

REGULAR BOARD MEETING

May 14, 2025

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 May 14, 2025, at 5:00 pm in the high school library.

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

Trustees Absent: Zack Anderson and Ben Woods

Also in attendance were Superintendent Tom Stack, Business Manager Lacey Porrovecchio, Principals Mark Hansen, Charlie Appleby and Brenda Clarke, Activity 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 the addendum was made by Trustee Elwell, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary school and high school trustees.

ACCLAMATION

A. Bigfork Elementary Trustee Election – Business Manager Porrovecchio said only two people filed for the two open positions for the elementary district.

A motion to approve Deb Johnson and Mac Kirk for 3-year terms by acclamation was made by Trustee Kreiman, seconded by Trustee Elwell, and approved by unanimous vote of the elementary and high school trustees.

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 May 14, 2025, at 5:01 pm in the high school library.

Trustees present: Carol Field, Deb Johnson, Paul Sandry, Dan Elwell, Mac Kirk and Julie Kreiman

Trustees absent: Ben Woods

Also in attendance were Superintendent Tom Stack, Business Manager Lacey Porrovecchio, Principals Mark Hansen, Charlie Appleby and Brenda Clarke, Activities Director/Special Education Director Matt Porrovecchio, staff members and members of the community.

BOARD REORGANIZATION

A motion to appoint Trustee Sandry as board chair was made by Trustee Johnson and approved by unanimous vote of the elementary and high school trustees. A motion to appoint Trustee Kreiman as vice chair was made by Trustee Elwell and approved by unanimous vote of the elementary and high school trustees. A motion to appoint Lacey Porrovecchio as Board District Clerk for fiscal year 2025-26 was made by Trustee Kreiman and approved by unanimous vote of the elementary and high school trustees.

Trustees discussed and made changes to committee assignments.

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

- Approval of Minutes for April 9, 2025, Board Meeting and Workshop and April 24, 2025 Board Meeting
- Approval of All Bill Approval Lists
- Approval of Student Activity Reports for April, 2025
- Approval of Surplus Property Resolution
- Approval of District Donations
 - Lake Hills Family Center Donations
 - \$4000 National History Day
 - \$2500 Speech & Drama Nationals
 - GAP Fillers Flathead Inc Donation to Senior Lunch Debt, \$2250
- Approval of 2025-26 Montana High School Association Membership

- Approval of 2025-26 Evergreen Preschool Agreement
- Approval of 2025-26 Evergreen Crossroads Agreement
- Approval of Out of District Students Pursuant to Board Policy 3141
 - List Attached
- Approval 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. Donna Burrgraf, Bus Monitor
 2. Certified Personnel Recommended for Consideration
 - a. Bronson Ericksen, Middle School Summer School
 - b. Marissa Meyer, Middle School Summer School
 - c. Christina Nadeau, High School Summer School
 - d. Dawn Lupan, Elementary Teacher
 3. Substitute Personnel Recommended for Consideration
 - a. Mary Guffin, K-12 Substitute Teacher
 - b. Kate Fasbender, K-12 Substitute Teacher
 - c. Holly Breckenridge, Transportation Substitute
 4. Extra-Curricular Personnel Recommended for Consideration
 - a. Ariel Putman, Head High School Volleyball Coach
 - b. Hunter Johnson, Head High School Football Coach
 - c. Trever Moll, Head Boys Soccer Coach
 - d. Park Schara, Head Girls Soccer Coach
 - e. Heather Epperly, Co-Head Fall & Winter Cheer Coach
 - f. Emily Feller, Co-Head Fall & Winter Cheer Coach
 - g. Ryan Nollan, Head Cross Country Coach
 - h. John Hollow, Head Golf Coach
 - i. John Hollow, Head High School Boys Basketball Coach
 - j. Cortnee Gunlock, Head High School Girls Basketball Coach
 - k. Clayton Woll, Head Wrestling Coach
 - l. Shirley Stine, Head Speech & Drama Coach
 - m. Chard Cummins, Head Swim Speech

NEW BUSINESS

- A. Middle School Fieldtrip & Fundraising Request – Mrs. VanValkenberg asked for approval to take students to Costa Rica during spring break of 2027. She shared some of the trip activities, fundraising ideas and cost. There will be a chaperone per every 6 students that go.

A motion to approve the middle school fieldtrip and fundraising request was made by Trustee Kreiman, seconded by Trustee Johnson, and approved by unanimous vote of the elementary trustees.

- B. District Clerk Job Description HB 252 Changes – Superintendent Stack explained minor changes were made to the job description to qualify for the Quality Staff Payment under HB 252.

A motion to approve the district clerk job description as recommended was made by Trustee Elwell, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

- C. Transportation Discussion – Superintendent Stack told the board some district buses have seatbelts and some don't. The two contracted routes and one of the charter buses also don't have belts. Board discussion followed. The district will get proposals for adding seatbelts and bring it back to the board. Mr. Stack also told them he is working on contracted route contract renewals.
- D. Attendance Policy Discussion – The administrative team and the board engaged in discussion about the attendance policy. The administrative team will continue to polish the policy, and it will be ready for first reading at the June board meeting.

Student Olivia Close read a statement about student absences. She is in many activities that enrich her life.

- E. Facility Maintenance Projects – Superintendent Stack went over district maintenance projects. The list of

priorities includes continued sewer line maintenance, elementary siding replacement and painting, interior painting in both buildings, lighting upgrades, flooring replacement, concrete work, and replacing the 4 sets of stairs on the hillside with steel staircases.

A motion to approve the maintenance projects as recommended was made by Trustee Kreiman, seconded by Trustee Elwell, and approved by unanimous vote of the elementary and high school trustees.

- F. 2025-26 Administrative Contracts – Board Chair Sandry told trustees the contract dates were changed. The salaries will be decided after negotiations.

A motion to approve the 2025-26 administrative contracts was made by Trustee Elwell, seconded by Trustee Johnson, and approved by unanimous vote of the elementary and high school trustees.

- G. Northwest Health Insurance Consortium Participation Agreement – Superintendent Stack talked about the history of the consortium. He recommended staying with the consortium for another year with a 7% rate increase. Other options will be explored for future years including the state health insurance plan.

A motion to approve the Northwest Health Insurance Consortium Participation Agreement was made by Trustee Kreiman, seconded by Trustee Johnson, and approved by unanimous vote of the elementary and high school trustees.

- H. Bigfork Elementary and High School Multidistrict Agreement July 1, 2025 – June 30, 2028 – Business Manager Porrovecchio told trustees the agreement allows the district to use the Interlocal Agreement Fund. It's a 3-year renewal of the prior agreement.

A motion to approve the Elementary and High School Multidistrict Agreement through June 30, 2028 was made by Trustee Elwell, seconded by Trustee Kreiman, and approved by unanimous vote of the elementary and high school trustees.

COMMITTEE REPORTS

There were no committee reports.

PRINCIPAL REPORTS

Mrs. Clarke told the board about the Fairytale Ball, the Fun Run, kindergarten graduation and other end of year activities. She said there will be a 3rd/4th combo class next year due to enrollment numbers.

Mr. Appleby spoke about the middle school spring activity day, MAST testing, band and choir concerts and other end of year activities.

Student Nic Gustavson gave a brief report on high school activities including the spring sports assembly, the blood drive, student council elections and other end of year activities.

Mr. Hansen went over ACT and Pre-ACT scores, dual enrollment accomplishments, journalism awards and Spanish class testing. He also talked about other end of year activities.

Board Chair Sandry commended Mr. Hansen and the high school staff.

Mr. Porrovecchio gave a brief update on spring sports. He told the board enrollment is going down, but special education numbers are going up.

SUPERINTENDENT REPORT

Mr. Stack talked about enrollment and the elementary combo class. He talked about wrapping up the school year and negotiations.

NEW BUSINESS

- I. 8th Grade Graduation Ceremony Appeal – Board Chair Sandry asked to clear the room for executive session at 6:24 pm.

Closed session began: 6:29 pm

REGULAR BOARD MEETING

May 14, 2025

Closed session ended: 6:46 pm

A motion to deny Student Appeal 001 was made by Trustee Kreiman, seconded by Trustee Kirk and approved by unanimous vote of the elementary trustees.

Trustee Johnson can't make the June board meeting.

FUTURE MEETING SCHEULE

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

- o Wednesday, June 18, 2025
- o Wednesday, July 9, 2025
- o Wednesday, August 20, 2025
- o Wednesday, September 10, 2025
- o Wednesday, October 8, 2025
- o Wednesday, November 12, 2025
- o Wednesday, December 10, 2025

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

Adjourned: 6:47 pm

District Clerk

Chairperson

06/03/25
13:24:52

BIGFORK SCHOOLS
Reconciliation Report for 05/01/25 to 05/30/25

Page: 1 of 1
Report ID: S100R

Statement of Activity Closing Balance	352867.16
Plus Outstanding Checks	14122.29
Minus Outstanding Deposits	0.00

Balance 366989.45

Minus Receipts in Transit 4370.00

Statement Balance 362619.45

✓ LP

Debits

Checks Cleared	31557.57
Misc Charges	465.82

Total Debits 32023.39

Credits

Deposits Cleared	35343.60
Misc Earnings	0.00

Total Credits 35343.60



P.O. Box 241826
Omaha, NE 68124

RETURN SERVICE REQUESTED

BIGFORK SCHOOL DISTRICT
PO BOX 188
BIGFORK MT 59911-0188

Statement Ending 05/30/2025

BIGFORK SCHOOL DISTRICT

Page 1 of 8

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.



Change in Account Terms:

The agreement governing your deposit account will be amended on July 1, 2025, and you should have by now received a change in terms notice. For your convenience, we have also made a copy of the notice available at <https://www.firstinterstatebank.com/disclosures/?disclosure=242&format=pdf>.

Summary of Accounts



Account Type	Account Number	Ending Balance
STATE COUNTY MUNICIPALITY CHECKING	XXXXXXXXXXXX	\$212,619.45

STATE COUNTY MUNICIPALITY CHECKING - XXXXXXXXXXXX

Account Summary

Date	Description	Amount
05/01/2025	Beginning Balance	\$209,320.55
	18 Credit(s) This Period	\$35,371.98
	36 Debit(s) This Period	\$32,073.08
05/30/2025	Ending Balance	\$212,619.45

Account Activity

+ 150,000 Money Market
362,619.45 ✓

Post Date	Description	Debits	Credits	Balance
05/01/2025	Beginning Balance			\$209,320.55
05/01/2025	CSM Rebate Dist ACH PAYMTS		\$16.80 ✓	\$209,337.35
05/02/2025	Huddle Tickets EDI PYMNTS ACXXXXXXXX-2068		\$630.00 ✓	\$209,967.35
05/05/2025	DEPOSIT		\$10,177.73 ✓	\$220,145.08
05/05/2025	CHECK # 35570	\$340.00		\$219,805.08
05/05/2025	CHECK # 35571	\$200.00		\$219,605.08
05/06/2025	CHECK # 35573	\$200.00		\$219,405.08
05/06/2025	CHECK # 35574	\$20.06		\$219,385.02
05/07/2025	CHECK # 35576	\$2,079.00		\$217,306.02
05/07/2025	CHECK # 35578	\$3,116.40		\$214,189.62
05/08/2025	CHECK # 35560	\$200.00		\$213,989.62
05/08/2025	CHECK # 35572	\$200.00		\$213,789.62
05/09/2025	Huddle Tickets EDI PYMNTS ACXXXXXXXX-1960		\$144.00 ✓	\$213,933.62
05/09/2025	CHECK # 35400	\$90.96		\$213,842.66
05/09/2025	CHECK # 35498	\$141.00		\$213,701.66
05/12/2025	DEPOSIT		\$8,839.25 ✓	\$222,540.91
05/12/2025	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 05-08-2025		\$20.00 ✓	\$222,560.91
05/12/2025	SET TRANS Bigfork School D EFUNDS CC POS FEE DEBIT FOR 05-08-2025	\$0.94 ✓		\$222,559.97
05/12/2025	CHECK # 35575	\$105.66		\$222,454.31
05/13/2025	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 05-09-2025		\$135.00 ✓	\$222,589.31
05/13/2025	SET TRANS Bigfork School D EFUNDS CC POS FEE DEBIT FOR 05-09-2025	\$5.30 ✓		\$222,584.01
05/13/2025	CHECK # 35579	\$99.84		\$222,484.17
05/13/2025	CHECK # 35586	\$9.42		\$222,474.75
05/13/2025	CHECK # 35587	\$62.29		\$222,412.46
05/13/2025	CHECK # 35588	\$2,810.76		\$219,601.70

STATE COUNTY MUNICIPALITY CHECKING - XXXXXXXXXXXX

(continued)

Account Activity (continued)

Post Date	Description	Debits	Credits	Balance
05/13/2025	CHECK # 35591	\$400.00		\$219,201.70
05/14/2025	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 05-12-2025		\$100.00✓	\$219,301.70
05/14/2025	Service Charges April 2025	\$23.11✓		\$219,278.59
05/14/2025	SET TRANS Bigfork School D EFUNDS CC POS FEE DEBIT FOR 05-12-2025	\$3.82✓		\$219,274.77
05/15/2025	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 05-13-2025		\$68.00✓	\$219,342.77
05/15/2025	SET TRANS Bigfork School D EFUNDS CC POS FEE DEBIT FOR 05-13-2025	\$2.67✓		\$219,340.10
05/15/2025	CHECK # 35581	\$3,501.00		\$215,839.10
05/15/2025	CHECK # 35582	\$2,545.00		\$213,294.10
05/15/2025	CHECK # 35583	\$1,906.00		\$211,388.10
05/15/2025	CHECK # 35584	\$2,027.00		\$209,361.10
05/15/2025	CHECK # 35585	\$5,588.00		\$203,773.10
05/16/2025	DEPOSIT		\$1,743.70✓	\$205,516.80
05/16/2025	Huddle Tickets EDI PYMNTS ACXXXXXXX-1703		\$501.50✓	\$206,018.30
05/16/2025	CHECK # 35580	\$755.45		\$205,262.85
05/19/2025	GF00119020 WISE US INC From GivingForce U.S.A Foundation Via WISE		\$2,000.00✓	\$207,262.85
05/19/2025	CHECK # 35590	\$3,116.40		\$204,146.45
05/20/2025	CHECK # 35589	\$43.33		\$204,103.12
05/22/2025	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 05-20-2025		\$100.00✓	\$204,203.12
05/22/2025	SET TRANS Bigfork School D EFUNDS CC POS FEE DEBIT FOR 05-20-2025	\$3.82✓		\$204,199.30
05/23/2025	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 05-21-2025		\$88.00✓	\$204,267.30
05/23/2025	SET TRANS Bigfork School D EFUNDS CC POS FEE DEBIT FOR 05-21-2025	\$2.89✓		\$204,264.41
05/27/2025	DEPOSIT		\$7,653.00✓	\$211,917.41
05/27/2025	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 05-22-2025		\$100.00✓	\$212,017.41
05/27/2025	SET TRANS Bigfork School D EFUNDS CC POS FEE DEBIT FOR 05-22-2025	\$3.82✓		\$212,013.59
05/27/2025	VISA PAYMENT 043000099559670	\$464.02✓		\$211,549.57
05/28/2025	CHECK # 35592	\$2,000.00		\$209,549.57
05/30/2025	DEPOSIT		\$2,945.00✓	\$212,494.57
05/30/2025	SET TRANS Bigfork School D EFUNDS CC CREDIT FOR 05-28-2025		\$130.00✓	\$212,624.57
05/30/2025	SET TRANS Bigfork School D EFUNDS CC POS FEE DEBIT FOR 05-28-2025	\$1.30✓		\$212,623.27
05/30/2025	SET TRANS Bigfork School D EFUNDS CC FEE DEBIT FOR 05-28-2025	\$3.82✓		\$212,619.45
05/30/2025	Ending Balance			\$212,619.45

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
35400	05/09/2025	\$90.96	35560*	05/08/2025	\$200.00	35571	05/05/2025	\$200.00
35498*	05/09/2025	\$141.00	35570*	05/05/2025	\$340.00	35572	05/08/2025	\$200.00

STATE COUNTY MUNICIPALITY CHECKING - XXXXXXXXXXXXXXX

(continued)

Checks Cleared (continued)

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
35573	05/06/2025	\$200.00	35581	05/15/2025	\$3,501.00	35588	05/13/2025	\$2,810.76
35574	05/06/2025	\$20.06	35582	05/15/2025	\$2,545.00	35589	05/20/2025	\$43.33
35575	05/12/2025	\$105.66	35583	05/15/2025	\$1,906.00	35590	05/19/2025	\$3,116.40
35576	05/07/2025	\$2,079.00	35584	05/15/2025	\$2,027.00	35591	05/13/2025	\$400.00
35578*	05/07/2025	\$3,116.40	35585	05/15/2025	\$5,588.00	35592	05/28/2025	\$2,000.00
35579	05/13/2025	\$99.84	35586	05/13/2025	\$9.42			
35580	05/16/2025	\$755.45	35587	05/13/2025	\$62.29			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/01/2025	\$209,337.35	05/12/2025	\$222,454.31	05/22/2025	\$204,199.30
05/02/2025	\$209,967.35	05/13/2025	\$219,201.70	05/23/2025	\$204,264.41
05/05/2025	\$219,605.08	05/14/2025	\$219,274.77	05/27/2025	\$211,549.57
05/06/2025	\$219,385.02	05/15/2025	\$203,773.10	05/28/2025	\$209,549.57
05/07/2025	\$214,189.62	05/16/2025	\$205,262.85	05/30/2025	\$212,619.45
05/08/2025	\$213,789.62	05/19/2025	\$204,146.45		
05/09/2025	\$213,701.66	05/20/2025	\$204,103.12		

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

CONTRACT AGREEMENT

28

711

11/10/20

1. This contract is made this 10th day of November, 2020, by and between Montana Medical Billing, LLC, a Montana limited liability company, with its principal office at 1000 1st Avenue North, Billings, Montana 59101, and Bigfork School District, a Montana public school district, with its principal office at 1000 1st Avenue North, Bigfork, Montana 59717.

2. The purpose of this contract is to provide for the payment of enhanced services by Bigfork School District to Montana Medical Billing, LLC.

3. The term of this contract shall be from July 1, 2025 through June 30, 2026.

4. The total amount of the enhanced services package shall be \$10,000.00 per year.

5. Payment shall be made by Bigfork School District to Montana Medical Billing, LLC on a monthly basis.

6. Montana Medical Billing, LLC shall provide enhanced services to Bigfork School District as outlined in the attached statement of work.

7. This contract shall be binding on the parties hereto and their successors and assigns.

8. This contract shall be subject to the terms and conditions of the Montana Medical Billing, LLC contract.

9. This contract shall be subject to the terms and conditions of the Bigfork School District contract.

10. This contract shall be subject to the terms and conditions of the Montana Medical Billing, LLC contract.

11. This contract shall be subject to the terms and conditions of the Bigfork School District contract.

12. This contract shall be subject to the terms and conditions of the Montana Medical Billing, LLC contract.

EFFECTIVE: July 1, 2025 through June 30, 2026

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CONTRACT FROM MONTANA MEDICAL BILLING

CONTRACT NUMBER 25E252

SECTION 1 PARTIES

THIS CONTRACT, is entered into by and between Montana Medical Billing, whose mailing address is PO Box 3230, Columbia Falls, MT 59912, and whose physical address and phone number are 3200 Trumble Creek Rd, Columbia Falls MT 59912 (406) 227-7065, and Bigfork School District (hereinafter referred to as the "Client"), whose address is PO Box 188, Bigfork, MT 59911.

THE PARTIES AGREE AS FOLLOWS:

SECTION 2 PURPOSE

The purpose of this contract is to provide an arrangement between the parties whereby Montana Medical Billing, LLC will provide medical billing services for the Client in exchange for the following:

- ☐ 7% of the amount paid to the Client by Medicaid or other insurers,
- ☐ \$10 for each physician signature request

Medical services are defined as services provided by a medical professional licensed to practice in the state in which services are provided, and for which Medicaid or any third party payor will reimburse.

SECTION 3 TERM OF CONTRACT AND COMPLETION DATE

1. The term of this contract for the purpose of delivery of services is from July 1, 2025 through June 30, 2026.

SECTION 4 SERVICES TO BE PROVIDED

A. The Client shall provide the following information to Montana Medical Billing:

1. An initial listing shall be provided of the full legal name and date of birth or Social Security number of each student for whom the client wishes Montana Medical Billing to check Medicaid eligibility or bill medical services,
2. As medical services are rendered, a data sheet containing the date of service, the duration of service in minutes, the procedure performed, the diagnosis, the patient name, and the provider of service shall be provided on the form specified by Montana Medical Billing.
3. Personal Care Paraprofessional services require a physician signature. **Services cannot be billed for any dates of service prior to the physician signature.** If the client wishes Montana Medical Billing to obtain the physician signature, the Child Profile Form must be sent to us as soon as practical. Montana Medical Billing is not responsible for any dates of service which are not billable because the Profile Form was not submitted to Montana Medical Billing in a timely fashion.

B. Montana Medical Billing shall provide the following services for the Client:

1. Check Medicaid eligibility for all students submitted on the initial listing, and additionally as requested.
2. Complete and submit all necessary claim forms to insurers and/or Medicaid.
3. Upon receipt of payment and Explanation of Benefits forms, Montana Medical Billing forwards any payment checks or electronic transfer information to the Client.
4. Post payment information, determine denial reason for any denied claims, and resubmit any improperly denied claims.
5. Produce a standard claim summary of monthly activity to report results back to the Client.
6. Send the standard monthly claim summary with our statement of charges to the Client.
7. If a physician signature is required, Montana Medical Billing sends the physician a request.
8. If the physician does not respond, Montana Medical Billing contacts the physician for clarification of intent. If the physician refuses the signature

request, Montana Medical Billing contacts the client to allow the Client opportunity to follow up with the local physician to pursue signature. Montana Medical Billing does not further pursue physician signatures.

C. General services and provisions:

- 1. Montana Medical Billing may be considered a resource to the Client about the interaction of IDEA and Medicaid regulations, but in no way should Montana Medical Billing services be considered to replace legal advice.**
- 2. Montana Medical Billing is HIPAA compliant. Discussion of HIPAA issues is limited to the transactions between the Client and Montana Medical Billing, and in no way represents the full extent of the Client's obligations under HIPAA. It is the responsibility of the Client to determine HIPAA requirements in all other areas.**

SECTION 5 CONSIDERATION AND PAYMENTS

In consideration of services provided under this contract, the Client shall reimburse Montana Medical Billing, LLC as follows:

7% of the amount paid to the Client by Medicaid or other insurers for services billed by Montana Medical Billing shall be reimbursed to Montana Medical Billing

\$10.00 shall be reimbursed by the Client for each physician signature requested on behalf of the Client

Each monthly invoice is payable in full within 30 days of receipt.

SECTION 6 RECORDS

- A. The Client shall develop and keep such medical records as are required to support the provision of all medical services by licensed medical professionals when such services are submitted to Montana Medical Billing to be billed to Medicaid or other payors. Such medical records shall include chart notes or progress notes made by the licensed medical professional who provides the medical service. These records are solely to protect the Client from being subject to any recapture of funds by payors due to an audit determination of insufficient medical documentation.

Montana Medical Billing is not responsible for keeping these records, supplying these records to any third party payors including Medicaid, or for ensuring that adequate records are being kept by the client.

Should recapture of funds occur due to insufficient documentation of treatment by licensed treatment staff, Montana Medical Billing shall not be liable for repayment of any claim billing charges associated with the claims or the recaptured funds, nor shall the Client be entitled to any credit or refund of amounts previously billed by Montana Medical Billing.

- B. The Client shall submit sufficient information to enable Montana Medical Billing to prepare a medical claim within 120 days after the service is rendered. Failure to submit the appropriate information in a timely fashion can cause claims to be non-payable, as most payors require a "clean claim" to be submitted within 365 days of the date of service or the provider forfeits payment. Montana Medical Billing shall not be liable for any claim which is not payable due to failure to file the claim in a timely fashion unless all required claim information was received by Montana Medical Billing within 120 days of the date of service.

SECTION 7 AUDIT AND RETENTION OF RECORDS

A. Audit:

Montana Medical Billing, for purposes of audit, shall provide the State of Montana and any other legally authorized governmental entity or their authorized agents access to materials and information pertinent to the services provided under this contract, upon request of such authorized agency, until the expiration of three (3) years from the completion date of this contract.

B. Retention of Records:

The Contractor shall retain financial records, supporting documents, statistical records and all other records supporting the services provided under this contract for a period of three (3) years from the completion date of this contract. The Contractor shall make the records available at all reasonable times at the Contractor's general offices. If any litigation, claim or audit is started before the expiration of the three year period, the records must be retained until all litigation, claims or audit findings involving the records have been resolved.

C. Upon nonrenewal or termination of this contract, the Contractor shall provide copies to the Client or to a designee of the Client all documents, files and records relating to persons receiving services and to the administration of this contract that the Client may request. A photocopying charge of \$.10 (ten cents) per page may be assessed to the Client at the discretion of Montana Medical Billing.

SECTION 8 COMPLIANCE WITH APPLICABLE LAWS, RULES AND POLICIES

The Client, in submitting services to be billed by Montana Medical Billing, certifies itself to be in compliance with all applicable Medicaid and state laws, regulations and written policies, including those pertaining to licensing of medical personnel. Medical services cannot be billed to Medicaid (or most third party payors) unless the services are provided by a medical professional licensed to practice in the state in which services are provided.

SECTION 9 CONFIDENTIALITY

Montana Medical Billing shall, in accordance with relevant laws, regulations and policies, including the 1988 Department of Social and Rehabilitation Services Policy on Confidentiality of Client Information and HIPAA, protect the confidentiality of any material and information concerning an applicant for or recipient of services funded by the Department of Social and Rehabilitation Services. In conjunction with this statement regarding confidentiality, the Client agrees that Montana Medical Billing has authority to send all relevant information to Medicaid and other third party payors as may be necessary or required by the payors to process claims. Montana Medical Billing will comply with HIPAA regulations.

SECTION 10 TECHNICAL ASSISTANCE

Montana Medical Billing may furnish within a reasonable time technical administrative or program assistance that is requested in writing by the Client and that the parties agree is necessary to Client's performance. This assistance may include providing copies of regulations, statutes, standards and policies which must be complied with under regulations of payor agencies. The Client shall not be relieved by a request for technical assistance of any obligation to meet the requirements of this contract. **LEGAL SERVICES WILL NOT BE PROVIDED BY MONTANA MEDICAL BILLING TO THE CLIENT IN ANY MATTERS RELATING TO THIS CONTRACT.**

SECTION 11 LIMITATION OF LIABILITY

Montana Medical Billing shall not be responsible or bear any liability for the following: obtaining of consent forms for individual students; accuracy of charge statements of medical service providers; licensure verification of medical professionals; medical record documentation of treatment provided; auditing progress notes for non-billable services; compliance of the Client with HIPAA regulations; or the accuracy of any information provided to Montana Medical Billing by the Client.

SECTION 12 CONTRACT TERMINATION

- A. DEFINITION: Contract termination is defined as the Client formally ceasing to send medical billing information to Montana Medical Billing. At the time of contract termination, Montana Medical Billing will follow any claims already submitted for payment, with the usual reports and statements of charges, until such claims are through the payment cycle. At that time, a final statement of charges will be sent to the Client due and payable within 30 days.**
- B. Either party may terminate this contract upon 60 days written notice to the other party.**
- C. Montana Medical Billing, by written notice to the Client, may at any time immediately terminate the whole or any part of this contract if the Client fails to:**
 - 1. perform any requirement of this contract;**
 - 2. perform its contractual duties or responsibilities specified in the standards of client performance defined in the contract; or**
 - 3. comply with any law, regulation or licensure and certification requirement.**

SECTION 13 CHOICE OF LAW AND VENUE

- A. This contract is governed by the laws of the State of Montana.**
- B. In the event of litigation concerning this contract, venue must be in the First Judicial District in and for the County of Flathead, State of Montana.**

The parties through their authorized agents have executed this contract on the dates set out below.

By: Morgan Williams Date 5/21/25
Morgan Williams
Montana Medical Billing, LLC

By: _____ Date _____

as _____
Typed/Printed Name Title
FOR Bigfork School District

Interlocal Agreement Between
Bigfork School District and Swan River School District
Transportation of Students

Terms of Agreement

This Interlocal Agreement is between the Bigfork School District and the Swan River School District only and does not include any other school district for the purpose of transporting students to and from school:

WHEREAS, the Flathead County Transportation Committee has requested an Interlocal Agreement between the two parties, and

WHEREAS, the Bigfork School District requested permission from the Swan River School District's Board of Trustees to pick up students living in the Swan River School District to attend the Bigfork School District, and

WHEREAS, there are to be no expenses, known or unknown, to be charged to the Swan River School District for this Interlocal Agreement, and

WHEREAS, this Interlocal Agreement shall remain in force from September 2, 2025 through June 12, 2026

Therefore, the signatures below signify mutual agreement to the above mentioned statements:

Bigfork School District

Swan River School District

School Board Chair

School Board Chair

Date: _____

Date: _____

District Clerk

District Clerk

**Interlocal Agreement Between
Bigfork School District and Swan Lake Salmon Elementary School District
Transportation of Students**

Terms of Agreement

This Interlocal Agreement is between the Bigfork School District and the Swan Lake Salmon Elementary School District only and does not include any other school district for the purpose of transporting students to and from school:

WHEREAS, the Flathead County Transportation Committee has requested an Interlocal Agreement between the two parties, and

WHEREAS, the Bigfork School District requested permission from the Swan Lake Salmon Elementary School District's Board of Trustees to pick up students living in the Swan Lake Salmon Elementary School District to attend the Bigfork School District, and

WHEREAS, there are to be no expenses, known or unknown, to be charged to the Swan Lake Salmon Elementary School District for this Interlocal Agreement, and

WHEREAS, this Interlocal Agreement shall remain in force from September 2, 2025 through June 12, 2026.

Therefore, the signatures below signify mutual agreement to the above mentioned statements:

Bigfork School District

Swan Lake Salmon Prairie School District

School Board Chair

School Board Chair

Date: _____

Date: _____

District Clerk

District Clerk

**Interlocal Agreement Between
Bigfork School District # 38 and Somers District #48
Driving In Somers District to pick up Bigfork Students**

Terms of Agreement

This Interlocal Agreement is between Bigfork Public School District and Somers School District only and does not include any other district for the purposes of transporting students to and from school:

WHEREAS, the Flathead County Transportation Committee has requested an Interlocal Agreement between the two parties, and

WHEREAS, the Bigfork School District requested permission from the Somers School District's Board of Trustees to drive into Bigfork High School District #38 and Somers Elementary School District on MT Hwy 82 from the East side of Sportsman's Bridge 1.2 miles to Fennon Way, and back again, for a total of 2.4 miles twice a day. For the purpose of picking up elementary and high school students who reside on Fennon Way.

WHEREAS, there are to be no expenses, known or unknown, to be charged to Bigfork School District or Somers School District for this Interlocal Agreement, and

WHEREAS, this Interlocal Agreement shall remain in force from September 2, 2025 through June 12, 2026.

Bigfork School District

Somers School District

School Board Chair

School Board Chair

Date: _____

Date: _____

District Clerk

District Clerk

25-26

FP-14 Out of District Attendance Agreement

APPROVED 25 as of June 18, 2025

2480	24154	24101
24119	24169	24122
24146	24125	24110
24100	2494	24109
2499	2493	24162
2429	2491	24160
2433	24113	24153
2434	24116	
2421	24117	

Joelle Campbell
133 Ledgewood
Bigfork, Mt 59911

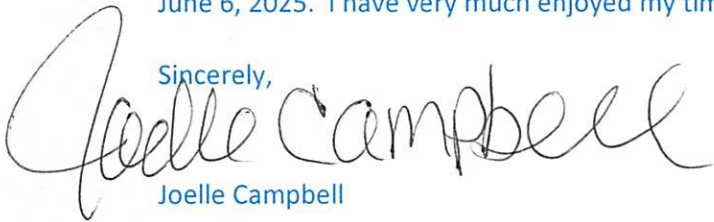
May 12, 2025

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

Dear Mr. Stack,

Please accept my resignation from employment in Food Service at Bigfork Schools effective June 6, 2025. I have very much enjoyed my time here and will miss being a part of the team.

Sincerely,

A handwritten signature in black ink that reads "Joelle Campbell". The signature is written in a cursive, flowing style. The first name "Joelle" is written with a large, looping capital "J", and the last name "Campbell" follows in a similar cursive script.

Joelle Campbell

6/2/25

Dear Mr. Stack and Board Members,

It is my pleasure to recommend Jodi Carter to Summer School Math Instructor. Mrs. Carter will be supporting students deficient in Math during this time. We are grateful that Jodi is willing to help students stay on track.

Thank you for your consideration,

Mark L. Hansen

Board Rec

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

Date Thu 6/5/2025 1:20 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 Stevi Siloti-Raykowski as a kindergarten teacher for Bigfork Elementary School. Stevi is a graduate of Bigfork High School and has a Bachelor of Arts degree in Early Childhood Education from the University of Montana. Stevi taught preschool at the University of Montana's LAB Preschool and first grade at Swan River School. She is eager to be a part of our school family.

Thank you,
Brenda Clarke



BIGFORK PUBLIC SCHOOL DISTRICT 38

P.O. Box 188, 600 Commerce Street

Bigfork, MT 59911

Phone: 406.837.7400 Fax: 406.837.7407 Home of the

VIKES

and

VALS

To: Bigfork Board of Trustees

From: Danny Walker

Subject: June 20, 2025

I am recommending Holly Breckenridge be approved to become a District Route Driver. Holly was a sub for route 13 for the last month of school and did an outstanding job. She knows the route and the students and will be a great part of Bigfork's Transportation team.

Sincerely:

Danny Walker

Transportation Director.

Board Rec

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

Date Mon 6/9/2025 11:01 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 the following to the next Board agenda:

Board of Trustees:

I am pleased to recommend Christina Jordan as a substitute teacher for grades K-5 at Bigfork School District. Christina is a retired teacher new to our community with 30 years experience. She has a Bachelor of Arts degree in Liberal Studies and has completed 30 semester credits in Curriculum and Instruction.

Thank you,
Brenda

Re: Summer school sub

From Charlie Appleby <charliea@bigfork.k12.mt.us>

Date Thu 6/12/2025 1:42 PM

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

To the School Board

It is my pleasure to recommend Aleisha Rust as a summer school substitute teacher. Her experience and knowledge of the kids will be a blessing if and when our regular teachers are unable to be present. She is willing to take on this responsibility and the two teachers are happy to have her join the team.

Charlie Appleby

Charles Appleby | Middle School Principal

600 Commerce St. | P.O. Box 188 | Bigfork, MT 59911

phone: (406) 837-7412 | fax: (406)-837-7407

www.bigforkschools.org/our-schools/middle-school/

Bigfork Middle School: Be Kind, Be Cool, and Be Compassionate

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

Sent: Thursday, June 12, 2025 11:01 AM

To: Charlie Appleby <charliea@bigfork.k12.mt.us>; Lacey Porrovecchio <lporrovecchio@bigfork.k12.mt.us>

Subject: Re: Summer school sub

Sure, no problem.

Thanks.



Tom Stack
Bigfork School District
Superintendent
W 837-7400
F 837-7407