group to purchase supplies and services through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

An example of flexibility under this policy and Montana Law includes but is not limited to the Montana Cooperative Services (MCS) Program.

Legal Reference: 20-9-204(4), MCA Conflicts of interest, letting contracts, and calling for bids – exceptions

Big Fork School District #38

Adopted on:  
Reviewed on:

1012FE

FLEXIBILITY AND EFFICIENCY

Revised on:

Non-voted Levy for Excess IDEA Costs

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing provisions in law that allow the District to levy amounts necessary to provide FAPE to resident students with special needs.

In addition to use of a tuition levy to pay tuition for out-of-district attendance of a resident pupil, a school district may also include in its tuition levy an amount necessary to pay for the full costs of providing a free appropriate public education to any child with a disability who lives in the District. The amount of the levy imposed for the costs associated with educating each child with a disability must be limited to the actual cost of service under the child's individualized education program minus:

- (A) the student's state special education payment;
- (B) the student's federal special education payment;
- (C) the student's per-ANB amount;
- (D) the prorated portion of the district's basic entitlement for each qualifying student; and
- (E) the prorated portion of the district's general fund payments in 20-9-327 through 20-9-330 for each qualifying student.

Legal Reference:	20-5-324(5)(a)(iii), MCA	Tuition report and payment provisions
	20-9-327, MCA	Quality Educator Payment
	20-9-328, MCA	At-Risk Student Payment
	20-9-329, MCA	Indian education for all payment
	20-9-330, MCA	American Indian achievement gap payment

# Big Fork School District #38

Adopted on:  
Reviewed on:

1013FE

## FLEXIBILITY AND EFFICIENCY

Revised on:

Page 1 of 2

### Adult Education

The Board of Trustees authorizes the establishment of an adult education program. The course offerings in such program may include but shall not necessarily be limited to instruction in basic skills, such as reading, writing, arithmetic, and other skills required to function in society, and/or any subject normally offered in the basic high school curricula of the school district.

#### Course Offerings:

Course offerings under the district's adult education program shall include and be regularly aligned with and focused on the subjects required for graduation under policy 2410, and further aligned with the district's curriculum and assessment requirements, and the content standards of the Board of Public Education. The Administration shall periodically compile, update and publish a list showing the corresponding course equivalency between adult education courses and the district's high school courses required for graduation.

#### Enrollment Qualifications:

The Board of Trustees authorizes the enrollment of any member of the community who is 16 years of age or older who is not a regularly enrolled, full-time pupil for the purposes of ANB computation as provided in 20-7-701, MCA, including part-time pupils subject to the limitations of this section.

Eligibility for enrollment of any part-time pupil who is 16 years of age or older is subject to the Administration's assurances that the concurrent enrollment in high school and adult education of any part-time pupil claimed as such for ANB computation is, when combined, equal to or less than the equivalent of three-quarter-time enrollment as defined in 20-9-311, MCA.

#### Primary Purpose 1: Credit Recovery/Improvement of Graduation Rates

A preference for enrollment in specific courses in the district's adult education program shall be accorded to any person:

1. Who has been previously enrolled as a pupil of the district in any of the 4 academic years prior to the year for which enrollment in the district's adult basic education program is sought;
2. Who has failed to previously earn a high school diploma; and
3. Who is seeking to enroll in any course required for graduation under policy 2410 that the person has not yet completed.

Upon the successful completion of all missing course work required for graduation by any person enrolled in the district's adult education program under this section, and provided the person is otherwise qualified, the district shall grant such person a high school diploma in accordance with policy 2410.

Primary Purpose 2: Post-Secondary Success and Readiness

A preference for enrollment in specific courses in the district's adult education program shall be accorded to any person:

1. Who is at least 16 years of age but who is not yet 19 years of age;
2. Who has not yet graduated and is enrolled in the high school district on no more than a part time basis or who has graduated and has been admitted by the trustees as a part time pupil pursuant to 20-5-101(3); and
3. Who is seeking to enroll in any advance placement, dual credit or concurrent credit course offered in collaboration with the Montana university system.

Option 1 on Tuition Cost, Person Pays: Any person enrolled in adult education courses under this section shall be responsible for any third party supplemental fees charged for participation in such courses, including but not limited to tuition charged by a postsecondary institution for courses granting college credit and advanced placement test fees charged by the College Board.

Option 2 on Tuition Cost, District Pays: The district shall pay for any third party supplemental fees charged for participation in such courses, including but not limited to tuition charged by a postsecondary institution for courses granting college credit and advanced placement test fees charged by the College Board

Option 3 on Tuition Cost, District Defrays Cost: Any person enrolled in adult education courses under this section shall be responsible for the first \$100 per credit of any third party supplemental fees charged for participation in such courses, including but not limited to tuition charged by a postsecondary institution for courses granting college credit and advanced placement test fees charged by the College Board. The district shall pay for any third party costs above the first \$100 per credit.

Primary Purpose 3: Additional Offerings for the Community Aligned with Business and Economic Trends

Additional adult education offerings may be developed in collaboration with community representatives, subject to approval and authorization by the Board. Preference in the development of such additional offerings will be provided to course offerings aligned with and designed to address identified community needs for retraining and/or professional development caused by economic or other circumstances unique to the community.

Cross Reference:	Policy 2410 – 2410P	High School Graduation Requirements
Legal Reference:	§ 20-5-101(3), MCA	Admittance of child to school.
	§ 20-7-701, MCA	Definition of adult basic education and adult education.
	§ 20-9-311, MCA	Calculation of average number belonging (ANB) – 3 year averaging
	10.55.906, ARM	High School Credit

Big Fork School District #38

Adopted on:  
Reviewed on:

1014FE

FLEXIBILITY AND EFFICIENCY

Revised on:

Intent to Increase Non-Voted Levy

The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of funding any of the funds listed below:

- a) Tuition fund under 20-5-324;
- b) Adult education fund under 20-7/705;
- c) Building reserve fund under 20-9-502 and 20-9-503;
- d) Transportation fund under 20-10-143 and 20-10-144; and
- e) Bus depreciation reserve fund under 20-10-147.

The trustees shall provide notice of intent to impose an increase in a non-voted levy for the ensuing school fiscal year by:

- a) Adopting a resolution of intent to impose an increase in a non-voted levy that includes, at a minimum, the estimated number of increased or decreased mills to be imposed and the estimated increased or decreased revenue to be raised compared to non-voted levies under a-e imposed in the current school fiscal year and, based on the district's taxable valuation most recently certified by the department of revenue under 15-10-202, the estimated impacts of the increase or decrease on a home valued at \$100,000 and a home valued at \$200,000, and
- b) Publish a copy of the resolution in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and posting a copy of the resolution to the school district's website.

The resolution and publication of same must take place no later than March 31.

The Superintendent shall keep the trustees informed of any changes that may have occurred, which may have an effect on the estimated change in the mills and revenue, between the adoption of the resolution and the final adoption of the budget.

Legal Reference: 20-9-116, MCA Resolution of intent to increase nonvoted levy - notice



Big Fork School District #38

Adopted on:  
Reviewed on:  
Revised on:

1014FE-F1

FLEXIBILITY AND EFFICIENCY

Notice of Intent to Impose an Increase in Levies Form

As an essential part of its budgeting process, the \_\_\_\_\_ Board of Trustees is authorized by law to impose levies to support its budget. The \_\_\_\_\_ Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, \_\_\_\_\_, using certified taxable valuations from the current school fiscal year as provided to the district:

Fund Supported	Estimated Change in Revenues*	Estimated Change in Mills*	Estimated Impact, Home of \$100,000*	Estimated Impact, Home of \$200,000*
Adult Education	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease
Bus Depreciation	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease
Transportation	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease
Tuition	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease
Building Reserve	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease
Total	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease	\$___ increase/decrease

\*Impacts above are based on current certified taxable valuations from the current school fiscal year

Regarding the increase in the building reserve levy referenced above, the following are school facility maintenance projects anticipated to be completed at this time:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Legal Reference: 20-9-116, MCA Resolution of intent to increase nonvoted levy - notice