

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 March 12, 2025, at 5:00 pm in the high school library.

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

Trustees absent: Dan Ellwell

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

- Consideration of Board Meeting Minutes for February 12, 2025
- Consideration of Student Activity Report – February, 2025
- Consideration of All Bill Approval Lists
- Consideration of Out of District Students Pursuant to Board Policy 3141
- 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. Certified Personnel Resignation for Consideration
 - a. Logan Epperly, Elementary Teacher
 - b. Mary Guffin, Elementary Teacher
 - c. Karly Wisher, Elementary Teacher
 2. Substitute Personnel Recommended for Consideration
 - a. Ginnie Assenza, Substitute Custodian
 3. Extra-Curricular Personnel Recommended for Consideration
 - a. Scott Dutro, Assistant Tennis Coach

REPORTS & PRESENTATIONS

- A. 2025-26 Preliminary Budgets – Business Manager Porrovecchio presented 2025-26 preliminary budgets for the elementary and high school budgeted funds.

NEW BUSINESS

- A. Elementary Permissive Levies Resolution – Business Manager Porrovecchio talked through the estimated permissive levy changes for the elementary funds.

A motion to approve the Elementary Permissive Levies Resolution was made by Trustee Woods, seconded by Trustee Johnson, and approved by unanimous vote of the elementary trustees.

- B. High School Permissive Levies Resolution – Business Manager Porrovecchio went over the estimated permissive levy changes for the high school funds.

A motion to approve the High School Permissive Levies Resolution was made by Trustee Field, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

- C. High School National History Day Fieldtrip & Fundraising Request – Ms. Wilondek, Ms. Sikon and students Madeline Pomeroy, Triston Feller and Nic Gustavson shared National History Day information.

A motion to approve the high school National History Day Fieldtrip and Fundraising was made by Trustee Kreiman, seconded by Trustee Johnson, and approved by unanimous vote of the elementary and high school trustees.

- D. Declaration of Emergency Closure February 26, 2025 and Possible Make-up Day – Superintendent Stack went over the details of the closure due to an outside threat. Possible make up days were discussed.

A motion to approve the Declaration of Emergency Closure on February 26, 2025 and waive a make-up day was made by Trustee Woods, seconded by Trustee Johnson, and approved with affirmative votes from Trustees Field, Johnson, Woods, Anderson and Kreiman. Trustee Sandry opposed.

- E. 2025-26 School Year Calendar – Superintendent Stack recommended two calendars with start days before and after Labor Day. While developing the calendar, he received input from board members, the union, and administrators. Discussion followed.

A motion to approve the calendar with the first day of school after Labor Day was made by Trustee Anderson, seconded by Trustee Woods and approved with affirmative votes from Trustees Field, Woods, Sandry and Anderson. Trustees Johnson and Kreiman opposed.

- F. Superintendent Contract Extension – Board Chair Sandry recommended extending Mr. Stack's contract through June, 2027 based on the evaluation done in February.

A motion to approve the superintendent contract extension through June 2027 was made by Trustee Anderson, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

- G. Drivers Education Tuition Memorandum of Understanding – Superintendent Stack explained the struggle of hiring drivers ed instructors and went over details of the MOU.

A motion to approve the Drivers Education Tuition MOU was made by Trustee Anderson, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

- H. Board Policy 3122 Attendance Policy, Second Reading for Adoption – Superintendent Stack recommended approval of the policy and told board members attendance will be on the April workshop agenda.

A motion to approve Board Policy 3122 Attendance Policy was made by Trustee Anderson, seconded by Trustee Woods, and approved by unanimous vote of the elementary and high school trustees.

COMMITTEE REPORTS

Board Chair Sandry gave a brief report on the Finance Committee.

PRINCIPAL REPORTS

Mr. Appleby thanked departing teachers for their service to the district. He told trustees about MAST testing, middle school girls basketball, Indian Education funding, the science fair, Battle of the Books, Close Up, and school accreditation.

Student Council President, Nic Gustavson, shared about the winter formal, spring break and plans for a dodge ball tournament.

Mr. Hansen spoke about joining Mrs. Taylor's fieldtrip to the courthouse, dual enrollment night, drivers ed, senior projects, spring break, the jazz band and testing.

SUPERINTENDENT REPORT

Mr. Stack thanked union president, Josh Feller, and Mr. Hansen for collaboration on the drivers education MOU. He thanked principals and staff for getting the accreditation report submitted. He also gave an update on Legislation and the basketball tournament.

FUTURE MEETING SCHEULE

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

- o Wednesday, April 9, 2025 4:00 Workshop, 5:00 Board Meeting
- o Wednesday, May 14, 2025
- o Wednesday, June 18, 2025
- o Wednesday, July 9, 2025
- o Wednesday, August 20, 2025

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

Adjourned: 6:19 pm

District Clerk

Chairperson

04/02/25
13:23:07

BIGFORK SCHOOLS
Reconciliation Report for 03/01/25 to 03/31/25

Page: 1 of 1
Report ID: S100R

Statement of Activity Closing Balance	342036.70
Plus Outstanding Checks	1955.16
Minus Outstanding Deposits	0.00

Balance	343991.86
Minus Receipts in Transit	1747.77

Statement Balance	342244.09

✓ LP

Debits

Checks Cleared	6402.20
Misc Charges	607.58

Total Debits	7009.78

Credits

Deposits Cleared	19413.62
Misc Earnings	0.00

Total Credits	19413.62



P.O. Box 241826
Omaha, NE 68124

RETURN SERVICE REQUESTED

BIGFORK SCHOOL DISTRICT
PO BOX 188
BIGFORK MT 59911-0188

Statement Ending 03/31/2025

BIGFORK SCHOOL DISTRICT

Page 1 of 6

Account Number: XXXXXXXXXXXX

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	XXXXXXXXXX	\$342,244.09

✓ LP

STATE COUNTY MUNICIPALITY CHECKING - XXXXXXXXXXXX

Account Summary

Date	Description	Amount
03/01/2025	Beginning Balance	\$329,840.25
	8 Credit(s) This Period	\$19,413.62
	32 Debit(s) This Period	\$7,009.78
03/31/2025	Ending Balance	\$342,244.09

Account Activity

Post Date	Description	Debits	Credits	Balance
03/01/2025	Beginning Balance			\$329,840.25
03/03/2025	CSM Rebate Dist ACH PAYMTS		\$105.69 ✓	\$329,945.94
03/03/2025	953205952880 MERCHANT BNKCD FEE	\$27.95 ✓		\$329,917.99
03/03/2025	CHECK # 35480	\$72.36		\$329,845.63
03/03/2025	CHECK # 35484	\$88.68		\$329,756.95
03/03/2025	CHECK # 35503	\$100.00		\$329,656.95
03/03/2025	CHECK # 35504	\$100.00		\$329,556.95
03/03/2025	CHECK # 35515	\$29.70		\$329,527.25
03/03/2025	CHECK # 35526	\$164.86		\$329,362.39
03/03/2025	CHECK # 35531	\$100.00		\$329,262.39
03/03/2025	CHECK # 35532	\$100.00		\$329,162.39
03/03/2025	CHECK # 35533	\$100.00		\$329,062.39
03/03/2025	CHECK # 35535	\$90.96		\$328,971.43
03/03/2025	CHECK # 35536	\$90.20		\$328,881.23
03/04/2025	CHECK # 35514	\$89.44		\$328,791.79
03/04/2025	CHECK # 35528	\$146.00		\$328,645.79
03/07/2025	DEPOSIT		\$4,592.13 ✓	\$333,237.92
03/07/2025	Huddle Tickets EDI PYMNTS ACXXXXXXXX-2128		\$60.00 ✓	\$333,297.92
03/10/2025	CHECK # 35491	\$122.00		\$333,175.92
03/10/2025	CHECK # 35542	\$118.22		\$333,057.70
03/12/2025	CHECK # 35518	\$80.00		\$332,977.70
03/14/2025	DEPOSIT		\$2,937.75 ✓	\$335,915.45
03/14/2025	953205952880 MERCHANT BNKCD DEPOSIT		\$1,745.95 ✓	\$337,661.40
03/14/2025	Service Charges February 2025	\$54.89 ✓		\$337,606.51
03/14/2025	CHECK # 35545	\$135.00		\$337,471.51
03/16/2025	953205952880 MERCHANT BNKCD DEPOSIT		\$1,165.34 ✓	\$338,636.85
03/17/2025	CHECK # 35537	\$90.96		\$338,545.89
03/17/2025	CHECK # 35539	\$72.16		\$338,473.73
03/17/2025	CHECK # 35540	\$9.42		\$338,464.31
03/17/2025	CHECK # 35541	\$205.43		\$338,258.88
03/18/2025	CHECK # 35544	\$36.99		\$338,221.89
03/21/2025	CHECK # 35534	\$85.00		\$338,136.89
03/24/2025	DEPOSIT		\$8,784.00 ✓	\$346,920.89
03/26/2025	PREMIER HEALTHCA PAYMENT 250325AG5037		\$22.76 ✓	\$346,943.65
03/26/2025	CHECK # 35403	\$55.00		\$346,888.65
03/26/2025	CHECK # 35543	\$70.00		\$346,818.65
03/27/2025	VISA PAYMENT 043000091436974	\$524.74 ✓		\$346,293.91
03/27/2025	CHECK # 35547	\$130.00		\$346,163.91
03/27/2025	CHECK # 35551	\$1,270.00		\$344,893.91
03/28/2025	CHECK # 35549	\$2,629.82		\$342,264.09

STATE COUNTY MUNICIPALITY CHECKING - XXXXXXXXXXXX

(continued)

Account Activity (continued)

Post Date	Description	Debits	Credits	Balance
03/28/2025	CHECK # 35550	\$20.00		\$342,244.09
03/31/2025	Ending Balance			\$342,244.09

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
35403	03/26/2025	\$55.00	35528*	03/04/2025	\$146.00	35541	03/17/2025	\$205.43
35480*	03/03/2025	\$72.36	35531*	03/03/2025	\$100.00	35542	03/10/2025	\$118.22
35484*	03/03/2025	\$88.68	35532	03/03/2025	\$100.00	35543	03/26/2025	\$70.00
35491*	03/10/2025	\$122.00	35533	03/03/2025	\$100.00	35544	03/18/2025	\$36.99
35503*	03/03/2025	\$100.00	35534	03/21/2025	\$85.00	35545	03/14/2025	\$135.00
35504	03/03/2025	\$100.00	35535	03/03/2025	\$90.96	35547*	03/27/2025	\$130.00
35514*	03/04/2025	\$89.44	35536	03/03/2025	\$90.20	35549*	03/28/2025	\$2,629.82
35515	03/03/2025	\$29.70	35537	03/17/2025	\$90.96	35550	03/28/2025	\$20.00
35518*	03/12/2025	\$80.00	35539*	03/17/2025	\$72.16	35551	03/27/2025	\$1,270.00
35526*	03/03/2025	\$164.86	35540	03/17/2025	\$9.42			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
03/03/2025	\$328,881.23	03/14/2025	\$337,471.51	03/24/2025	\$346,920.89
03/04/2025	\$328,645.79	03/16/2025	\$338,636.85	03/26/2025	\$346,818.65
03/07/2025	\$333,297.92	03/17/2025	\$338,258.88	03/27/2025	\$344,893.91
03/10/2025	\$333,057.70	03/18/2025	\$338,221.89	03/28/2025	\$342,244.09
03/12/2025	\$332,977.70	03/21/2025	\$338,136.89		

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

SURPLUS PROPERTY RESOLUTION
April 9, 2025

SURPLUS PROPERTY DISPOSAL

**Bigfork Elementary School District No. 38
Bigfork High School District No. 38
Flathead and Lake Counties
Bigfork, Montana 59911**

WHEREAS, the trustees of Bigfork Elementary & High School District No. 38 declared surplus property at a business meeting on April 9, 2025;

WHEREAS, the surplus property includes various items, list attached;

WHEREAS, the items are no longer needed by the district;

WHEREAS, the District would like to dispose of the items;

THEREFORE, BE IT RESOLVED, the items will be sold and or disposed of after Monday, April 28, 2025.

Approved by the Board of Trustees of Bigfork Elementary and High School District No. 38, Flathead and Lake Counties, on April 9, 2025 at a regular meeting held in the Bigfork High School library.

ATTEST:

Chairperson

Clerk

SURPLUS PROPERTY DISPOSAL LIST
April 9, 2025

High School Auto Shop

1995 Ford F150, 4WD, flatbed pickup, Minimum Bid \$2500
2013 Chevy Traverse LS

IT Department

80 used Chromebooks

Art Department

21-year old single phase kiln

Maintenance Department

22 small white chairs
14 large white chairs
2 round tables
Aluminum scaffolding with walking planks
15 student desks
1 cleaning caddy

Call Bigfork School District for more information, 406-837-7400.

I Susan Cleverley am giving
my notice of resignation.

My last day will be
May 9th 2025.

I will miss everyone I
work with very much and I
will miss all the kids deeply.

I am moving to Eastern
Mt.

Thank you all for treating
me so kind.

Your friend always
Susan Cleverley
Susan Cleverley

MAR 18 2025

03/21/25

Dear Mr. Stack and School Board Members,

It is my pleasure to recommend Cole Jones to the position of Driver's Education Instructor. Mr. Jones has his endorsement in Drivers Education and has been employed by the district the previous two years in this position.

Mr. Jones was a math teacher at the high school, prior to leaving last year to teach in Whitefish. I believe his outstanding classroom management, attention to detail, and his ability to build relationships with students makes him a great fit for this position.

I believe Mr. Jones will continue to provide a safe and quality driver's education for all students. Thank you for considering Mr. Jones for the Driver's Education Instructor position. I am happy to answer any questions you may have.

Thank you,

Mark L. Hansen

3/21/25

Dear Mr. Stack and School Board Members,

It is my pleasure to recommend Zach Christiansen to the position of Driver's Education Instructor. Mr. Christiansen will have his endorsement in Drivers Education by the end of June 2025.

Mr. Christiansen is a history teacher at the high school. I believe his outstanding classroom management, attention to detail, and his ability to build relationships with students makes him a great fit for this position.

I believe Mr. Christiansen will continue to provide a safe and quality driver's education for all students. Thank you for considering Mr. Christiansen for the Driver's Education Instructor position.

I am happy to answer any questions you may have.

Thank you,

Mark L. Hansen

4/1/25

Dear Mr. Stack and School Board Members,

It is my pleasure to recommend Mary Guffin to the position of Driver's Education Instructor. Ms. Guffin will have her endorsement in Drivers Education by the end of June 2025.

Ms. Guffin is a teacher at Bigfork School . I believe her understanding of how to manage students, attention to detail, and her ability to build relationships with students makes her a great fit for this position.

I believe Ms. Guffin will continue to provide a safe and quality driver's education for all students. Thank you for considering Ms. Guffin for the Driver's Education Instructor position. I am happy to answer any questions you may have.

Thank you,

Mark L. Hansen

Board Rec

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

Date Tue 4/1/2025 11:12 AM

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

Please add this to the next Board agenda:

Board of Trustees:

I am pleased to recommend Aubrie Kallenberger and Jennifer Gustavson as our 2025 summer school instructors.

Aubrie is our Intervention Specialist and Jennifer Gustavson is one of our second grade teachers.

These ladies were our instructors last year and did a wonderful job instructing and assessing our students and we look forward to another great summer.

Thank you,
Brenda Clarke

Board Rec

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

Date Fri 3/21/2025 8:59 AM

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

Please add this to the next Board agenda:

Board of Trustees:

I am pleased to recommend Donna Burggraf as a para professional in our Bigfork Elementary Special Education Department. Donna has been a substitute teacher for Bigfork School District for over a year working in a variety of grade levels and departments. She was a long-term substitute in our Special Education Life Skills program also. Donna has an Associate's Degree in Business from Chemeketa Community College in Oregon.

Thank you,
Brenda Clarke

Ginnie Assenza

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

Date Wed 3/26/2025 2:05 PM

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

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

I would like to recommend Ginnie Assenza move from being a substitute custodian to the fulltime custodian. Ginnie knows the chemicals and the other custodians and is a team player. Ginnie pays attention to detail and cares what her area looks like, Ginnie will be a great addition to our team.

Thanks.

Jessica Bowen

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

Date Wed 3/26/2025 2:18 PM

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

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

I would like to recommend Jessica Bowen be hired as the ½ kitchen and ½ custodian per her passing the background and physical. Jessica has worked in the Hs for about 1 year and knows the chemicals and procedures. Jessica helped the Elem building custodians in the summer when year-end projects started sooner to keep everything on tract.

Thanks.

Fw: Amy Dahlberg

From Alison Wallen <awallen@bigfork.k12.mt.us>
Date Fri 3/7/2025 1:41 PM
To Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

FYI

From: Jennifer Knopik <jknopik@bigfork.k12.mt.us>
Sent: Friday, March 7, 2025 1:40 PM
To: Tom Stack <tstack@bigfork.k12.mt.us>
Cc: Charlie Appleby <charliea@bigfork.k12.mt.us>; Brenda Clarke <bclarke@bigfork.k12.mt.us>; Mark Hansen <mhansen@bigfork.k12.mt.us>; Alison Wallen <awallen@bigfork.k12.mt.us>
Subject: Amy Dahlberg

Hello Tom!

Charlie and I have interviewed **Amy Dahlberg** for the position of **Substitute School Nurse** and I have reviewed her application, and checked references. She is currently a Substitute teacher for the district so this position will be added to her availability for us. Board recommendation below.

I would like to recommend Amy Dahlberg for the position of Substitute School Nurse for the Bigfork School District.

Amy is a Physician's Assistant holding a Master's degree in physician's assistant studies from Western University of Health Sciences and has work experience from California as a PA in an Emergency Department as well running a clinic in a juvenile detention center.

Her well rounded experience giving medical care in a busy Emergency Room and Juvenile Detention center will benefit her while she delivers care in the school health environment.

She will be an excellent addition to the team keeping kids safe and healthy and ready to learn!

Thanks so much!!!

Jennifer Knopik RN
Bigfork School Nurse
1-406-837-7412 ext 4020
jknopik@bigfork.k12.mt.us

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please contact the sender by reply email and destroy all copies of the original message from your computer system.

3/21/25

Prom Advisors

Mr. Stack and School Board

It is without reservation that I am recommending Scarlett Sherman and Suzanne Hines as the 2025 Prom Advisors.

Both have experience as prom advisors taking on this task together for the past 6 years. Scarlett and Suzanne bring the organizational skills necessary to coordinate this big event.

Thank you for your consideration,

Mark Hansen