

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 December 13, 2023, at 4:59 pm in the high school library.

Trustees in attendance: Carol Field, Deb Johnson, Ben Woods, Paul Sandry, Dan Elwell & Julie Kreiman

Trustees absent: Zack Anderson

Also in attendance were Superintendent Tom Stack, Business Manager Lacey Porrovecchio, 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 was made by Trustee Elwell, seconded by Trustee Woods, 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 Johnson, and approved by unanimous vote of the elementary and high school trustees.

- Consideration of Board Meeting Minutes for November 8, 2023
- Consideration of All Bill Approval Lists
- Consideration of Student Activity Reports – October & November, 2023
- Consideration of District Donations
 1. Freedom Air Balance, Inc. \$1,200.00 Donation to Bigfork Youth Cheer Club
 2. Kalispell Ford \$1,000.00 Donation to D.H. Memorial Fund in School Food Account
- Consideration of Out of District Students
- Consideration of Surplus Property Resolution – Various Items
- 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 Resignation for Consideration
 - a. Ken Campbell, Transportation Mechanic
 2. Substitute Personnel Recommended for Consideration
 - a. Alyssa Olivi, K-12 Substitute Teacher
 - b. Carly Stodghill, K-8 Substitute Teacher
 - c. Tim Stach, Maintenance and Custodian Substitute
 3. Classified Personnel Recommended for Consideration
 - a. Kasey Koch, Route Driver
 4. Extra-Curricular Personnel Recommended for Consideration
 - a. Genna Benn, Assistant Swim Coach
 - b. Adina Rutherford, 7th Grade Girls Basketball Coach (split stipend)
 - c. Brett Pargman, 7th Grade Girls Basketball Coach (split stipend)
 - d. Kim Coleman, 8th Grade Girls Basketball Coach
 5. Extra-Curricular Volunteers Recommended for Consideration
 - a. Nathan DeSpain, 5th Grade Girls Basketball Coach
 - b. Janell Plummer, 6th Grade Girls Basketball Coach

NEW BUSINESS

- A. Bigfork PTA Members Shannon Garner and Erin Anders-Dustin presented playground options. The PTA held the annual Fun Run to raise funds for playground updates. They are considering additional equipment on the upper and lower playground. They were told the lower playground needs to be replaced and they presented options ranging from \$80,000 to \$228,000. A large portion of the cost for playground equipment is the installation. They inquired about district plans and funding for the playgrounds.

Discussion followed including playground safety, safety inspections, ESSER funds, Interlocal Agreement

funds and Facility and Finance Committee involvement. District personnel and committees will meet and decide how to move forward.

B. Montana Healthcare Foundation Grant Acceptance/Nurse Hire – Superintendent Stack/Nurse Knopik

Superintendent Stack told board members Nurse Knopik put a lot of time and effort into the grant application. The district was awarded \$50,000, \$25,000 per year for two years. Mr. Stack recommended accepting the grant and hiring nurse Alyssa Grekoff at \$35 per hour for 2 days per week. The additional nurse hours are to help meet the needs of students. Nurse Knopik explained the mission of the foundation is to meet the needs of all Montanans. Nurse Grekoff will have separate duties and will help connect students and families to resources in the community. A portion of the grant funds will be used to support teacher committee involvement and to bring in outside speakers to educate staff.

Discussion followed regarding sustainability after grant funds run out and nurse duties.

A motion to approve the Montana Healthcare Foundation Grant Acceptance and Nurse Hire was made by Trustee Kreiman, seconded by Trustee Johnson, and approved with affirmative votes from Trustees Field, Johnson, Woods, Elwell and Kreiman. Trustee Sandry opposed.

C. Bigfork Elementary Election Resolution – Business Manager Porrovecchio told trustees one 3-year position and one 1-year position are up for election in the elementary district. Election day is May 7, 2024. The window to file is open until March 28, 2024. The election will be by mail ballot. The resolution includes levy language if trustees decide to run a general fund levy. It also gives Business Manager Porrovecchio the ability to cancel any portion of the election if not needed.

A motion to approve the Bigfork Elementary Election Resolution was made by Trustee Kreiman, seconded by Trustee Woods, and approved with unanimous votes of the elementary trustees.

D. Bigfork High School Election Resolution – Business Manager Porrovecchio told board members the 3-year position representing Swan River Elementary District/Bigfork High School District is up for election on May 7, 2024. The election will be by mail ballot. The resolution includes levy language if trustees decide to run a general fund levy. It also gives Business Manager Porrovecchio the ability to cancel any portion of the election if not needed.

A motion to approve the Bigfork High School Election Resolution was made by Trustee Kreiman, seconded by Trustee Johnson, and approved with unanimous votes of the elementary and high school trustees.

E. Board Policy Updates, First Reading – Superintendent Stack

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

Superintendent Stack recognized there are several policies with required changes due to recent legislative action, clean up and maintaining compliance. He provided board members with the MTSBA video explaining changes. Major changes include recording board meetings and open enrollment. He recommends recording meetings and posting them to the website as opposed to live recordings. The union may have to be involved as well since a camera may be installed in the library. He said many of the changes are regarding parental consent and parental rights.

COMMITTEE REPORTS

There were no committee reports.

PRINCIPALS' REPORTS

Mr. Porrovecchio gave a brief update on winter sports. He said the turf soccer/football field is still in the works. He also talked about the choir concert and commended Mr. Heuchert. Trustee Kreiman asked about girls wrestling. Mr. Porrovecchio said there are 5 or 6 girls in wrestling, and they are having fun. Trustee Woods asked where baseball will have their games. Mr. Porrovecchio said games will be held at Bear Creek.

Transportation Director Walker said the new charter bus will be wrapped over Christmas break. He said the electric route bus is saving \$15 per day in fuel costs.

Student Council President Ivy Everson reported on the food drive, the upcoming blood drive and the winter semiformal dance slated for January.

SUPERINTENDENT REPORT

Mr. Stack talked to the board about partnering with FVCC to expand course offerings for high school students. Mr. Hansen and Mrs. Munson will attend the next meeting with FVCC. Trustee Johnson asked that engineering courses be included.

Trustees scheduled a short meeting for December 20 at 8 am for the consideration of personnel items.

FUTURE MEETING SCHEULE

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

- 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 Woods, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

Adjourned: 5:55 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 December 20, 2023, at 8:02 am in the district office.

Trustees in attendance: Zack Anderson, Deb Johnson, Julie Kreiman, Ben Woods & Paul Sandry

Trustees absent: Carol Field & Dan Elwell

Also in attendance were Superintendent Tom Stack & 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 Anderson, 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 Kreiman, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- 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 Resignation for Consideration
 - a. Deb Barnett, Part-time Paraprofessional
 2. Substitute Personnel Recommended for Consideration
 - a. Michael Anderson, K-12 Substitute Teacher
 3. Classified Personnel Recommended for Consideration
 - a. Marvin Loftis, Transportation Mechanic
 4. Extra-Curricular Volunteers Recommended for Consideration
 - a. Chuck Jantzen, High School Wrestling

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

Adjourned: 8:03 am

District Clerk

Chairperson

School Board Trustees,

It is my pleasure to recommend Cara Jessop as a K-6 substitute teacher in our district. Mrs. Jessop graduated with honors from Brigham Young University and has a teaching certificate in English teaching at the secondary level. She acted as a long term substitute before taking a job where she could work from home to raise her kids. She has decided to start to get back into teaching and would like to start in the grade levels her children currently are in. Cara has three children in our Elementary in kindergarten, 3rd grade and 6th grade.

Thank you for your consideration,

Charles Appleby

Board Rec

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

Wed 1/3/2024 2:13 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:

Board of Trustees:

I am pleased to recommend Sandy Glas as a substitute for Bigfork Elementary School. Sandy is a new member of our Bigfork community and is eager to provide classroom support when possible. She is semi-retired from working in sales for her career and has also spent much of her life volunteering.

Thank you,
Brenda Clarke

Board Rec

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

Thu 1/4/2024 3:06 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 would like to recommend Debbie Barnett as a substitute for Bigfork Elementary School and Bigfork Middle School. She is currently a para professional with us and will be resigning soon in the hopes of being a substitute. She is a Bigfork community member with a daughter in the Bigfork School system.

Thank you,
Brenda Clarke

Coach Recommendation

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

Tue 1/2/2024 6:47 AM

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

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

Dear Mr. Stack,

I would like to recommend Mrs. Heather Epperly and Mrs. Emily Feller as winter head cheer coaches (50/50 split) for the 2023-2024 season.

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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Fw: Elementary Music Advisor

Alison Wallen <awallen@bigfork.k12.mt.us>

Tue 1/2/2024 8:09 AM

To: Alison Wallen <awallen@bigfork.k12.mt.us>

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

Sent: Tuesday, January 2, 2024 8:01 AM

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

Subject: Re: Elementary Music Advisor

I am pleased to recommend Heather Epperly as the Elementary Music/Art and Special Event advisor for the 2023-2024 school year. Heather directs musicals, dances, concerts, and other special events for both schools during school off-hours.

Thank you,
Brenda
