

**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 July 10, 2024, at 5:00 pm in the high school library.

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

Trustees absent: none

Also in attendance were Superintendent Tom Stack, Business Manager Lacey Porrovecchio, Principals Mark Hansen and Charlie Appleby, Athletic 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 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 Woods, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

- Consideration of Board Meeting Minutes for June 3, June 10 & June 13, 2024
- Consideration of All Bill Approval Lists
- Consideration of Student Activity Reports for May & June, 2024
- Consideration of District Donations
  1. Anonymous Football Program Donation – Guardian Caps/Concussion Safety
- Consideration of Transportation Interlocal Agreements for the Transportation of Students for School Year 2024-25
  1. Swan River School District
  2. Salmon Prairie School District
  3. Sommers School District
- Consideration of 2024-25 Special Education Contract
  1. Samantha Modderman, Physical Therapist
- 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. Cindi Tranel, Paraprofessional
  2. Substitute Personnel Recommended for Consideration
    - a. Jessica Cleveland, K-12 Substitute Teacher
  3. Classified Personnel Recommended for Consideration
    - a. Duff Van Alstine, Transportation Route Driver
    - b. Adrienne Van Alstine, Transportation Route Driver
- Consideration of Surplus Property Resolution – Miscellaneous Items

**NEW BUSINESS**

- A. 2024-25 District Handbooks – Principal Appleby explained only minor updates were made to the handbooks. He and the other principals are working on revising the bullying language. It will come to the board later if needed. Discussion followed.
  1. Elementary Handbook
  2. Middle School Handbook
  3. High School Handbook
  4. High School Activities Handbook

A motion to approve district handbooks as presented was made by Trustee Kreiman, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- B. 2024-25 High School Calendar Change – Superintendent Stack & Principal Hansen proposed only 9<sup>th</sup> graders attend at the high school on the first day of school. They explained the benefits and told the board the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders have more than enough time built into the calendar to accommodate the change.

A motion to approve the 2024-25 High School Calendar Change was made by Trustee Anderson, seconded by Trustee Elwell, and approved with affirmative votes from Trustees Field, Woods, Johnson, Elwell, Kreiman and Anderson. Trustee Sandry opposed.

- C. 2024-25 School Year Transportation Routes – Transportation Director Walker asked the board to approve the transportation routes. He explained the routes were unchanged from prior year except the district will take over Route 13 which was a contracted route last year. The routes also get approved by the counties.

A motion to approve 2024-25 School Year Transportation Routes was made by Trustee Anderson, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

D. 2024-25 Cooperative Sports/Activities Agreement with Swan River – Board Chair Sandry tabled the item. Superintendent Stack explained Swan River School District approved the agreement with revisions. He will work with Swan River and the Activities Committee and bring it back to the board. Trustee Elwell explained the history and dynamics of the co-op agreement with Swan River.

- E. Transportation Bus Purchases – Transportation Director Walker asked trustees to approve the purchase of a diesel bus for Route 13. Superintendent Stack explained the motion should include the purchase of a 2<sup>nd</sup> E-bus up to \$45,000 and approval of a new diesel bus up to \$168,000.

A motion to approve the purchase of a diesel bus up to \$168,000 was made by Trustee Anderson, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- F. 15-Passenger Activity Bus Purchase – Transportation Director Walker told the board he would like to sell the 2007 van. The district doesn't use it in the winter due to safety precautions. Because of all the sports and activities and the driver shortage, he proposed the purchase of another 15-passenger activity bus up to \$55,000. He would also like to sell the 2009 VW minivan.

A motion to approve the sale of the vans as recommended and purchase of an E-bus up to \$45,000 and purchase of a 15-passenger bus up to \$55,000 was made by Trustee Anderson, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

- G. 2024-25 High School Custodial Services Contract – Superintendent Stack said Maintenance Director McGill received 3 bids. He recommended going with True Grit.

A motion to approve the cleaning contract as recommended was made by Trustee Woods, seconded by Trustee Johnson, and approved by unanimous vote of the elementary and high school trustees.

- H. Board Policy 2410, High School Graduation Requirements, 1<sup>st</sup> Reading – Superintendent Stack and Principal Hansen explained they would like to update the policy to match what the district currently does and add honor's graduation requirements. Board discussion followed.

I. District Goals – Superintendent Stack and Principal Appleby briefly went over the changes they made to District Goals after the board workshop. Some additions were made because of the ISAP accreditation process with OPI.

A motion to approve the District Goals was made by Trustee Woods, seconded by Trustee Elwell, and approved by unanimous vote of the elementary and high school trustees.

**COMMITTEE REPORTS**

None

**PRINCIPALS' REPORTS**

Mr. Hansen talked about the PLC trip to Texas with 17 staff members.

Mr. Appleby reported on the Texas trip, the new English curriculum and summer school. Board discussion followed.

Mr. Porrovecchio said he is working on coaching staff for fall activities and talked about the summer workout program.

**SUPERINTENDENT REPORT**

Mr. Stack told the board he will schedule a quick meeting before the August 20 meeting to approve fall coaches and other items. He talked about the Texas trip and said he tasked principals with defining expectations for stipends.

Board discussion followed about the wood outside the wood shop, drivers ed instructors and leave without pay.

Trustee Elwell will not be at the meeting on August 20.

**FUTURE MEETING SCHEDULE**

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

- Tuesday, August 20, 2024
- Wednesday, September 11, 2024
- Wednesday, October 9, 2024
- Wednesday, November 13, 2024
- Wednesday, December 11, 2024

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

Adjourned: 5:36 pm

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

\_\_\_\_\_  
Chairperson

1. AGENCY NAME AND DIVISION/PROGRAM: Byfork Schools / Food Service  
 2. AGENCY CONTACT: NAME: Roger Vanlandingham  
 PHONE #: 406 837-7400 EMAIL: r.vanlandingham

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).  
 Delete     Incinerate     Shred as Classified     Toss without Restriction  
 Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society.*  
 SIGNATURE: Ginny K May  
 NAME AND TITLE: Ginny K May, Admin Assistant / Data Clerk  
 DATE: 7/15/24

**5. LIST OF RECORD SERIES**  
 NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
<u>7</u>	<u>III. 41</u>	<u>Food Service Records</u>	<u>Byrs.</u>		<u>25</u>	<u>banker bys</u>
		<u>Attached</u>				

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.  
 Custodian/Records Manager  
 Name:            Date:  
 Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.  
 Name and Title:  
 Signature:



Retain 30 years

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 13

PAGE 1 OF 2 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:

Bigfork School District Office

2. AGENCY CONTACT:

NAME: Amber Yoder 837-7400

PHONE #: EMAIL: ayoder@bigfork.k12.mt.us

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete, Incinerate, Shred as Classified (checked), Toss without Restriction, Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

SIGNATURE: Amber Yoder
NAME AND TITLE: Amber Yoder, Accounts Payable
DATE: 7/11/24

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

Table with 7 columns: a. Retention Schedule Number, b. Item number listed on Retention Schedule, c. Record Series Title, d. Retention in months/years, e. Inclusive Dates, f. Volume in Cubic Feet, g. Disposition Action and Date completed after Authorization. Row 1 contains 'see attached' in column c.

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager
Name: Date:
Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:
Signature:

## School District Records Schedule Number 7

Dates are by school year (July-June)

### Section III Finance Records

<b><u>Item 8 Bank Deposit Receipts</u></b> July 2021 – June 2022	1 year past audit; destroy
<b><u>Item 22 Claims</u></b> July 2015 – June 2016	8 years; destroy
<b><u>Items 28, 29, 31, 48 County Treasurer Monthly Cash Reports, Reconcilements, Balance Sheets</u></b> Revenues July 2015 - June 2016 Trial Balance July 2015 – June 2016	8 years; destroy
<b><u>Item 61 School Receipts</u></b> March 2013 - March 2014	8 years; destroy

### Section XII Extracurricular Funds Records

<b><u>Item 2 Bank Statements</u></b> July 2015 – June 2016	8 years; destroy
<b><u>Item 3 Claims and/or Vouchers</u></b> July 2015 – June 2016	8 years; destroy
<b><u>Item 10 Purchase Orders</u></b> July 2015 – June 2016	8 years; destroy

Total of 6 cubic feet of material shredded/disposed: \_\_\_\_\_  
date

Retain 30 years

**RECORDS DESTRUCTION DOCUMENT (RM88)** NO. 13  
PAGE 1 OF 1 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM: **Bigfork School District Office**  
2. AGENCY CONTACT: NAME: **Alison Waller**  
PHONE #: EMAIL:

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).  
 Delete  Incinerate  Shred as Classified  Toss without Restriction  
 Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society.*

SIGNATURE: **Alison Waller**  
NAME AND TITLE: **Alison Waller, payroll clerk**  
DATE: **07/25/2024**

5. LIST OF RECORD SERIES  
NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
<del>III</del>	38	Form 941	8yrs	1995		
<del>III</del>	40	Fed Tax Withholding	8yrs	1995		
<del>III</del>	53	PIR	8yrs	1995, 2012-2014		
<del>IX</del>	2	Applications-not hired	3yrs	2012-2020		
<del>IX</del>	4	Athletic Contracts	8yrs	2013-2016		
<del>VIII</del>	12	Time Cards/Time Shts	8yrs	2010-2012		
<del>VIII</del>	13	Vaca/Personal Leave	8yrs	1995		
<del>VIII</del>	14	W2's	8yrs			

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.  
Custodian/Records Manager  
Name: Date:  
Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.  
Name and Title: **Alison Waller, payroll clerk**  
Signature: **Alison Waller**



**BIGFORK ROTARY FOUNDATION, INC.**  
**PO BOX 2224**  
**BIGFORK, MT 59911**



*"Service Above Self"*

BFHS Administration  
ATTN: Lacy Porrovecchio

Lacy, Rotary Foundation would like to donate the following from our Fun Run 5K & 10K fundraiser for the school's unfunded sports:

- Cross Country Team \$1,500.00
- Wrestling Team \$1,500.00
- Swimming Team \$1,500.00

Enclosed please find a check for \$4500 total. If you have any questions, please contact me at your earliest convenience.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl Hanes".

Cheryl Hanes, Treasurer  
Rotary Club of Bigfork  
406.270.8026  
rotaryclubbf@gmail.com

## Fall Coach Recommendations 24-25

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

Tue 7/23/2024 7:11 AM

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

Cc: Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>; Alison Wallen <awallen@bigfork.k12.mt.us>; Carol Venegas <cvenegas@bigfork.k12.mt.us>; Charlie Appleby <charliea@bigfork.k12.mt.us>; Mark Hansen <mhansen@bigfork.k12.mt.us>; Shannon Varner <svarner@bigfork.k12.mt.us>

Dear Mr. Stack,

I would like to recommend the following coaches for the 2024 - 2025 Fall sports season.

### **Cheer**

Heather Epperly (split, co-head coach)

Emily Feller (split, co-head coach)

### **Cross Country**

Jimmy Steyee - Paid

Sam Modderman - Paid

Jessica Johnson - Volunteer

Jane Sundell - Volunteer

Annie Cashmore - Volunteer

### **HS Football**

Connor Coleman - Paid

Jarron West - Paid

Ed Buttrey - Paid

Adam Jordt - Paid

Trevor Rehm - Volunteer

Anders Epperly - Volunteer

Cody Kirk - Volunteer

### **Golf**

John Hollow - Paid

Jackie Mee - Volunteer

Nathan Fasbender - Volunteer

### **HS Volleyball**

JV coach, Josh Feller - Paid

Frosh Coach, Jordan DeSpain - Paid

### **MS Volleyball**

Stormy Taylor - 8<sup>th</sup> Grade

Rick Baird - 7<sup>th</sup> Grade

Schuyler Tudor - 7<sup>th</sup> Grade Volunteer

### **Boys Soccer**

Varsity Assistant Allie Jo Brocke - Paid

### **Girls Soccer**

Adam Baumann - Paid

Celeste Gillespie - Volunteer

Brandy Couture - Volunteer

Vicki Bagley - Volunteer

Tyler Zavala - Volunteer

A 2015 graduate and varsity soccer player for Bigfork High School, Tyler continued his education at the University of Montana. Tyler has been an active coach in the Bigfork community and will be a great addition to the girls coaching staff.

Caden Riedesel - Volunteer

A 2022 graduate and varsity soccer player for Bigfork High School, Caden is continuing his education at FVCC. Although new to coaching, Caden is an avid soccer player and fan and will make a great addition to the girls coaching staff.

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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