

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 11, 2024, at 5:00 pm in the high school library.

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

Trustees absent: Zack Anderson

Also in attendance were Superintendent Tom Stack, Principals Mark Hansen, Brenda Clarke and Charlie Appleby, 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 Field, and approved by unanimous vote of the elementary and high school trustees.

- Consideration of Board Meeting Minutes for November 13, 2024
- Consideration of Student Activity Report – November 2024
- Consideration of All Bill Approval Lists
- Consideration of District Donations
 1. Kennedy Donation for Jazz Band, \$5500.00
- Consideration of Out of District Students Pursuant to Board Policy 3141
 1. List Attached
- 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. Michael Ortega, Transportation Route Driver
 - b. Lance Nadeau, Part-time Middle School Paraprofessional
 2. Substitute Personnel Recommended for Consideration
 - a. Beau Santistevan, K-12 Substitute Teacher
 - b. Trevor Fudim, K-12 Substitute Teacher
 - c. Cindi Tranel, K-12 Substitute Teacher
 - d. Brenda Koch, Food Service Substitute
 3. Extra-Curricular Volunteers Recommended for Consideration
 - a. Wayne Bennett, High School Wrestling
 - b. Shannon Garner, 5th Grade Girls Basketball

REPORTS & PRESENTATIONS

- A. Elementary PLC Report- The elementary 2nd grade team, Jen Gustavson and Mandy Faucett, along with Brenda Clarke and Coach teacher Vicki Heupel shared what they have been doing in the elementary school to prioritize their standards, unpack them and to use coaching to do a 15-day challenge. The 15-day challenge is a full cycle of the PLC process or workflow to focus on one priority standard to go through all four essential questions. They were able to break down the math standards down to 6 crucial or priority standards that they must cover. They will still cover the other 16 standards but will focus on the 6 essentials. Trustee Kreiman asked about the curriculum itself. The team loves the curriculum and are happy because it can adapt to their needs. It is a great tool, but not the most important part, which is instruction and response.

NEW BUSINESS

- A. Board Policy 8460 Naming School District Facilities, Second Reading for Adoption – Superintendent Stack spoke to the opportunity for naming rights and a need for a policy to make it legal.

A motion to adopt board policy 8460 Naming School District Facilities was made by Trustee Woods, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

- B. Board Policies, First Reading – Superintendent Stack let the board know that several policies were flagged by the Title audit showing that 3 of our policies needed to be updated per OPI. These board policies must be updated by January 8th so we can send it to OPI.
1. Policy 3110 Entrance, Placement and Transfer – No comment
 2. Policy 3121 Enrollment and Attendance Records – No comment
 3. Policy 3122 Attendance Policy – No comment

- C. High School Out of State Fieldtrip Request, Idaho – Mr. Phillips asked to take the newly formed jazz band to Moscow ID to the Lionel Hampton Jazz Festival, one of the biggest jazz festivals in the country. The high school would compete in the smallest high school division. They will also get to see a concert on Friday night. If they win, they will be able to perform in the concert. It's a 2-day overnight trip and they will need to do fundraising. Trustee Johnson suggested they ask boosters for support. Jazz Band is what we call a "zero hour" class, meaning it starts at 7:00 am, happening before most kids (or teachers) arrive at school.

A motion to approve the high school out of state fieldtrip to Idaho was made by Trustee Elwell, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- D. High School Out of State Fieldtrip Request, New York – Mr. Phillips spoke about a trip to New York in 2026, targeting the end of Spring Break. It would be through Bob Rogers travel. It will be a costly trip, and they want to get it passed early so they can begin fund raising. Whitefish has done this and the cost was around \$2000. There is an online fundraising portal that can be tapped outside of the valley. They will see a Broadway show, the New York Philharmonic, and see the day in the life of a real musician, along with sightseeing and playing as well.

A motion to approve the high school out of state fieldtrip to New York was made by Trustee Woods, seconded by Trustee Johnson, and approved by unanimous vote of the elementary and high school trustees.

- E. Bigfork Elementary Election Resolution – Superintendent Stack spoke about the two trustees who are up for election in the Bigfork Elementary School district and the ability for the school board to run a levy if they decide to.

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

- F. Bigfork High School Election Resolution – Superintendent Stack let the board know that no trustees were up for election, however this allows the board to run a levy if they decide to.

A motion to approve the Bigfork High School Election Resolution was made by Trustee Ben Woods, seconded by Trustee Carol Field, and approved by unanimous vote of the elementary and high school trustees.

COMMITTEE REPORTS

There were no committee reports.

PRINCIPAL REPORTS

Mr. Hansen - Thankful for the support with the PLC and great to see how well things are going, and how much Ms. Heupel has done as an instructional coach. The Guiding coalition is focusing on the four essential questions and supporting those that need help. The band concert tomorrow night starts at 6:30 in the high school. The high school winter choir concert is at the Methodist church next Tuesday.

Mrs. Clarke – Students will be Christmas caroling next Friday afternoon.

Mr. Appleby – Talked about the safety drill, boys basketball, new trimester schedules and the choir concert next Thursday. He introduced the middle school Journalism student there to report on the board meeting.

SUPERINTENDENT REPORT

Mr. Stack – Speech and Drama is doing well; Wrestling has begun, and Basketball tips off in Frenchtown. Kudos to the principals and the staff for doing so well during the safety drills. January legislative session begins – Highlights are talks of a 3% and 3% which is the most they can give and doubling the quality educator payment. Potential funding of \$6 million, to fund the 6th graders like middle school/high school. Facilities have a final quote for the staircases on the hill to the football field. Elementary siding still waiting for the report from Mr. Casalegno. The elementary bleachers will be updated over spring break.

CONSIDERATION OF OUT OF DISTRICT STUDENT PURSUANT TO BOARD POLICY 3141 –

Superintendent Stack -Out of district enrollment is capped for the life skills program so the recommendation is to deny approval of admission.

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

The future meeting schedule was discussed.

FUTURE MEETING SCHEULE

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

- o Wednesday, January 8, 2025 Workshop 4 pm, Board Meeting 5 pm
- o Wednesday, February 12, 2025
- o Wednesday, March 12, 2025
- o Wednesday, April 9, 2025
- o Wednesday, May 14, 2025

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

Adjourned: 5:44 pm

District Clerk

Chairperson

01/07/25
09:47:43

BIGFORK SCHOOLS
Reconciliation Report for 12/01/24 to 12/31/24

Page: 1 of 1
Report ID: S100R

Statement of Activity Closing Balance	301952.48
Plus Outstanding Checks	1286.94
Minus Outstanding Deposits	0.00

Balance	303239.42
Minus Receipts in Transit	635.00

Statement Balance	302604.42

✓
WR

Debits

Checks Cleared	13458.52
Misc Charges	38.71

Total Debits	13497.23

Credits



Deposits Cleared	21002.85
Misc Earnings	0.00

Total Credits	21002.85

RETURN SERVICE REQUESTED

BIGFORK SCHOOL DISTRICT
 PO BOX 188
 BIGFORK MT 59911-0188

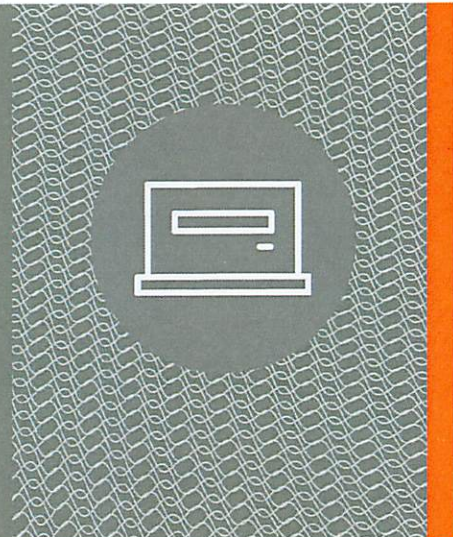
Managing Your Accounts

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

One small step for you,
 one giant leap for your
 filing cabinet.

Go paperless with electronic statements.

Talk to a banker or go online for details.



Summary of Accounts



Account Type	Account Number	Ending Balance
STATE COUNTY MUNICIPALITY CHECKING	XXXXXXXXXXXX [REDACTED]	\$302,604.42

✓ LP

THIS FORM IS PROVIDED TO HELP BALANCE YOUR STATEMENT

HOW TO BALANCE YOUR ACCOUNT

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

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

Form for balancing the checkbook balance. Includes fields for CHECKBOOK BALANCE, ADD ANY DEPOSITS INCLUDING AUTOMATIC DEPOSITS NOT YET ENTERED IN YOUR CHECKBOOK, SUB-TOTAL, SUBTRACT SERVICE CHARGE HERE AND IN YOUR CHECKBOOK, IF SAVINGS TRANSFER ACCOUNT, ADD SAVINGS INTEREST, SUBTRACT ANY AUTOMATIC LOAN PAYMENTS OR OTHER AUTOMATIC CHARGES NOT YET ENTERED IN YOUR CHECKBOOK (BE SURE TO SUBTRACT FROM CHECKBOOK), and ADJUSTED CHECKBOOK BALANCE.

ADJUSTED STATEMENT BALANCE AND CHECKBOOK BALANCE SHOULD AGREE

Form for balancing the statement balance. Includes fields for CHECKING BALANCE SHOWN ON THIS STATEMENT IF SAVINGS TRANSFER ACCOUNT ADD SAVINGS BALANCE, ADD DEPOSITS OUTSTANDING NOT YET CREDITED TO YOUR ACCOUNT (INCLUDE ANY AUTOMATIC DEPOSITS EXPECTED, NOT YET CREDITED), and SUB-TOTAL.

Table for tracking checks outstanding. Columns include CHECK NO., AMOUNT, CHECK NO., AMOUNT, and a column for marking items with circles. Includes SUB TOTAL and SUBTRACT TOTAL CHECKS OUTSTANDING fields.

ADJUSTED STATEMENT BALANCE AND CHECKBOOK BALANCE SHOULD AGREE

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

Information for Consumer Checking and Savings Account Customers:

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

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

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

Information for Balance Plus Overdraft Checking Customers:

BALANCE SUBJECT TO INTEREST RATE

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

WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT

If you think there is an error on your statement, write to us (on a separate sheet) at the address shown on the front of this statement.

In your letter, give us the following information:

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

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

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

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

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

STATE COUNTY MUNICIPALITY CHECKING - XXXXXXXXXXXX2409

Account Summary

Date	Description	Amount
11/30/2024	Beginning Balance	\$295,098.80
	6 Credit(s) This Period	\$21,003.43
	30 Debit(s) This Period	\$13,497.81
12/31/2024	Ending Balance	\$302,604.42

Account Activity

Post Date	Description	Debits	Credits	Balance
11/30/2024	Beginning Balance			\$295,098.80
12/02/2024	CHECK # 35293	\$91.72		\$295,007.08
12/02/2024	CHECK # 35350	\$102.10		\$294,904.98
12/02/2024	CHECK # 35352	\$250.16		\$294,654.82
12/02/2024	CHECK # 35355	\$2,880.00		\$291,774.82
12/03/2024	953205952880 MERCHANT BNKCD FEE	\$27.95		\$291,746.87
12/04/2024	CHECK # 35353	\$160.00		\$291,586.87
12/05/2024	CHECK # 35314	\$100.00		\$291,486.87
12/05/2024	CHECK # 35348	\$100.00		\$291,386.87
12/05/2024	CHECK # 35358	\$100.00		\$291,286.87
12/05/2024	CHECK # 35359	\$100.00		\$291,186.87
12/06/2024	DEPOSIT		\$204.00	\$291,390.87
12/09/2024	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 12-05-2024		\$10.00	\$291,400.87
12/09/2024	SET TRANS Bigfork School D EFUNDS CC FEE DEBIT FOR 12-05-2024	\$0.58		\$291,400.29
12/09/2024	CHECK # 35367	\$852.19		\$290,548.10
12/10/2024	CHECK # 35365	\$24.08		\$290,524.02
12/11/2024	953205952880 MERCHANT BNKCD DEPOSIT		\$40.00	\$290,564.02
12/11/2024	CHECK # 35360	\$100.00		\$290,464.02
12/11/2024	CHECK # 35363	\$85.00		\$290,379.02
12/11/2024	CHECK # 35369	\$294.33		\$290,084.69
12/12/2024	CHECK # 35361	\$100.00		\$289,984.69
12/12/2024	CHECK # 35364	\$150.00		\$289,834.69
12/12/2024	CHECK # 35366	\$4,704.00		\$285,130.69
12/13/2024	DEPOSIT		\$13,148.51	\$298,279.20
12/13/2024	Service Charges November 2024	\$10.76		\$298,268.44
12/13/2024	CHECK # 35323	\$103.26		\$298,165.18
12/13/2024	CHECK # 35368	\$98.12		\$298,067.06
12/18/2024	CHECK # 35370	\$70.00		\$297,997.06
12/20/2024	CHECK # 35362	\$85.00		\$297,912.06
12/23/2024	DEPOSIT		\$7,593.00	\$305,505.06
12/23/2024	CHECK # 35376	\$77.96		\$305,427.10
12/26/2024	CHECK # 35372	\$271.99		\$305,155.11
12/30/2024	PREMIER HEALTHCA PAYMENT 241227AG5037		\$7.92	\$305,163.03
12/30/2024	CHECK # 35371	\$70.52		\$305,092.51
12/30/2024	CHECK # 35373	\$611.10		\$304,481.41
12/30/2024	CHECK # 35374	\$1,660.00		\$302,821.41
12/30/2024	CHECK # 35375	\$216.99		\$302,604.42
12/31/2024	Ending Balance			\$302,604.42

STATE COUNTY MUNICIPALITY CHECKING - XXXXXXXXXXXX2409

(continued)

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
35293	12/02/2024	\$91.72	35359	12/05/2024	\$100.00	35368	12/13/2024	\$98.12
35314*	12/05/2024	\$100.00	35360	12/11/2024	\$100.00	35369	12/11/2024	\$294.33
35323*	12/13/2024	\$103.26	35361	12/12/2024	\$100.00	35370	12/18/2024	\$70.00
35348*	12/05/2024	\$100.00	35362	12/20/2024	\$85.00	35371	12/30/2024	\$70.52
35350*	12/02/2024	\$102.10	35363	12/11/2024	\$85.00	35372	12/26/2024	\$271.99
35352*	12/02/2024	\$250.16	35364	12/12/2024	\$150.00	35373	12/30/2024	\$611.10
35353	12/04/2024	\$160.00	35365	12/10/2024	\$24.08	35374	12/30/2024	\$1,660.00
35355*	12/02/2024	\$2,880.00	35366	12/12/2024	\$4,704.00	35375	12/30/2024	\$216.99
35358*	12/05/2024	\$100.00	35367	12/09/2024	\$852.19	35376	12/23/2024	\$77.96

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/02/2024	\$291,774.82	12/09/2024	\$290,548.10	12/18/2024	\$297,997.06
12/03/2024	\$291,746.87	12/10/2024	\$290,524.02	12/20/2024	\$297,912.06
12/04/2024	\$291,586.87	12/11/2024	\$290,084.69	12/23/2024	\$305,427.10
12/05/2024	\$291,186.87	12/12/2024	\$285,130.69	12/26/2024	\$305,155.11
12/06/2024	\$291,390.87	12/13/2024	\$298,067.06	12/30/2024	\$302,604.42

Overdraft and Returned Item Fees

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



BIGFORK HIGH SCHOOL

406-837-7420
www.bigforkschools.org

600 Commerce Street
Bigfork, MT 59911-0188

January 8, 2025

Attn: Mark Hansen, Principal
Bigfork High School

Greetings Mr. Hansen,

This letter is to officially notify you, and Bigfork School District No 38, that I will retire from my position as a Science Teacher at Bigfork High School at the end of this school year (2024-2025). It has been a most wonderful career and I greatly appreciate these many years of incredible opportunities, support and camaraderie provided by you and all of the staff. Thank you.

Sincerely Yours,

Hans Bodenhamer
200 Zimmerman Road
Kalispell, MT 59901
(406) 257-7827

Roger Vanlandingham, Food Service Director
Bigfork School District #38
600 Commerce St
Bigfork, Mt 59911

December 16, 2024

Mr Tom Stack, Superintendent
Bigfork School District #38
600 Commerce St
Bigfork, Mt 59911

Dear Mr. Stack,

I would like to recommend Joelle Campbell to work in the Food Service department as a cook contingent upon her passing the Background Check and Physical Exam. Thank you for your consideration.

Sincerely,



Roger Vanlandingham

Special Olympics - REVISED

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

Date Fri 1/10/2025 9:46 AM

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

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

Dear Mr. Stack,

I would like to recommend Mrs. Castruita as winter and spring special Olympics coach.

Thank you for your consideration.

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

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



MS Girls Basketball Coach Recommendation

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

Date Thu 12/12/2024 10:22 AM

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

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

Dear Mr. Stack,

I would like to recommend Mia Cano as a volunteer coach for the 5th-grade girls' basketball team. Mrs. Cano has substitute taught at Bigfork School and brings experience from her time coaching recreational league volleyball.

Thank you for your time and consideration.

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

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



MS Girls Basketball Volunteer Assistant

From Matt Porrovecchio <mattp@bigfork.k12.mt.us>
Date Sun 12/15/2024 11:40 AM
To Tom Stack <tstack@bigfork.k12.mt.us>
Cc Alison Wallen <awallen@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Dear Mr. Stack,

I am pleased to recommend Ms. Haley Shara for the position of volunteer assistant coach for the 7th-grade girls' basketball team. A 2024 graduate of Bigfork High School, Haley was a four-year athlete in both soccer and basketball for the Valkyries. Her athletic background and experience will be a valuable asset to the coaching staff.

Thank you for your consideration.

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

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.